



AVENUE II COMMUNITY PROGRAM SERVICES

(THUNDER BAY) INCORPORATED

MANUAL OF ADMINISTRATION

TOPIC:	SUBJECT:	Code: SS043
Support Services	Daily Notes	Date of Issue: August 2025
		Revised:
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PURPOSE:

Daily notes are a detailed account of support a client receives during specified time frames (shifts/scheduled hours) with Avenue II (residential, CPS, Passport) on Analytic Information Management System (AIMS). In the event the internet is not accessible for daily notes, paper logs are to be completed.

PROCEDURE:

1. Daily notes are to be completed by each support worker every shift (residential, may include overnight support when applicable to the needs of the clients) for every CPS/Passport support time.
2. Daily Notes will be entered into AIMS and include:
 - Time of shift
 - Information relevant to the individual you are supporting:
 - Activities during your shift
 - Notable interactions they had
 - Notable moods
 - How their goals were worked on
 - Nutrition logging – specifically what was eaten (if applicable)
 - Medications – if the person was supported
 - Health and safety observations of residential location, safety equipment checks as required (wheelchairs/lifts)
 - Hot water check, fire drill, pendant testing (if applicable)
 - Reference information required specific to individual and/or home (ie. daily/weekly tasks completed, LIFT)
3. Daily notes – residential and CPS/Passport – are reviewed and signed off by team members regularly to keep current with supports provided.
4. Managers will review Daily Notes and sign off regularly to be current with supports provided.