

**STATE OF CONNECTICUT**  
**ACCESS TO RECOVERY (ATR) II**  
Department of Mental Health and Addiction Services

PROGRESS NOTE: Sample 1

Recipient Name: \_\_\_\_\_ Recipient/Client ID: \_\_\_\_\_ Service: \_\_\_\_\_

Direct <input checked="" type="checkbox"/> Indirect _____ Provided Referral _____ Location: <u>On-site</u> _____	Service Date:
Note:	
Staff Signature:	Time (in minutes):

Direct <input checked="" type="checkbox"/> Indirect _____ Provided Referral _____ Location: <u>On-site</u> _____	Service Date:
Note:	
Staff Signature:	Time (in minutes):

Direct <input checked="" type="checkbox"/> Indirect _____ Provided Referral _____ Location: <u>On-site</u> _____	Service Date:
Note:	
Staff Signature:	Time (in minutes):



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PROGRESS NOTE: Sample 3

Name of Service Recipient: \_\_\_\_\_

ATR II ID: \_\_\_\_\_

Date of Session: \_\_\_\_\_

Service Type: \_\_\_\_\_

Duration of Session: \_\_\_\_\_

Location of Session: \_\_\_\_\_

**Subjective** (what is the recipient saying):

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**Objective** (what are your observations of the recipient):

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**Assessment** (what is your assessment of the recipient's strengths and needs; how is he/she coping in recovery):

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**Plan** (what is the plan, developed with recipient, to keep recipient engaged in services and engaged in recovery):

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\_\_\_\_\_  
Signature of staff person

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PROGRESS NOTE: Example 1

Recipient Name: Jane Doe Recipient/Client ID: 22111 Service: Peer

Direct <input checked="" type="checkbox"/> Indirect <input type="checkbox"/> Provided Referral <input type="checkbox"/> Location: <u>On-site</u>	Service Date: 07/07/09
Note:  Spoke with Jane via telephone this morning. She was upset because her ex-boyfriend with whom she first started using was released from prison last week. She knows that he is a trigger and feels vulnerable around him. We reviewed an action plan that would help her stay focused. The action plan includes not contacting her ex, spending time with her sister's new baby (which Jane considers an encouragement not to use). I recommend that Jane go to her self-help meetings 2x a week now instead of just one. Jane has had an interview at the new Subways in Meriden and if she gets the job, would like to request a bus pass so that she can get to work.	
Staff Signature: <i>Tom Jones</i>	Time (in minutes): 20

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PROGRESS NOTE: Example 2

Recipient Name: John Doe	Recipient/Client ID: 11232
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Note: Each note should have a date, amount of time spent and the staff signature.

03/09/09 - CM met with John Doe at Main Street McDonalds in a private area. CM reviewed the previous week's referrals with John Doe. John Doe did not have any success with his SAGA application. CM will meet him at the DSS office next week to help him with application. John Doe did attend the free health screening fair to which CM referred him and mentioned he might need eye glasses. John Doe has made progress on his goal of securing a stable place to live. CM helped John Doe set up a savings account so that he can save his pay while at the Sober House. CM informed John Doe that Sober House Manager has indicated that John Doe is very helpful with other residents and follows house rules. CM indicated that ATR II vouchers would arrive in a few days and CM would call John Doe as soon as the vouchers arrived. (30 minutes) Tom Jones

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PROGRESS NOTE: Example 3

Name of Service Recipient: John Doe

ATR II ID: 11232

Date of Session: March 9, 2009

Service: Case Management

Duration of Session: 30 minutes

Location of Session: Dunkin' Donuts

**Subjective** (what is the recipient saying):

John Doe is interested in finding a new job as soon as possible. According to him, his hours as an assistant at Lawrence Dental were cut and if he does not find a new job he will not be able to pay his rent and will lose his apartment.

**Objective** (what are your observations of the recipient):

Mr. Doe appears anxious and worried. He also seems very motivated and seems willing to accept any guidance possible in order to find a new job. Mr. Doe's attention is on moving forward and he believes he can succeed.

**Assessment** (what is your assessment of the recipient's strengths and needs; how is he/she coping in recovery):

Mr. Doe has an active work history and together we should be able to secure him a new position. Mr. Doe has not used in over two years and does not seem likely to do so.

**Plan** (what is the plan, developed with the recipient, to keep the recipient engaged in services and engaged in recovery):

CM will be mindful of Mr. Doe's level of anxiety due to his employment and financial situation. CM will seek one month's housing payment for Mr. Doe from ATR II so that he can focus on his job search. Mr. Doe will continue to perform well on his current job and petition for an increase in his hours. CM will help Mr. Doe schedule interviews that do not interfere with his current position.

Case Manager

Signature of staff person