

**Case Report INSTRUCTIONS**

**Smith #1**

Use the last name of your counselee(s) followed by the current session number in the title. This allows me to quickly see who and what session you are on with them. You will need to change the number for each new report.

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| Counselor: *Your Name* |
| Date: *of the session* | Session: *numeral* | Length of Session: *time* |

1. **What can you highlight as significant background information?**

The answer to this question must be copied into every report. Under this question, please provide as much information as possible. Remember I am not in the session. The more information you provide the better I can guide your efforts. If I ask you a question in this section that you do not have the answer to, you are to ask the counselee in the next session and indicate the counselee’s response in **blue** font. This way I know it is new information from them. Be as complete as possible in one or two paragraphs in this section.

1. **Give a summary of reasons they came for counseling—the presentation problem(s).**

The answer to this question should be copied into every report. This is what the counselee thinks the problem(s) is/are. They have come to you because they are sad, depressed, worried, etc. If the counselee brings a new problem, type it in **blue** here.

1. **What was gained by performing the homework from the last session? What change?**

This question is blank for the first session. Subsequent sessions will require you to document any changes the counselee has made due to their homework assignments. I desire concrete examples of how the homework is bringing about biblical change, not mere sentiments. The counselee should be able to demonstrate to you how they used the homework and what impact it is having on their life.

1. **What was your planned agenda for this session? Was it accomplished? If not, why?**

You must have a plan and a reason for it. Generally, you should stick to your agenda, but there are rare times it must be varied. Be careful that the counselee’s opinion does not drive the change.

1. **What main problems were discussed in this session?**

Provide the topic of discussion from your planned agenda and any other topics that were brought up by the counselee and discussed. Note how the time was distributed.

1. **What Biblical solutions were presented in this session? What Scripture? (tie in with #5)**

Generally, what Scriptures did you discuss with the counselee in response to anything in question #5? What instruction or Truth did you seek to get across for the problems? You can cut and paste into here the answer to #5.

1. **What specific applications did you discuss from your Scripture?**

I need to know how you are helping the counselee to apply Truth to their own heart/mind and situation. What were the applications to the counselee’s life from your instruction (include questions asked and answers)? What main challenge did you discuss with the counselee? What was their response to the applications and your challenge? Any commitment made? Any prayer of confession? In other words, what did you do to induce the counselee and what came of it? Be thorough.

1. **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?**

Here, you can address what they are believing about God, the status of their relationship with Jesus, and/or where they are at regarding Gospel realities and their daily living or problems?

1. **What unbiblical habits of thinking and/or behaving (preconditioning issues) are you seeing in the counselee?**

This is often a challenge for the first two sessions. This question can be answered through good data gathering and by reflecting on how the counselee(s) answered your more intensive or specific questions about their circumstances, thinking, and behavior. Write down their words and how they responded to things. This is an area of skill in which you can increase in. We will work together to help strengthen this vital area of counseling.

1. **What ruling thoughts, desires, and/or convictions are emerging or still present?**

Record what you are observing your counselee(s) want or what they are living for, rather than Christ alone and pleasing Him. What are they despairing or sinning over because they do not or cannot have it? What are they willing to sin to get? What convictions and beliefs are driving them? What is the state of their heart: Proud? Humble? Confused? Confident? Weary? Angry? Fearful?

1. **What homework was given and how did it specifically apply to problems? (tie in with #5 especially, and #6-#9, as needed)?**

Homework must be relative to the issues, measurable, attainable, and practical. How does the homework you assigned build on what was “taught” with the applications and challenges? What do you want to accomplish with the homework you assigned?

1. **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?**

This question is designed to help you boil down what you are trying to accomplish and evaluate your follow-through. It will also help you to give appropriate homework.

1. **How was hope and encouragement given in this session?**

Did your counselee need hope? How did you give it? Did your counselee leave with hope?

1. **How is the overall counseling process progressing? What issues have been sufficiently addressed by you and are changing in the counselee?**

Is faith and repentance do you see taking place? If so, how? Is your counselee maintaining regular spiritual disciplines, attending church services, and living out their faith? Is the homework you’ve assigned having an effect? Be specific and honest. If the counseling process is not going well, record it. Your supervisor will work through why it is stalling with you. If you believe it is going well, then make sure to clearly record how the counselee is progressing.

1. **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 current, Tentative Future Counseling Plan.)**

What is your agenda for the next session? Will your future agenda plan to change (if it must)? If so, how and why? List any new topics that must go into your plan by providing your current future agenda plan here. If it has changed, note the changes in **blue** font.

1. **Thinking back on/listening to this session, what could you have done better?**

This is your chance to correct yourself. Be transparent and frank. You are not expected to do everything right. This is a learning experience.

**Additional, Important Instructions:**

* + Be thorough. The more info I have the better I can help you.
	+ Fill out your report form within 24 hours after the counseling session. Immediately afterward is best.
	+ E-mail your case reports and any new PDI to me as soon as you can, so I will have time to read them over, and hopefully, send comments back before we talk.