NDIS shift note

One note per shift, written the same day. Write what you saw, heard and did, in plain words, with their own words where it matters.

Participant Their name	**NDIS number** From their plan
Date The day you worked	**Start and finish** For example 9:00am to 12:00pm
Support delivered The item number and name, as on the invoice	**Where** Their home, the shops, the pool

Goals worked on Which of their goals this shift was about, and any progress
What happened What you did together, in order, with times where they matter
Participant response How they took part and what they chose, in their own words where you can
Concerns Anything that worried you, what you did and who you told, or "None"
Follow-ups What needs doing before or at the next shift

Travel Kilometres driven, from where to where, if you claim it	**Worker** Your name
Signed by participant or nominee If you keep a support log	

Template from George's free guide to NDIS progress notes: georgeapp.com.au/guides/ndis-progress-notes