

## Progress Notes: Commonly used formats

### Minimum requirements for progress notes

**Who:** Who is present? Who is participating? Include roles of those present for clarity.

**Where:** Where did the visit or meeting take place?

**When:** Record the date, time and length of visit or meeting.

**What:** What occurred during the meeting? Record topics discussed, goals in progress or status of tasks, successes or challenges, concerns, or examples of what is going well.

**Plan:** What are the next steps? Record any actions to be taken based on the discussion.

**Next meeting:** When is the next meeting or visit with the family? It is important to never leave a meeting with the family without establishing the date, time, and location for the next meeting.

### DAP = Data, Assessment, Plan

**Data:** This refers to solid information about progress toward the peer's goal. Data is information that can be seen, be felt, be touched, or heard – information received through the senses rather than by thinking. Data is not based on personal or professional judgment or assessment but is based only on that which is what is gained through the senses. A method for including data is to use quotes from the individual or from family members in the Data section of the note.

**Assessment:** This is the interpretation applied by the writer to the data that has been recorded. The only conclusions or interpretations that should be made are ones that will make sense to any reader. Conclusions and interpretations should be approached as tentative judgments rather than certain facts. Qualifiers, such as “perhaps” or “maybe” can be useful for describing potential outcomes that may eventually equal success. Success cannot be assumed and must be shared by the individual and or the family for the goal to truly be met. Avoid judgments or farfetched assessments. It's easy for personal biases to slip into the workplace at times but it's especially important to monitor for this in the progress notes. Because the progress notes become part of the permanent clinical record, it is more difficult to correct mistakes or to change such judgments later. The use of the phrase “as evidenced by” in a sentence allows you and the reader to see what prompted a particular part of the assessment.

**Plan:** The plan consists of the short, intermediary steps to meeting the goal that are a result of the data and assessment.

### SOAP = Subjective data, Objective data, Assessment, Plan

**Subjective data:** information reported by the individual or family on issues of concern, behaviors, etc. For example, “Mary states...” or “Youth reports...”

**Objective data:** information observed or heard during the visit, information that confirms/contradicts individual or family report, any intervention by you and individual/family response to the intervention

**Assessment:** how you make sense of what is being said, observed, heard

**Plan:** homework assigned, issues to be discussed at next meeting, actions to be taken as a result of this meeting, any follow up to be done regarding the case – be sure to include next meeting

### SOAPER = SOAP + Expectations, Results

**Subjective data:** information reported by the individual or family on issues of concern, behaviors, etc. For example, “Mary states...” or “Youth reports...”

**Objective data:** information observed or heard during the visit, information that confirms/contradicts individual or family report, any intervention by you and individual/family response to the intervention

**Assessment:** how you make sense of what is being said, observed, heard

**Plan:** homework assigned, issues to be discussed at next meeting, actions to be taken as a result of this meeting, any follow up to be done regarding the case – be sure to include next meeting

**Expectations:** what you expect the individual or family to do based on recommendations

**Results:** documentation of results from follow up on recommendations



For resources, training and technical assistance, contact FREDLA at [info@fredla.org](mailto:info@fredla.org) or visit us at [www.fredla.org](http://www.fredla.org)