USES FOR THE LEARNING LOG

Replace "progress notes": Many agencies require staff to write daily notes about people they support. The Learning Log structure helps people focus on sharing the most relevant and useful information that can actually improve supports. This information goes beyond the "Dan had a good day" or "Dan slept through the night" style, or the long, venting, crisis driven, emotional release types of notes (ie. "It was a dark and stormy night…").

Track learning at work/work alternative settings: The five blank lines on the Log provide a good way to record information during a standard 5-day work week. The Log structure leads people to look for learning which helps make work/work alternative experiences a better fit for the person supported. This may also meet the requirements for daily tracking in these settings.

Share information between settings: The Log structure is designed to be an easy way to share information within or across agencies. It encourages staff to seek out new learning about people they support. It can be easily sent back and forth in a daily communication notebook. It is a tool to aid support teams in identifying common themes (or distinct differences) present in a person's life. This information can be used by skilled teams to get a more holistic view of the person they are supporting.

Think differently/Gather planning information: The Log helps people exercise person-centered thinking and what they learn in a more person-centered way. As time is spent reviewing and reflecting on grows written information consistent themes begin to emerge. As more information is collected, plan facilitators can look for what seems important to the person and draft an initial plan. This can then be returned to supporters for additional input and implementation.

Generate information for plan updates: When used regularly, the Log provides current information to help in updating plans. Plan facilitators that review this information improve at the "Guess-Ask-Write" tasks of updating plans and supports.

Record learning on specific outcomes: The Log format works well in recording actions and learning that relate to a person's specific outcomes. For example, an outcome is "Doing more things that relate to his love of boats", then the Log could be used to record things that relates to boats (ie, buying a boat history book; taking a boat trip; working on a model ship; going to a boat show). The Log can support people in learning what is preferred and what does not work. The information can then be used to make better decisions around how to use the resources available to support people in getting more of what they want.

TIPS FOR USING THE LEARNING LOG

- **Replace existing paperwork:** It is likely that some information recorded on the Learning Log is already being recorded elsewhere. Look at where this can replace what's being done. You may be able to consolidate other data sources into the log. Adjust the form to meet your specific needs if necessary. Just don't add something that YOU think would be a great thing. Help the people who are spending their time

recording their learning see how it will reduce their current work or at least make it more efficient.

- **Provide a sample:** A sample recording of information has been provided on the original version of the Learning Log. Providing an example of the kind of things you are looking for and the kind of detail that you want people to write, will help you to get good and mindful work. This also helps to safeguard against people just writing "Yes" in one of the columns. Develop and replace the sample with your own example that relates to the person who's Learning Log it is in order to provide the best reference for the people who are doing the recording. And keep the example present….over time, and with new people writing their learning, things may tend to slip.

- **Use the information:** Make sure that you are not asking busy people to spend time writing information that will not be used. That does a disservice to both the people who provide support and takes time away from the person who receives support. If you are responsible for working directly with the information, tell and show people how their work will be used and then keep your promise! If you are responsible for teaching others how the Learning Log can be used, make sure that you tell them to use their time wisely and to be mindful of the value of others' time as well. Help them to see how this will be useful in helping them have people get more of the kind of life that they want.