

Comprehensive Progress Report

# of pages double-spaced	Points
2-4	1 point
5+	2 points

Note: For the purpose of this assignment and to ensure confidentiality please change the names, DOB's, addresses, phone numbers, places of employment, name of agency and any other information that may link this report to the client. You can use the "find and replace" feature of Word to make these changes easily.

Documentation is a critical aspect of the social work profession. Detailed and well-written case notes, evaluations, assessments, progress reports, social histories, home studies, etc. are especially important when an agency case becomes the subject of an investigation. Most agency programs require narrative summaries which document the services the client received from the agency including referrals, assessments, treatment planning, interventions, clinical diagnosis and recommendations. Documentation of specific dates of client contact is especially important to be included in a comprehensive progress report.

While the specific structure of narrative progress reports varies widely across agencies, there are generally a few consistent components which should be included in all progress report formats and include:

- History of presenting problem & overview of client background including client and family strengths
- Assessment
- Collateral contacts
- Referrals initiated
- Supporting documentation used
- Treatment planning
- Interventions (current and past)
- Evaluation of intervention effectiveness
- Overall client progress since last report
- Recommendations