

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

| Time (minutes) | OT-Specific Content to be Covered | Instructional Methodologies (e.g., lecture, case study, discussion, demonstration) |
|---------------------------|--|---|
| 5 | Introduction | Lecture |
| 20 | Screenings | Lecture/Demonstration |
| 20 | Evaluations | Lecture/Demonstration |
| 45 | IEP Documentation: PLOP, goals, program modifications, etc. | Lecture/Demonstration |
| 25 | Progress reports and daily notes | Lecture/Demonstration |
| 5 | Questions | Discussion |
| 120 | TOTAL RUN TIME | |