

Therapy Progress Report Guide

The therapy progress report template is an optional resource for service providers working with participants and workers in Lifetime Care and Workers Care.

It can be used whenever a therapy progress report is required. This may be to provide an update or request for ongoing services when a My Plan is being developed, at the completion of a block of treatment, or as requested by the persons case manager or icare contact. You should provide a copy of all progress reports to people receiving support through Lifetime Care and Workers Care.

Do I need to use the template?

No. Use of the template is optional, and clinicians may prefer to use their own templates.

What do I need to include if I use my own template?

Progress reports are generally less extensive than initial assessment reports and should include:

- dates of intervention, frequency of sessions, attendance and focus of treatment
- **summary of intervention** – outcome measures with comparison to previous/baseline measures, comments on whether goals were achieved and any barriers to progress. It is important to comment on how achievement of any impairment-based goals impacted participation in life roles (e.g. increased knee range of motion by 15 degrees is resulting in improved ability to mobilize around workplace).
- **recommendations** – is further treatment required to help the participant meet their goals? What are the participant's goals? What treatment objectives relate to these goals, what is the proposed future treatment regime with timeframes?
- **feedback from the person receiving support and their family**
- **a plan for increasing the person's independence and reducing reliance of formal therapy** – this may not be for some time however it is important to consider how activities outside of therapy will help the person achieve their goals (e.g. home exercise program, gym program, specific community activities/participation)? Which aspects of the program will the person manage on their own and which will require support?
- **summary of ongoing therapy services requested** – provide number of hours required for treatment, travel/reporting (if required) and hourly rate using the relevant Scheme codes.

In most cases, therapy progress reports should not exceed two pages.

Will you fund my time to prepare progress reports?

Yes, if you've been provided with an approval which includes report writing. You can request approval for report writing by speaking with the person's case manager/icare contact and then by including ongoing report writing costs in your therapy progress report.

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