

OUTLINE FOR COMPLETING A DOCUMENTATION SHEET

1. Describe what client did to complete the objective.
2. What did you do to help the client complete this objective?
3. How did the client respond to your assistance?
4. What kind of mood was the client in during the time this objective was being worked on?

(Example)

Goal #1 Objective #1

John will brush his teeth with assistance 1x daily for the quarter.

Progress: 1x

(1) **Describe what client did to complete the objective.** (John participated in brushing his teeth by independently getting his own toothbrush, placing paste on the brush & brushing his teeth.)

(2) **What did you do to help the client complete this objective?** (I had to remind John to not swallow the toothpaste, and to be sure he brushed his back teeth.)

(3) **How did the client respond to your assistance?** (John had to be prompted to turn off the water when he was finished, but he complied without any complaints.)

(4) **What kind of mood was the client in during the time this objective was being worked on?** (John was very cooperative today; he interacted well with me by smiling and laughing.)

