**C. Background information**

Note: discussed the following in this part:

* The client, client’s family, parents, children, siblings if applicable
* Significant others (if important or related to client’s problem/situation
* Client’s environment (neighborhood, community: physical, social characteristics, etc.)

**D. Underlying of Problem**

The causes of the problem, why it happens, what are the solutions executed by the client, what are the reasons why that particular solution was not effective.

**E. Helping Goals** ( the “ends” desired example, it is write as to be achieved at the end of the helping relationship)

At the end of the working relationship, the worker and client will be able to:

1. Look for an alternative means of earning

2. Refer client for possible employment

3. Contact significant others that could temporarily assist the client in his or her current situation.

**F. Action Plan** (the “means” to achieve the defined goals, example specific interventions, activities, task that have to be done to achieve the goals) follow the format below: