

**Case Report form**

Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_ Length of Session: \_\_\_\_\_\_\_\_\_\_\_\_\_

Type your answer to each question below, then email the document to your supervisor prior to your supervision call or meeting. Ask your supervisor what preference he has about the timing.

After the initial report, for every new session, cut and paste the session information and the same questions below into the initial report document. This will allow you to keep a running document of reports for one counselee. New reports should be typed in **red** and the old ones should be in **black**. A running document of reports will allow you and your supervisor the ability to review past information as needed.

1. What can you highlight as significant background information?
2. Give a summary of reason(s) the counselee came for counseling—the presentation problem(s).
3. What was gained by performing the homework from last session? What change?
4. What was your planned agenda for this session? Was it accomplished? If not, why not?
5. What main problems were discussed in this session?
6. What Biblical solutions were presented in this session? What Scripture? (tie in with #5)
7. What specific applications to the counselee’s life did you discuss from your Scripture?
8. What are you seeing (or not) about the counselee’s faith in who God is, about their relationship with Jesus, and/or about the role of the Gospel in their daily life and problem?
9. What unbiblical *habits* of thinking and/or behaving (preconditioning issues) are you seeing in

 the counselee?

1. What ruling thoughts, desires, and/or convictions of the heart are emerging or still present?
2. What homework was given and how did it specifically apply to problems? (tie in with #5 especially, and #6-#9 as needed)
3. If someone asked the counselee right after the session, “What did you learn that you needed to change, with God’s help?” what would you want him to say? What challenge did you give?
4. How was hope or encouragement given in this session?
5. How is the overall counseling process progressing? What issues have been sufficiently addressed by you and are changing in the counselee?
6. What is your goal for the next session? Why? If you are past the 3rd session, does it follow your Tentative Counseling Plan? (Please include your Tentative Future Counseling Plan.)
7. Thinking back on/listening to this session, what could you have done better?

Is the case not progressing? See, Jays Adams’ *50 Failure Factors* in *The Christian Counselor’s Manual*