Session note checklist

Check a session note before you sign it: is everything a reader would need actually there?

1. Read the note once as if you were a stranger, or an auditor.
2. Tick each item that's there. Fix anything missing before you sign.
3. Your payer's and employer's rules come first. This list is a starting point.

Note date _____ Checked by _____

	Date, start time and end time
	Who was there, and where
	The service provided
	The goals worked on
	Data for each goal, in numbers, not adjectives
	What the learner did, in words a stranger could picture
	Any behavior incident, and what staff did
	Caregiver involvement, if any
	The plan for next session
	Signature, credential and date

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