



Progress Notes

Record the support delivered and observations during a shift or visit. Keep notes factual, objective and respectful.

Prepared for: _____

Date: _____

1 Participant & shift

Participant name _____

NDIS participant number _____

Date _____

Start time _____

End time _____

Support worker _____

Role _____

2 Support delivered

What support was provided this shift, against the participant's plan and goals.

3 Observations

Mood, wellbeing, participation, and anything notable — described factually.

4 Progress toward goals

Any progress, setbacks or changes relevant to the participant's goals.

5 Follow-up needed

☐ No follow-up required☐ Follow-up required (describe below)

Handover notes, tasks for next shift, or concerns to escalate.

6 Running log (optional)

Date	Support provided & observations	Follow-up	Worker initials

7 Signature

SUPPORT WORKER

Full name

Signature _____ Date _____