

SMART Goals

Specific	Describe what the client will do.
Measurable	Describe how you will know the goal has been met.
Attainable	Describe what is realistic and achievable considering the client's strengths and availability of resources.
Relevant	Describe what is important to the client.
Time-Based	Indicate a reasonable time frame when the goal needs to be completed.

EXAMPLE

Client will imitate five signs to make requests with familiar listeners and minimal prompting 80 percent of opportunities for 4 out of 5 consecutive sessions by 5/15/21.

The Coast Method

Client	Describe what the client will do using an action verb
Occupation	List the occupation, task or activity that pertains to the problem statement.
Assist Level	Specify the level of assistance, or level of independence expected.
Specific Condition	Specify any other conditions under which the client will perform, such as location, compensatory strategy, or use of adaptive equipment.
Timeline	Indicate the timeframe by which the goal is expected to be accomplished.

EXAMPLE

Client will perform a three-step cooking process with two verbal cues from wheelchair level by 5/15/21.

SOAP Notes

Subjective

- Provide a brief subjective statement that reflects something significant the client (or caregiver) shared about his or her condition or treatment.
- Include a direct quote or brief summary of what was said.

Objective

- Describe the length, setting, and purpose (i.e., targeted deficits) of treatment.
- Include measurable and observable data related to treatment goals and objectives.
- Use action verbs to indicate active participation by the client and clinician.
- Be specific about levels of assist provided and use of standard abbreviations.

Assessment

- Analyze and interpret the events reported in the subjective and objective sections.
- Note the client's progress, problems, and rehabilitation potential.
- Justify continuation of services by indicating what the client still needs to work on.

Plan

- Describe what will happen next. Include the frequency and duration (for example, two times per week for four weeks), purpose of future sessions, and specific intervention strategies to be used.
- Specify recommendations and/or referrals to outside services and agencies.