# SOAP progress note

Subjective, Objective, Assessment, Plan

Client name or ID | Date of service | Session number

Start time | End time | Clinician name and credentials

**Format** ☐ In person ☐ Telehealth video ☐ Phone

**Session type** ☐ Individual ☐ Couple ☐ Family ☐ Group ☐ Other

Treatment plan goal(s) addressed today | Diagnosis or clinical focus (clinician determined)

**S Subjective. What the client reports: concerns, mood in their words, events since last session, response to homework**

**O Objective. What you observe and do: appearance, affect, speech, behavior, engagement; interventions used; measures or scores**

**Risk check** ☐ Not assessed today ☐ Denies thoughts of self-harm or harm to others ☐ Passive thoughts ☐ Active thoughts ☐ Other concern

If any risk is present, note the plan, protective factors, means safety discussion and follow up in the Assessment and Plan.

**A Assessment. Clinical impression, progress toward goals, response to interventions, barriers, any change in risk**

**P Plan. Homework, focus of next session, frequency, referrals or coordination, next appointment**

Clinician signature and credentials | Date and time signed

# DAP progress note

Data, Assessment, Plan

Client name or ID | Date of service | Session number

Start time | End time | Clinician name and credentials

**Format** ☐ In person ☐ Telehealth video ☐ Phone

**Session type** ☐ Individual ☐ Couple ☐ Family ☐ Group ☐ Other

Treatment plan goal(s) addressed today | Diagnosis or clinical focus (clinician determined)

**D Data. Client report and your observations together: themes, mood, behavior, what happened in session, interventions used and the client's response**

**Risk check** ☐ Not assessed today ☐ Denies thoughts of self-harm or harm to others ☐ Passive thoughts ☐ Active thoughts ☐ Other concern

If any risk is present, note the plan, protective factors, means safety discussion and follow up in the Assessment and Plan.

**A Assessment. Your clinical interpretation: progress toward goals, patterns, strengths, barriers, risk and protective factors**

**P Plan. Next steps for the client and for you: homework, next session focus, frequency, referrals, coordination of care, next appointment**

Clinician signature and credentials | Date and time signed

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