

Speech therapy progress report template

A plain-language report layout with three goal blocks, home ideas and a clinician review.

therapycrm.io

Client reference

Reporting period

Clinician

Report date

Summary for the family

Two or three plain sentences about the period

Goal 1

The goal in everyday words

Starting point (what was observed at the start, with counts or a description)

Where things are now (recorded in the same form as the starting point)

Supports used (cues, prompts or modelling)

Goal 2

The goal in everyday words

Starting point (what was observed at the start, with counts or a description)

Where things are now (recorded in the same form as the starting point)

Supports used (cues, prompts or modelling)

Goal 3

The goal in everyday words

Starting point (what was observed at the start, with counts or a description)

Where things are now (recorded in the same form as the starting point)

Supports used (cues, prompts or modelling)

At home and next steps

What helped

Ideas the family can try at home

Plan for the next period and the review point

Reviewed by

Decision

Sign-off date

Give counts with their denominators and name the cue used. Share this report only with people the clinic has consent to share with.