

Action Plans/Learning Logs

Action Plans lay out the steps that you will do to help a person achieve their outcome (in their ISP).

- You enter this 1x and update if and when necessary
- Examples of some steps:
 - o Will assist Johnny with creating a monthly calendar
 - o Will assist Johnny with researching community events

Learning Logs – will be the activity that you did based on the action steps.

- Frequency of learning log input is in the outcome under “Action Plan Reporting” frequency. Could be monthly, quarterly or semi-annual. You will have to check the outcome to determine the frequency.
- You can do more than the frequency listed but not less
- Make information meaningful. Learning logs are shared with the whole team so make sure you are sharing information that you think would be great if others knew that.
- Examples:
 - o Good: Johnny and I went to the Valentine’s dance. He was excited to go and enjoyed himself. However, he became anxious after a couple hours. Next time we will plan shorter trips.
 - o Not: Johnny and I went to the Valentine’s Dance. He had a good time and we left.
 - o Good: Johnny and I went to Burger King. We have been practicing him ordering for himself. Johnny went to the counter, ordered his meal and paid for it himself. He was so excited and proud. He wants to try to order his food at Jake’s next week!
 - o Not: Johnny and I went to Burger King. He got a combo meal.