CLINIC NOTES

Clinic notes are used to briefly discuss clients for whom there are insufficient data for the documentation of progress, or for who plan revision is unnecessary. Whether the client is being dismissed or continued in treatment is not at issue. Typically, these are used for clients who have been seen for fewer than five sessions. They could, however, be used with a client who has completed a stated term of treatment with minimal progress. In this case, the Clinic Note functions to continue the Therapy Plan in force for a finite period before progress is reported and disposition is determined (dismiss, refer, or continue and revise the Therapy Plan). Clinic Notes are to be signed, as are other reports, but not disseminated. The suggested format is included in Appendix A.