
PRACTICUM LABORATORY**CASE REVIEW FOR QUALITY ASSURANCE CHECKLIST**

Instructions: Review record and check all item that meet minimum standards.

(Code: NA = not applicable; (√) = meets standards; and (x) = does not meets standards)

A. GENERAL

- 1. Informed Consent Agreement is signed and dated by both client and counselor.
- 2. Request for Services Form is complete and signed by client and counselor.
- 3. Intake Interview Report is complete and signed by counselor and supervisor.
- 4. A diagnosis is listed and updated if necessary.
- 5. Termination Summary is completed (if applicable).

B. PROGRESS NOTES

- 1. Notes are made within 24 hours after the session.
- 2. Notes are legible, thorough, and understandable.
- 3. Session number and date, etc. are indicated for all sessions.
- 4. Progress notes are signed by counselor.
- 5. Notes are accurate and in a standard format.
- 6. Supervision Notes are adequate, up to date, and signed.

C. TREATMENT PLAN

- 1. Includes problems, goals, objectives, and counseling methods.
- 2. Objectives are measurable.
- 3. Counseling methods make sense based on the goals and objectives.
- 4. Plan is signed by client, counselor, and supervisor.

D. CLIENT RIGHTS & INFORMED CONSENT

- 1. There is a signed Release of Information form for each outside contact (if applicable).
- 2. The reason for referral is documented in a progress note and in the Termination Summary (if applicable).
- 3. There is documentation that a supervisor approved the referral (if a referral was made).

Reviewer's Signature

Date

CASE REVIEW FOR QUALITY ASSURANCE CHECKLIST, CONTINUED**To be completed by Counselor:**

Please complete those items that do not meet the standards within the next 48 hours and indicate below what steps were taken to correct them. Please return this form to your supervisor.

Counselor's Signature

Date

Supervisor's Signature

Date