

Complete Encounter Notes

The following are examples of completed Encounter Notes corresponding with the exercise.



Domain : Money Management-David

Goal: "I want to manage my own finances"

Objective: David will develop monthly budget in order to maintain finances.

I met with David in my office. We reviewed his budget plan from last week. Demonstrated how to balance checkbook and then sat with David as he subtracted his ATM withdrawals from his account and wrote out check to pay his rent. David said, "I'm embarrassed that I forgot to subtract my ATM withdrawals and that's why my checkbook was not balanced." David continues to look for full-time employment. We will meet on 8/26/10 at 2:00pm. David will bring in his updated weekly budget and completed job applications for me to review.

Domain : Health Awareness-Mark

Goal: I want to stay well”

Objective: Mark will be able to identify side effects of his medication.

I met with Mark at his parents’ house. Mark reports that his medications make him feel tired and hungry and he is gaining weight. We **reviewed information** from his psychiatrist about avoiding weight gain through food selection, exercise and alternative activities. **Coached Mark** on sugar-free food selection. We will use the list of healthy foods we developed last week when we go to the grocery store on Friday. **Assisted client** in creating a grocery list consisting foods that will help him avoid weight gain. **Mark said,** “**I think** that this will help me feel better and stay motivated to stay on my meds.” **Will meet with Mark** on Friday at 2pm to go to grocery store.

Domain: Interpersonal Communication-Susan

Goal: “ I’m lonely and want to meet people”

Objective: Susan will have an network of friends and supports and improve her social skills.

I met with Susan at Starbucks. **We role played** greeting wait staff & engaging in small talk at Starbucks when ordering a coffee. **I asked Susan to assess** her comfort level when speaking to known and unknown staff. **Susan agreed** to practice smiling and making eye contact with known wait staff. **Susan was able** to greet two staff appropriately and without discomfort. “**I get nervous speaking to people but I think I’m getting better at it.**” **She agreed to practice greeting the cashier when we go to the grocery store on Friday at 2pm.**

Domain : Vocational-Eugene

Goal: “ I want to get a job”

Objective: Eugene will be able to utilize the internet to find employment.

Met with Eugene in office. I **prompted Eugene** on how to turn on the computer and to access the internet. **Eugene was able to locate** the websites of the jobs he wanted to apply for and navigate to the on-line job application. I **assisted Eugene** in filling out the on-line applications by answering his questions about the first application. Eugene was successful in completing each application. **He said, “I’m nervous about waiting to hear back from these companies but I’m proud of myself that I applied.” Eugene will continue to look** through the want ads and to continue to look on-line for employment. **For next week’s session, Eugene will locate his social security card and driver’s license. We will meet next Friday at 3pm.**

Domain: Transportation-Janet

Goal: “ I need to get to my own appointment”

Objective: Janet will be able to schedule her appointments and arrange for medical transport services.

I met with Janet at her apartment. I prompted Janet to gather her appointment cards for the month. After collecting her cards, I assisted Janet in writing down her appointments for the month on her calendar. Janet was able to look at her appointments for the following week. I cued Janet on how to call the medical taxi and arrange transportation services for her appointments next week. Janet was able to call the company and arrange her transportation. Janet reports that she “feels good that she is able to be less dependent on her children.” Janet will continue to write down her appointments on her calendar. We will meet again next Thursday at 10:00am to schedule her transportation for the following week.

Domain : Personal Care-Doug

Goal: "I want to get a job"

Objective: Doug will demonstrate awareness of need to maintain proper hygiene.

I met with Doug at his apartment. Doug was disheveled and wearing the same clothes he was wearing when we met 2 days ago. I **reviewed** Doug's recovery plan with him specifically around the issue that he would maintain proper grooming habits on a daily basis. I **prompted** Doug to review what daily grooming activities he would need to address to meet his overall goal of obtaining employment. Doug is able to identify the tasks and the steps he would need to go through to accomplish these tasks. **Doug says he feels bad** that he was unable to adhere to his recovery plan but was able to say that he feels he would be able to accomplish these tasks if monitored more closely. **Doug will make a schedule** and record his daily grooming tasks. **I will check in with Doug** every other day by phone instead of 2 times per week as Doug feels he needs more frequent monitoring at this time. **We will meet on Friday at 10am** where Doug will show me his schedule and record of accomplished tasks.

Domain: Coping, Stress & Impulse-Debra

Goal: “ I want to be more in control of my emotion”

Objective: Debra will keep a record of all her encounters of emotions in social situations.

I met with Debra at her apartment. We reviewed Debra's journal of her social encounters over the past week. Debra identified 8 encounters where she feels she responded appropriately to the situation and 12 where she felt she responded inappropriately. We role played one particular situation where Debra was at the grocery store and the clerk accidentally scanned an item twice. Debra states that she enjoys doing these role plays as they give her ideas about how to react to stressful situations and deal with them appropriately. Debra will continue to journal about her encounters and we will review them at our next session on Tuesday at 9am.

Domain : Independent Living Skills-Mary

Goal: "I want to maintain my current apartment"

Objective: Mary will keep apartment rodent/bug free on a regular basis.

Met with Mary in her apartment. **Provided moderate assistance** in cleaning Mary's kitchen as it was a mess. **Prompted** Mary to engage in cleaning tasks as we talked about the break-up with her boyfriend. **Mary was reluctant and complained** but managed. **Reviewed** the importance of keeping up with dishes to avoid bugs. **Made a plan** to come back Thursday and asked Mary to use the kitchen cleaning chart I left with her.

Domain : Leisure-Sam

Goal: I would like to isolate less and make new friends”

Objective: Sam will attend one new social group/setting a month.

Met Sam in the community at Danny’s Donuts to work on his leisure goal. **Demonstrated to Sam** how to organize a list by creating a list of activities he would like to do. **With some prompting he was able to list four activities.** **He decided** he did want to attend functions with large crowds. **We made a plan to meet next week** and I asked him to get a newspaper to look for actual activities in the community he would consider attending.

Domain : Safety-Julie

Goal: “I want to provide a safe and healthy environment for myself and child”

Objective: Julie will set up safety list and use it when feels unsafe”

Met with Julie in her home to work on her safety goal. We **reviewed** the assignment she had last week of writing in her daily safety journal. She had not used the journal at all. After a discussion, **Julie stated** she would feel more comfortable using a monthly check list as she felt she was making progress with her goal. **Provided verbal education** on importance of using her natural supports to remain feeling safe in community. **Prompted her** to make the list handy. **We made a plan to meet next week** and I would bring the monthly checklist.