



# State of Louisiana

Louisiana Department of Health  
Office for Citizens with Developmental Disabilities

**MEMORANDUM**

**OCDD-P-25-004**

**DATE:** February 28, 2025

**TO:** OCDD HCBS Self-Direction Employers

**FROM:** Julie Foster Hagan, OCDD Assistant Secretary  
Bernard Brown, OCDD Deputy Assistant Secretary

**SUBJECT:** OCDD Waiver Service Log/Progress Note Form

The Louisiana Developmental Disability (DD) Law (RS 28:451.1) establishes that the Office for Citizens with Developmental Disabilities (OCDD) within the Louisiana Department of Health (LDH) will be responsible for the programmatic leadership in the designing and developing of all DD services provided by the department either directly or pursuant to agreements with public and private providers. OCDD has routinely received feedback from auditors about missing information across progress notes sampled.

OCDD has developed a Waiver Service Log/Progress Note form for use by Self-Direction employers for in-home services in the OCDD waivers (see chart below). The forms are both fillable and non-fillable, and are for single shifts or multiple shifts. These forms, which begin with the title "OCDD Progress Note," are currently posted on the OCDD website at this location: <https://www.ldh.la.gov/page/ocdd-waiver-related-documents-and-forms>

Implementation of the new Service Log/Progress Note for Self-Direction employers is May 1, 2025.

All Self-Direction employers for the services identified below should use these forms, which combine all elements of the required service log and progress note. If a Self-Direction employer chooses not to use the OCDD standard document form and uses a different form instead, they shall ensure that their documentation includes all of the elements that are on the standard OCDD Waiver Service Log/Progress Note issued by OCDD.

Waiver	Procedure Code	Service(s)
Children's Choice	S5125 plus modifiers	Family Support
Residential Options Waiver	S5125 plus modifiers	Community Living Supports
New Opportunities Waiver	S5125 plus modifiers	Individual and Family Supports

OCDD waiver program manuals state that notes must be of sufficient content to:

- Reflect descriptions of activities, procedures, and incidents
- Give a picture of the service provided to the beneficiary
- Show progress towards the beneficiary's personal outcomes
- Record any change in the beneficiary's medical condition, behavior, or home situation, which may indicate a need for reassessment and plan of care (POC) change

Employees providing in-home supports to beneficiaries in Self-Direction are required to document the services delivered, and the services provided must be clearly related to the POC. The Self-Direction employer shall review documentation to ensure all activities are appropriate in terms of nature and time, and that the documentation is sufficient.

OCDD will provide training on the new forms during the quarterly Self-Direction meeting on March 12, 2025, from 1 p.m. to 3 p.m. The Zoom link to that meeting is <https://zoom.us/j/98127969896?pwd=O9NRtnLVZJjdpDbELUEpho5L8o23Zb.1> and the passcode is 382935.

If you are unable to join via Zoom, you may also access the meeting on YouTube at this link: <http://www.youtube.com/@LADDCouncil>

Should you have questions regarding this memorandum, please send an email to [OCDD-HCBS@LA.GOV](mailto:OCDD-HCBS@LA.GOV) with "SD Service Log/Progress Note" in the subject line.

Thank you.