

DAGG-2: Monitoring Progress - How to use the Data Progress Form

The data progress form provides a means to track progress towards goals in a systematic manner. The components on the data sheet were developed to meet insurance and Medicaid requirements for data. The data sheet is set up in a clinical **SOAP** note fashion:

- **Subjective Information:** A simple narrative of the patient/student's current condition (e.g., interactive, focused, distracted), location of treatment, positioning, access methods/technology used and/or environment.
- **Objective Information:** Specific measurements (data) from the session. The prompting categories are listed for each session to allow for documentation of either the number of times the behavior occurred or the percentage of success including the level of prompting* and support needed. At the end of four sessions, percentages for each goal at each level of prompting can be averaged in the Summary Column on the far right of the sheet.
- **Assessment Information:** A very short summary of the progress towards goals typically increased/decreased or maintained accuracy and use of each goal. For example, "choice-making increased, accuracy maintained, greetings increased."
- **Plan of Action:** A place to note maintenance of goals, discontinuation of goals and any modifications needed. Often includes a simple phrase "Continue therapy and modifications as written."

**Recording prompting: During the course of the activity, place a tally mark beside the level of prompting needed for each opportunity (NC, IC, DVC...). After the data is collected for the session/date of service, add the total number of tallies for each objective. To calculate the percentages divide the number of tallies for each level of prompting by the total number of tallies. Do this for each level of prompting!*

NC		%
IC		50 %
DVC		33 %
DPC		10 %
PA		%

DAGG-2: Data progress form

Use the Data Progress Form to record daily achievement toward annual target goals. The form is set up in a simple **SOAP format: Subjective, Objective, Assessment, Plan.**

Name:

Date of Birth:

Annual Goals Dates:														
Item/Service Date:														Summary: Average of % accuracy
Subjective:														
Objective	GOAL 1	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 2	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 3	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 4	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
Assessment														
Plan														
Clinician Signature														

Chain of Cues Prompting Hierarchy: NC: Natural Cue – IC: Indirect Cue – DVC: Direct Verbal Cue – DPC: Direct Pointer Cue – PA: Physical Assistance



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Date of Birth:

Annual Goals Dates:														
Item/Service Date:														Summary: Average of % accuracy
Subjective:														
Objective	GOAL 1	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 2	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 3	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 4	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
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Subjective:														
Objective	GOAL 1	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 2	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 3	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
	GOAL 4	NC		%	NC		%	NC		%	NC		%	
		IC		%	IC		%	IC		%	IC		%	
		DVC		%	DVC		%	DVC		%	DVC		%	
		DPC		%	DPC		%	DPC		%	DPC		%	
		PA		%	PA		%	PA		%	PA		%	
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Developed by DynaVox in conjunction with Dynamic Therapy Associates of Kennesaw, GA.
Clarke and Schneider, 2010

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