**Appendix F**

**NAVIGATOR NOTE GUIDE**

DATE:

CLIENT NAME:

YOUR NAME:

START TIME WITH CLIENT (or time started looking for client if doing outreach):

END TIME WITH CLIENT (or time stopped looking for client if doing outreach):

UNITS OF SERVICE (1 UNIT = 15 MINUTES, 4 UNITS = 1 HOUR.  If time spent is under 7 minutes, the Unit of Service would be .5):

WHY ARE YOU WITH CLIENT (PURPOSE):

WHERE ARE YOU/WHERE ARE YOU GOING?

WHAT ARE YOU DOING?

HOW DID IT GO?

HOW DOES CLIENT SEEM TO BE DOING?

WHAT DOES HE/SHE SAY ABOUT HOW HE SHE IS DOING?

WHAT IS THE FOLLOW UP PLAN/NEXT STEPS?

WHAT/WHEN ARE THE NEXT APPOINTMENT TIMES?

\**Don't forget:  Enter new appointments on the computer and on the paper calendars AND update Action Plan!!!*