

DAILY TRAINING RECORD
Instructions

1. Preparation of Daily Training Record (DTR)

- A. Enter the requested information in the heading section:
 - 1. Individual's First and last name (Do Not Use Nickname).
 - 2. Name of Program
 - 3. Month and Year
 - 4. Service Plan (SP) Date
- B. List Day Program Services Plan (SP) Objectives:
 - 1. Objectives must match those on the Service Plan (SP); include level of support and objective criteria.
 - 2. Number the objectives consecutively as they appear on the sheet.
 - 3. If modifications are made (i.e. objective added or deleted), note the date the objective was added or deleted on the corresponding DTR.

2. Recording

- A. Daily training is indicated by entering the following information in the corresponding date block next to the appropriate objective:
 - 1. In top box – enter the appropriate level of support code from key at bottom of DTR.
 - 2. In bottom box – Staff Initials.

3. Filing

- A. The DTR is a permanent part of the individual's day program file to be kept at the program site.
- B. If the individual moves to another program, the training records are forwarded to the new program as part of the individual's day program file.
- C. If the individual goes on respite to another program for a time period of longer than one month a copy of his/her training record is forwarded to the respite program.

4. Suggestions for Implementation and Use

- A. The following may be implemented to document training in programs that have morning and afternoon program areas:
 - 1. On sheet *may* be designated for A.M. program and a second sheet may be designated for P.M. program.
- B. Each staff member should have access to the form in his/her program area while the individual is present.
- C. Staff member should review all objectives and record the daily training provided before passing the sheet onto the next person or before handing it in at the end of the day.
- D. Block out the weekends and holidays and enter W's and H's in the date block.
- E. The Program Supervisor or designee should check the forms periodically to ensure the forms are completed as required. Discrepancies, missing or incomplete forms should be noted. Errors should be addressed and corrected on the next months DTR.

DTR Level of Support Symbols and Definitions

| TERM | SYMBOL | DEFINITION |
|--------------------|--------|---|
| Hand-Over-Hand | H | Staff provides physical guidance through the action. |
| Physical Prompt | P | Staff lightly touches individual to signal appropriate action. |
| Verbal Cues/Prompt | VP | Staff uses a few key words to guide client action through the task. |
| Visual Cues | VC | Staff uses gestures, color coding, demonstrations or other visual Cue to signal action. |
| Initial Directive | I/D | Independently completes task with initial instruction. |
| Supervision | S | Requires staff to oversee task or activity completion. |
| Independent | I | Independently initiates and completes task (without a directive). |