CONSUMER DIRECT CARE NETWORK ALASKA

Documenting the Care You Provide

Day Hab, Supported Living, and In-Home Supports

Why Your Notes Matter

Your notes tell the story of your shift. They show:

- What the client did
- How you helped
- How they responded

Your notes prove that care was given as outlined in the client's care plan. Honest notes are required. Notes that are dishonest or missing important details could be flagged for misuse or fraud.

Tasks

Caregivers use teaching strategies to help clients build independence, communication, and emotional regulation. **Teaching Strategies in Habilitative Services are recorded as tasks.** These use teaching strategies to help clients build independence, communication, and emotional regulation. These strategies are more than checkboxes—they're meaningful interactions that support growth.

During each shift, select the strategy you used. Here's a quick guide:

Task Strategy	What It Means	Example
Coached/Instructed	Guided the client step-by-step to learn or improve a skill	"Coached client through handwashing using visual and verbal prompts."
Encouraged/Praised	Gave positive feedback to build confidence	"Praised client for dressing independently and encouraged continued effort."
Explored/Practiced/Role Played	Helped client try new skills or rehearse routines	"Practiced asking for help through role play. Explored ways to express frustration."
Observed/Monitored	Watched client perform a skill to assess progress	"Monitored client during meal prep to assess safety and independence."
Redirected/Intervened	Helped client refocus or adjust behavior	"Redirected client from unsafe behavior and reminded them to use walker."
Used Adaptive Aids	Supported use of tools that promote independence	"Client used visual schedule and adaptive spoon. Caregiver assisted setup."

continued on next page

Case Note Comments

Your case note must have the following to be complete:

- Objective Number
- Support Code
- Frequency (# of times the objective was worked)
- Comment

Use this format to document each objective: **[Objective Number] [Support Code] / [Frequency]**

Support Code Key

Code	Meaning
C	Cueing - guiding with verbal prompts, modeling, or gestures.
U	Unable to Complete – task not finished
P	Physical Assistance – hands-on help
I	Independent – client did it solo
R	Refusal – client declined to participate

Note: **be sure to document the highest level of assistance.**

Combine your documentation into a short, clear summary that tells the story of your shift:

Example 1: 1.2 C/2, 1.4 P/1 – Client worked on meal prep by gathering ingredients, helping wash vegetables, and stirring ingredients. Responded positively to cues and completed the activity with minimal assistance.

Example 2: 1.1 C/3, 2.1 I/1, 2.4 R/1 – Client attended a community outing to the library and engaged in a reading activity. He required three verbal prompts to remain focused during group reading and refused to participate in obj 2.4 stating "I don't like cutting paper," staff redirected to browsing books, which maintained his engagement in a positive way.

Example 3: 3.1 C/2, 3.2 R/2, 3.5 I/1 Used verbal prompts to help client start tooth brushing, but she refused the rest of her hygiene routine; said she was too tired to follow the schedule but was able to dress independently. Provided hand-over-hand support to zip jacket.

Client Name _____ **Client ID** _____

Plan Start Date _____ **Plan End Date** _____

Service	Weekly Hours Authorized
Day Hab	
Supported Living	
In-Home Supports	

20260519

Staff Initials _____