

# How to write a daily shift note:

(rev. 10/21/2023)

Daily shift notes are used to communicate a concise summary of how each resident presented during a non-school shift. There are multiple audiences for the daily shift note, including staff working directly with the student during subsequent shifts, clinical and administrative staff who might be sharing the information with parents or other adults on the student's treatment team, and staff who might have to follow up on any identified issues.

Ideally, most daily shift notes will consist of three sentences covering notable problem behaviors, strength-based behaviors, and any follow-up required by subsequent shifts.

If additional sentences are needed, the overall objective is still to be concise and if necessary use a separate email to the appropriate staff when more detail is appropriate.

## Notable problem behaviors:

- No noteworthy behavior problems.
- Required a reset for...
  - ignoring or refusing staff directions.
  - lying.
  - swearing.
  - arguing.
  - supporting or encouraging others' off-track behaviors.
  - disrupting activities and structures.
  - going into student-restricted areas without permission.
  - stealing.
  - skipping or refusing chores.
  - targeting or picking on others.
- Required multiple resets for...
- Required a break for...
  - refusing / unable to use a reset.
  - see above list under resets.
- Required multiple breaks for...
- Was Out-of-Group for...
  - refusing / unable to use breaks.
  - stealing.
  - running away or leaving staff supervision.
  - targeting or picking on others.
  - damaging property.
  - invading others' personal space.
  - going into other's rooms or belongings.
  - other.

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- Critical Incident Report was written for:

Physical Restraint	Suicidal Gesture
Physical Aggression toward Others	Contraband Found
Physical Aggression toward Property	Stealing
Criminal Threatening	Sexual Harassment
Self-Injury	Sexual Acting Out
Substance Abuse Concerns	Disordered Eating
Running Away (on campus)	Alleged Mistreatment by Staff
Absconding (running away off grounds)	Victimized by a Peer
Out of Staff Supervision	Outside Agency Involvement
Significant Accident or Injury	
Suicidal Ideation	Other Behavior that is Extreme

## Strength-based behaviors / observations:

- Student should be commended for...
- Student did a great job...
- Student showed strengths in...
- Student worked on...(positive achievement)
- Staff observed student...(positive quality)
- Student demonstrated the positive value of (Be Connected; Be Empathic; Show Self-Control; Be Responsible; Be Independent; Be Effective) by...

## Follow-up required by next shift(s):

- No specific follow up items identified.
- Awake Overnight Residential Counselor follow up for:
- Wellness follow up for:
- Clinician follow up for:
- Coordinator follow up for:
- Other follow up for:

If a student is away for an entire shift it is appropriate to simply write “On a home visit” or some other short explanatory phrase.

## Examples:

Stuart: No noteworthy behaviors problems. Did a great job in group therapy demonstrating empathy toward another student. Needs more toothpaste.

Stuart: Multiple resets and one break needed today for arguing and disrupting a basketball game. However, Stuart did a commendable job in processing afterwards and apologized to staff and peers. No specific follow up items identified.

Stuart: Rough day with multiple resets, breaks, and a CIR for physical aggression toward property, criminal threatening, running away and out of staff supervision. Stuart did do a very good job of being quiet when he returned to the dorm after other students were in their beds. Review by residential staff of coping skills identified in processing and follow up on the property damage is planned for tomorrow.