



FAMILY NAME

MRN

GIVEN NAME

MALE FEMALE

D.O.B. ____/____/____

M.O.

ADDRESS

BROKERAGE SHIFT REPORT

LOCATION / WARD

COMPLETE ALL DETAILS OR AFFIX PATIENT LABEL HERE

TO BE SENT TO ADAHPS BY EMAIL TO THE CASE MANAGER OR FAX (02 9382 8611)

Date of service:

Name of service:

Support worker name:

SHIFT DETAILS

Shift hours:

Start time:

Finish:

Travel during shift: Yes No If yes → Destination/s:

REPORT

Did the client present for your service today? Yes No

Did the client do the agreed tasks for the shift? Yes No

Did the client set any new tasks for the shift? Yes No

Progress with today's tasks

(Progress scale of 1 – 5, 1 = none, 2 = little, 3 = some, 4 = good, 5 = goal achieved)

Goals	Progress (1-5)	Details/Comments/Feedback
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Medication		
Showering		
Cleaning/washing		
Cooking		
Shopping		
Social activities		
Walking		
Appointments		
Other:		

Level of support provided *(tick all that apply)*

- Worker completed some tasks for the client Physical support
 Worker completed all tasks for the client Verbal prompts

The client's level of participation with the tasks:

- None A little Some Quite a bit A lot

Did the client face any challenges or difficulties during the shift? Yes No

If Yes → details:

Were there any incidents or emergencies that occurred during the shift? Yes No

If Yes → details:

Is there any follow-up required? Yes No

If Yes → details:

Any suggestions for service improvement?



SES060062

Holes Punched as per AS2828.1: 2019

BINDING MARGIN - NO WRITING

S1144 101220



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Facility: Adahps

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REPORT *(Continued)*

Any other comments:

FORM COMPLETION INFORMATION

Only describe observations (what you see and hear), and do so in a respectful manner without expressing your own reactions, thoughts, judgements, or opinions. Be aware that clients have a right to request access to this report.

Examples:

- The client's hair is too long. / The client's hair needs to be cut.
- The client has long hair.
- The client was uncooperative and refused to take a shower/was too lazy to clean the house.
- The client did not take a shower or clean the house.
- The client got angry over nothing and ruined the shift.
- The client was angry and abusive towards me. He swore loudly and kicked the door.
- I was surprised that the client was so friendly.
- The client was in a good mood and friendly towards me.

Holes Punched as per AS2828.1: 2019
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