*[press return 7 times to leave room for letterhead]*

**Progress Report**

**June XX, 201X**

**Client:** Johnny Client

**Date of Birth**: February 31, 2011 **C.A.**: X years, X months

**Address**: 77 Client Lane, Burlington, VT 05401

**Phone**: 802-555-5555 (cell), 802-777-7777 (home)

**Parents:** YY & KK Client

**Referral Source**: if applicable

**School:** if applicable

**Graduate Clinician(s)**: XXX, B.A. (or B.S.)

**Clinical Faculty**: XXX, M.S. (or Ph.D.), CCC-SLP

**Diagnosis and Code**: Diagnosis (XXX.XX)

**Background:**

Briefly report relevant information.

**Goals and Objectives**:

Client was seen for six treatment sessions this semester, during which the following goals were addressed: *[list Long Term Goals and Short Term Objectives]*

**Long Term Goal #1:**

*Short Term Objective 1.1*:

*Short Term Objective 1.2*:

***[typically, no rationales in progress report]***

**Long Term Goal #2:**

*Short Term Objective 1.1*:

*Short Term Objective 1.2*:

***[etc. depending on number of goals]***

**Course of Treatment:**

This section describes what procedures/activities were used in therapy program, effective reinforcement, general progress, etc.

**Present Status:**

Must include treatment outcome measures and compare pre- and post-therapy data. Label charts, graphs and tables.

How is the client is functioning now? What changes occurred over the semester?

**Table 1.** **Results of XX Reassessment *(with CIs, %iles, standard scores, etc. as appropriate)***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Summary**:

Interpretation and narrative summary of the data. You should not introduce any new information here, but highlight key points/results in a condensed manner (short paragraph).

# **Recommendations:**

Based on X’s progress this semester, the following recommendations are made:

 1.

 2.

 3. etc.

# Includes plan for follow-up if needed.

**Prognosis:**

Based on X’s progress this semester, his prognosis for continued improvement with direct therapy is XXX (very good, excellent, poor, fair, etc.).

It has been a pleasure to work with X and his family over the summer. If there are any questions regarding this report please call the University of Vermont Eleanor M. Luse Center at (802) 656-3861.

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Clinician Extraordinaire, B.A./B.S. Clinical Faculty, M.S./Ph.D., CCC-SLP

Graduate Clinician Speech-Language Pathologist

 Clinical Assistant/Associate Professor/Educator

**References:**

If applicable (follow APA formatting below). Generally, we only cite specific normative data directly underneath a table or a manualized program (e.g., Lidcombe Program) here at the end of the report.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

**Cc:** XX & YY Client

77 Client Lane

Burlington, VT 05401

*[check against Request for Report Distribution Form and include the family’s address]*

***Extra Notes about Reports:***

- Last page must have more than just signatures

- Turn in the BEST POSSIBLE first draft!

- Carefully proofread as if you are the client (no jargon or minor errors)

- Final signed draft due before your final evaluation meeting with your supervisor