#### Instruction

Print on letter size (8.5 X 11 inches) papers, portrait mode, and single-sided. Cut out the cards using the crop marks provided.



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Remember

Understand

# **□** Identify

AKA Find, Look Up

Retrieve the relevant information from a source

#### **Prompt Examples**

"Find this client's emergency contact information."

"Identify what services this client has received."

"Look through John's notes and find any upcoming appointments."

### ☼ Interpret

AKA Paraphrase, Clarify, Represent, Translate

Take information and represent it in another form

#### **Prompt Examples**

"Paraphrase this document as a bulleted list."

"Translate this text from Spanish to English"

"Look at my calendar and rewrite my day as a to-do list."

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**Understand** 

**Understand** 

## **\*\*Exemplify**

AKA Example

Use a specific example to describe a concept or principle

#### **Prompt Examples**

"Illustrate with a brief scenario how trauma-informed care guides a safety-planning conversation."

"Create an example of a client successfully applying for a job."

"Demonstrate with a short vignette how harm-reduction principles apply to this client"

### **↑**↓ Classify

AKA Categorize, Sort

Determine something belongs to a category or class

#### **Prompt Examples**

"Label each support request in these five case notes as housing, mental-health, legal, or other."

"Place each intervention in the chart into crisis, stabilization, or maintenance phases."

"Assign a risk level (low, medium, high) to each incident described below."



**Understand** 

Understand

### **Summarize**

AKA Condense, Outline, Recap

Abstract a general theme or major points

#### **Prompt Examples**

"Write a three-sentence summary of this month's contacts with Ila."

"Condense the care-team meeting minutes into a bullet list of key decisions."

"Give a brief abstract of the challenges noted in last quarter's caseload review."



AKA Think Step by Step, Commonsense, Logic

Draw a logical conclusion from presented information

#### **Prompt Examples**

"Based on these notes, infer the primary unmet need driving Jose's missed appointments."

"Given the pattern of crisis calls, predict the most likely trigger for future escalations."

"Read the supervision summary and conclude whether the safety plan is adequate."



**Understand** 

**Understand** 



### Compare

**AKA Contrast** 

Note what is similar and dissimilar of something(s)

#### **Prompt Examples**

"Compare each client goal with the intervention that best aligns in these two plans."

"Map overlapping services offered by Agency X and Agency Y for housing support."

"Highlight differences in risk factors between Marie and Ila."



AKA Cause and Effect, Describe

Describe how or why a phenomena exists

#### **Prompt Examples**

"Describe how inadequate public transportation options drive missed probation appointments and legal setbacks".

"Explain how John's missed recertification appointment led to automatic suspension of SNAP benefits within 30 days."

"Explain why a late rent payment fee triggered a cascade of overdraft charges for Jose."



Apply

Analyze



AKA Carry Out, Perform, Use

Carry out a known or new process

#### **Prompt Examples**

"Walk through the steps to complete a coordinated-entry assessment in HMIS."

"Apply the agency's safety-planning protocol to the scenario described."

"Carry out the following procedure..."

### Differentiate

AKA Distinct, Distinguish, Different

Distinguish relevant from irrelevant parts or important from unimportant parts

#### **Prompt Examples**

"Identify the three most critical details in this crisis narrative and ignore the rest."

"Mark the sentences that pertain to mental-health symptoms, leaving out social background."

"Distinguish urgent action items from long-term goals in this service plan draft."



Analyze

Analyze

## ☼ Organize

AKA Arrange, Order

Determine how elements fit or function within a structure

#### **Prompt Examples**

"Structure the available resources into a referral flowchart for new case managers."

"Create a table linking each client goal to tasks, owners, and deadlines:

"Parse this multi-page note into sections: presenting issue, intervention, outcome."

## Attribute

AKA Bias, Assign

Determine point of view, bias, values or intent underlying presented material

#### **Prompt Examples**

"Identify any bias in the case note when describing the client's substance use."

"Assess whether the advocacy letter reflects a client-centered perspective."

"Determine the provider's underlying value stance in this policy recommendation."





**Evaluate** 

**Evaluate** 



AKA Review, Inspect

Detect inconsistencies or fallacies, detect the effectiveness of a procedure

#### **Prompt Examples**

"Check what is missing from Jose's profile."

"Monitor the safety plan checklist and flag missing required steps."

"Verify that each consent form is signed and dated correctly in the file list."



AKA Judge, Comment, Gauge

Assess quality and areas for improvement

#### **Prompt Examples**

"Assess if the documented intervention meets evidence-based practice criteria."

"Review this draft policy for alignment with the NASW Code of Ethics."

"Judge the adequacy of the service plan against state child-welfare guidelines."



Create

Create



**AKA Brainstorm** 

Produce ideas or hypotheses

### Plan

AKA Proposal, Program

Make a procedure to follow in advance to produce something

#### **Prompt Examples**

"Brainstorm five outreach events to engage unhoused youth this summer."

"Generate hypotheses about why appointment no-shows spiked last quarter."

"Ideate new peer-support group topics for veterans with PTSD."

#### **Prompt Examples**

"Design a 30-day action plan to transition Marie into independent living."

"Propose a rollout schedule for training staff on the new case-management system."

"Program a weekly check-in routine to monitor client tasks."



