

Service Coordinator Log Notes

Basic Elements

<ul style="list-style-type: none">• Name of recipient and date of birth• Full names and titles• Location of services• Date of entry for each entry	<ul style="list-style-type: none">• Description of activity and service coordinator's follow up• Signature and title of service provider – individual entries must be signed or initialed by the service coordinator
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Characteristics of Good Notes

<ul style="list-style-type: none">• Entry is legible• No lines are left blank between entries• Late entries are identified with "Late Entry"• People discussed are identified• Notes are grammatically clear and correct• Clichés are avoided	<ul style="list-style-type: none">• Use blue or black ink• Errors are noted with a single line through and initialed• No white or black out of words• Limit the use of abbreviations• If abbreviations are used, use of abbreviations are identified• Use precise language – i.e. use prefer instead of has a preference for; use please instead of I would appreciate it if
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Items to Document

<ul style="list-style-type: none">• Telephone messages received or left• Instructions to family• Discussions about procedural safeguards• Discussions about cost participation	<ul style="list-style-type: none">• Discussions or interactions with family members relevant to IFSP or IFSP planning• Discussions or interactions with provider relevant to child or IFSP planning• Summary of visits with<ul style="list-style-type: none">○ Families○ Providers○ Community agencies or resources
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