

Supports Brokerage Services Activities Log

Agencies providing DDD-funded services are required to maintain an activities log for each person receiving Supports Brokerage (SB) Services. They may use this log or their own alternate version as long as all data elements below are included. The SB Services Log (this or an alternate version) must be used in combination with the Supports Brokerage Agreement Form. Please attach Supports Brokerage Agreement Form.

Individual Name: _____ DDD ID #: _____ Supports Broker Name: _____

Individualized Service Plan (ISP) Outcome(s): _____

Enter Supports Broker Task exactly as it appears on the Supports Brokerage Agreement Form.

Date	Start Time	End Time	# of Units	Actions to Address Task*	Progress Toward Outcome(s)**
	Supports Broker Task Addressed				
	Task Number: Task				
Date	Start Time	End Time	# of Units	Actions to Address Task*	Progress Toward Outcome(s)**
	Supports Broker Task Addressed				
	Task Number: Task				

*Actions to Address Task should provide details of assistance provided (reached out by phone, reviewed documents, recruited employees, updated schedules, called Medicaid with the individual, located community resources, posted on job-search sites, etc.)

**Progress Toward Outcome(s) should provide details about the progress made toward the ISP outcome(s) that directly relates to Supports Brokerage Services, including the person's success toward their goal(s), support needed to achieve their goal(s), and next steps (as applicable).

Individual Signature: _____ Date: _____ SB Signature: _____ Date: _____

Guardian Signature (if applicable): _____ Date: _____

By signing this document, I verify that the information above is accurate and the Supports Broker Agreement is attached.