



TEMPLATE · 2026 EDITION · A4 PDF

Shift & Progress Note

A 5-line note that holds up in an NDIA audit. One page per shift. Print a stack and keep them in your car.

PARTICIPANT		SUPPORT WORKER	
DATE	START	END	SUPPORT ITEM CODE

What we did (activities)

How it went (mood, engagement, anything unusual)

Goal progress (link to a goal in the plan)

Follow-ups & risks

WORKER SIGNATURE	DATE
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