

Report structure

Situation: Full paragraph, clearly states purpose, mode (telehealth/office/home), and context.

Intervention: Four detailed, interactive paragraphs where the client actively engages — described with phrasing like “Ms. [Client] shared...,” “Ms. [Client] stated...,” “Ms. [Client] explained...,” even if they don’t verbally respond directly. Strategies, guidance, and CSW actions are fully integrated.

Response: Expanded paragraph mirroring the Intervention, describing comprehension, engagement, reassurance, and readiness, fully reflecting client reactions.

Plan: Concise but complete, three sentences, outlining next steps and ongoing support.

My first prompt usually looks like:

Client info (she sometimes puts full description on the card she assigns to you, so i paste it into chatgpt)

Session info - the description she gives you for that particular session. Looks like ‘using this as a guide, i want you to generate reports for mr dennis based on the descriptions i give you everytime. don’t add anything not included in the description in the report

reports should be made up of situation (which varies based on session location), intervention (4, fairly lengthy paragraphs that sum up the session), response(one,

full-length paragraph summing up the intervention with a focus on what the client says) and a plan section which is a short paragraph suggesting what should be done on or before the next session