

**Time-Ordered Agenda for  
Get it Done! OT Documentation  
Instructor: Kim Wiggins, OTR/L**

<b>Time (minutes)</b>	<b>OT-Specific Content to be Covered</b>	<b>Instructional Methodologies (e.g., lecture, case study, discussion, demonstration)</b>
5	Introduction	Lecture
20	Screenings	Lecture/Demonstration
20	Evaluations	Lecture/Demonstration
30	IEP Documentation: PLOP, goals, program modifications, etc.	Lecture/Demonstration
10	Progress reports and daily notes	Lecture/Demonstration
5	Questions	Discussion
<b>90</b>	<b>TOTAL RUN TIME</b>	