After every visit

Takes about a minute: tick as you go, then add a few words for the family and the next worker.

Date	Worker's first name	Arrived	Left

How did today go? ☐ Good ☐ Okay ☐ Hard day

What we did, and how much help

Task (the family writes these once)	On their own	With prompts	With help	Not today
Shower or wash	☐	☐	☐	☐
Breakfast	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Medication: tick only what the prescriber's chart says was due and given. This sheet records what happened; it does not give instructions.

Ate and drank ☐ Well ☐ Some ☐ Very little

Managed their feelings ☐ On their own ☐ With support ☐ Not today

Any incident? ☐ No ☐ Yes: fill in the incident record

Goal worked on today, if any (in your plan's words)

For the family

For the next worker

Tick how much help was needed, not just "done". Over months, that record can help at your plan reassessment. Not an NDIS form. General information, not advice.

Incident record

Write it before you leave, while it is fresh. Describe what was seen and heard, not opinions.

If someone is hurt or in danger, call 000 first. Then tell the person on the contacts list.

Date	Time	Where	Worker's first name

Before: what was happening just before

What happened

After: what you did, and how things went

Who was told, and when

Tick how much help was needed, not just "done". Over months, that record can help at your plan reassessment. Not an NDIS form. General information, not advice.

Week at a glance

For families who prefer one sheet a week. One line per visit.

Week starting

The week

	Worker	How it went	Help needed	Meals	Incidents
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Notes for the week

Tick how much help was needed, not just "done". Over months, that record can help at your plan reassessment. Not an NDIS form. General information, not advice.