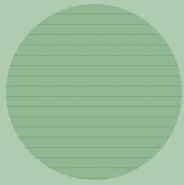


HOW TO COMPLETE A

MONTHLY HABILITATION PROGRESS REPORT

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WHAT IS A PROGRESS REPORT?

- ① A monthly summary of progress toward habilitation outcomes (goals)
- ① Required by the state of Arizona (DDD)
- ① A job requirement for all habilitators

Page ___ of ___

Monthly Habilitation Progress Report

Child Name: _____ Employee Name: _____ Month/Year: _____

Instructions: Report on each functional outcome by completing all boxes. Use as many pages as needed to document all current outcomes. In the data boxes, use the codes below to indicate the child's average performance on each date that you worked.

♦ = Independent response (no assistance needed) M = Modeling prompt G = Gestural prompt
V = Visual prompt A = Auditory (verbal) prompt Ph = Physical prompt — = No response (unable to prompt)

Functional Outcome:

Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Describe all teaching strategies being used.	Describe what progress has been made.
Describe any challenges or barriers to achieving this outcome.	Other comments or questions about this outcome.

Functional Outcome:

Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Describe all teaching strategies being used.	Describe what progress has been made.
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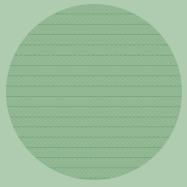
Describe all teaching strategies being used.	Describe what progress has been made.
Describe any challenges or barriers to achieving this outcome.	Other comments or questions about this outcome.

Employee Signature _____ Date _____ Parent/Guardian Signature _____ Date _____ Name of DDD Support Coordinator _____

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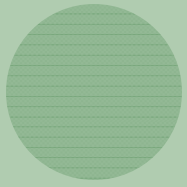

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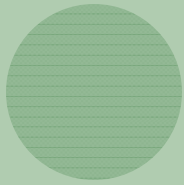
WHAT ARE FUNCTIONAL OUTCOMES?

- ⦿ Functional Outcomes are individualized goals that improve the person's quality of life
- ⦿ The ISP may include many or just a few outcomes
- ⦿ The ISP should indicate which service or person is responsible for each outcome, such as:
 - ⦿ Habilitation (HAH)
 - ⦿ Speech Therapy (SPT)
 - ⦿ Family
- ⦿ Monthly Habilitation Progress Reports must reflect outcomes listed for habilitation (HAH)



WHAT ARE TEACHING STRATEGIES?

- ⊙ Teaching Strategies are methods to achieve the outcome
- ⊙ Teaching strategies may be developed ahead of time or determined in context to maximize success
- ⊙ AZA United is available to help habilitators and families develop more comprehensive teaching strategies as needed
- ⊙ Think of Teaching Strategies as a helpful guide:
 - ⊙ *It is OK to use other methods and activities as well to achieve an outcome*



COMPLETING A PROGRESS REPORT

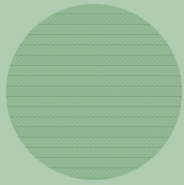
Monthly Habilitation Progress Report

Page ___ of ___

Child Name: _____ Employee Name: _____ Month/Year: _____

Instructions: Report on each functional outcome by completing all boxes. Use as many pages as needed to document all current outcomes. In the data boxes, use the codes below to indicate the child's average performance on each date that you worked.

- ⊙ Print your name and the child's name at the top
- ⊙ Enter the month and year for this report
- ⊙ Each page can report on 3 outcomes
- ⊙ Use as many pages as you need to document all outcomes you are currently working on, and number each page in the top right hand corner
- ⊙ Use **black** ink only!

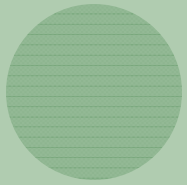


COMPLETING A PROGRESS REPORT

+ = Independent response (no assistance needed)	M = Modeling prompt	G = Gestural prompt
V = Visual prompt	A = Auditory (verbal) prompt	Ph = Physical prompt
		— = No response (unable to prompt)

Functional Outcome:																																
Dates:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

- ⊙ For each current outcome, first write the outcome in the **Functional Outcome** box
- ⊙ Provide data for each day of that month you worked in the box numbered for that day
 - ⊙ *For example, for April 12th, use the “12” box*
- ⊙ Use the codes for the child’s most frequent response that day, or the most effective prompt you used



COMPLETING A PROGRESS REPORT

+ *Independent response – no assistance needed*

When the child masters the outcome, we should see many days of “+” data.

V *Visual prompt*

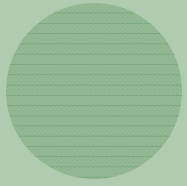
This may include pictures, schedules, sentence strips, or other visual supports.

A *Auditory/verbal prompt*

Whenever you use additional words or sounds to help the child succeed, such as giving hints or telling the child what to say.

M *Modeling prompt*

Showing the child or demonstrating how to complete the response successfully.



COMPLETING A PROGRESS REPORT

Ph *Physical prompt*

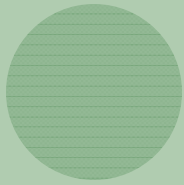
Gently moving or nudging the child physically to complete the response or target behavior successfully, such as hand-over-hand prompting.

G *Gestural Prompt*

Using a gesture as a hint, such as pointing or motioning.

– *No response/unable to prompt*

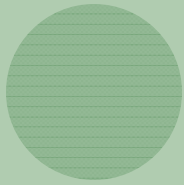
In most cases, prompts should be used to help the child learn the target behavior. Use this data only if for some reason that is not possible. Be sure to explain why you could not prompt in the follow-up questions.



COMPLETING A PROGRESS REPORT

Describe all teaching strategies being used:	Describe what progress has been made:
Describe any challenges or barriers to achieving this outcome:	Other comments or questions about this outcome:

- ⊙ **Provide progress notes in ALL 4 boxes for each outcome**
- ⊙ List any teaching strategies or activities you have used that month to work on the outcome
- ⊙ Describe any areas where you have seen progress
- ⊙ Describe any difficulties you have experienced
- ⊙ Use the comments box to ask questions or share ideas



COMPLETING A PROGRESS REPORT

Employee Signature

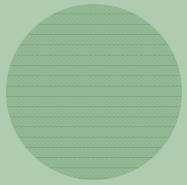
Date

Parent/Guardian Signature

Date

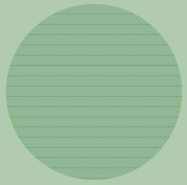
Name of DDD Support Coordinator

- ◎ Sign and date the bottom of each page
- ◎ Have the parent/guardian sign and date the bottom of each page
- ◎ **Make sure the parent/guardian has printed the name of their current DDD support coordinator at the bottom of each page**
 - ◎ *Coordinators often change, so do not assume this name will be the same every month!*



WRITING THE REPORT

- ◎ You can fill out a blank progress report by hand
OR
- ◎ You can also use the **fill-in PDF** available on our website to type in your notes and print your report
 - ◎ www.AZAunited.org
 - ◎ *Click on “Downloads”*
 - ◎ *Click on “Monthly Habilitation Progress Report”*
 - ◎ *Start typing! Click on “Print Form” when done*



STILL NEED HELP?

- ⊙ Contact the Program Team at AZA United if you need help:
 - ⊙ (602) 773-5773
 - ⊙ Programs@AZAunited.org
- ⊙ Sign up to attend a training & workshop at the AZA United office if you would like hands-on assistance.
 - ⊙ *You will get credit for professional development hours too!*