GIRP Progress Note

Goal · Intervention · Response · Plan

Session details

Client name or ID

Date of service

Session number

Start time

Stop time

Total minutes

Format: ☐ In person ☐ Telehealth video ☐ Phone Type: ☐ Individual ☐ Couple or family ☐ Group

G Goal: the plan goal and objective you worked on today

Goal and objective number, with the wording from the treatment plan

Where the client is on this objective today (report, observation, measure and score)

I Intervention: what you did to move this objective

☐ Psychoeducation ☐ Cognitive work ☐ Behavioral activation ☐ Exposure ☐ Skills practice

☐ Mindfulness ☐ Motivational work ☐ Problem solving ☐ Safety planning ☐ Other

R Response: how the client engaged, and movement on the goal

Progress on this objective: ☐ Met ☐ Progressing ☐ No change ☐ Worse

Risk check

☐ Not assessed today (say why) ☐ Screened, denies thoughts of harm to self or others ☐ Concern noted: see Plan

P Plan: homework, next session, frequency, plan changes

Clinician signature and credentials

Date and time signed

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GIRP Progress Note

Goal · Intervention · Response · Plan

FILLED EXAMPLE · fictional client, for illustration only

Session details

Client name or ID: J.P. (fictional example)

Date of service: 11/16/2026

Session number: 7

Start time: 3:00 p.m.

Stop time: 3:50 p.m.

Total minutes: 50

Format: [x] In person [ ] Telehealth video [ ] Phone

Type: [x] Individual [ ] Couple or family [ ] Group

G Goal: the plan goal and objective you worked on today

Goal and objective number, with the wording from the treatment plan

Goal 2: speak up at work. Objective 2.1: speak at least once in 3 of 4 weekly team meetings.

Where the client is on this objective today (report, observation, measure and score)

Spoke once in 1 of 2 meetings this week (speaking log); stayed silent in the other. Baseline at intake: 0 of 4.

Stated: "I had the point ready and then the moment passed." SPIN today 38 (was 45 at intake on 10/5).

On time, neatly dressed, good eye contact after the first few minutes; mood "nervous," affect anxious, congruent.

I Intervention: what you did to move this objective

Reviewed speaking log against objective 2.1. Cognitive work on the prediction "if I speak, people will think I'm stupid."

Role played opening a comment in a meeting three times, with feedback, and agreed a ladder step for this week.

[ ] Psychoeducation [x] Cognitive work [ ] Behavioral activation [x] Exposure [x] Skills practice

[ ] Mindfulness [ ] Motivational work [ ] Problem solving [ ] Safety planning [ ] Other

R Response: how the client engaged, and movement on the goal

Belief in the prediction 75% at start, 45% after reviewing evidence (two coworkers asked for her notes last month).

SUDS 65 on the first role play, 40 on the third. Chose to ask one question in Tuesday's meeting, within the first 10 minutes.

Said, "Asking a question feels smaller than having an opinion."

Progress on this objective: [ ] Met [x] Progressing [ ] No change [ ] Worse

Risk check

[ ] Not assessed today (say why) [x] Screened, denies thoughts of harm to self or others [ ] Concern noted: see Plan

P Plan: homework, next session, frequency, plan changes

Homework: one question in Tuesday's meeting in the first 10 minutes; keep the speaking log with SUDS before and after.

Next session 11/23/2026, in person, 50 minutes; weekly per plan. Repeat SPIN at session 10.

Review objective 2.1 at the 12/7 plan review; if met, move to sharing one opinion per meeting (objective 2.2).

Clinician signature and credentials: K. Lindqvist, LCSW (fictional)

Date and time signed: 11/16/2026 4:25 p.m.

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GIRP Note Checklist

Twelve checks before you sign, and goals you can write to

Before you sign

- [ ] 1. Client identifier, date of service, and start and stop times or total minutes are recorded.
- [ ] 2. Format and session type are marked (in person, telehealth, phone; individual, couple, group).
- [ ] 3. The Goal names a plan goal and objective by number, in the plan's own wording.
- [ ] 4. The Goal also says where the client is today: report, observation, and any measure with its score.
- [ ] 5. The objective is measurable, so the note can say whether it moved.
- [ ] 6. Intervention says what you actually did, and how it served this objective.
- [ ] 7. Response shows how the client engaged and what changed, or did not change.
- [ ] 8. Progress on the objective is marked: met, progressing, no change or worse.
- [ ] 9. Risk was screened, or the note says why not; any concern links to a step in the Plan.
- [ ] 10. Plan lists homework, the next session date, frequency, and any change to the plan.
- [ ] 11. Process thoughts and hypotheses are kept out (they belong in separate psychotherapy notes).
- [ ] 12. Signed with your credentials and finished within your agency's or payer's timeframe.

From a vague goal to an objective you can write to

Vague goal	Objective a GIRP note can track
Feel less anxious.	Speak at least once in 3 of 4 weekly team meetings (speaking log).
Improve mood.	3 planned activities a week for 4 weeks; PHQ-9 under 10.
Cope better.	Use a named skill before acting on urges in 4 of 5 logged urges.
Communicate better.	Time out, then back to the topic within 24 hours, 3 of 4 conflicts.
Drink less.	No more than 2 drinking days a week for 4 weeks (self log).
Sleep better.	Fall asleep within 30 minutes on 5 of 7 nights (sleep diary).
Go to school.	Attend all of first period on 4 of 5 school days for 3 weeks.
Process the trauma.	Distress 4 or lower (0 to 10) recalling the event, 3 sessions running.

Progress notes vs psychotherapy notes (HIPAA)

A GIRP note is a progress note: part of the clinical record, and clients generally have a right to see it.

Psychotherapy notes are your separate process notes about session content (45 CFR 164.501). They do not include start and stop times, modalities, test results, or summaries of diagnosis, symptoms, treatment plan or progress.

Write every GIRP note as if the client might read it. Check your state, payer and agency rules too.

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