Quarterly Therapy Plan (QTP) Report
(format and instructions)

CALIFORNIA STATE UNIVERSITY, EAST BAY
DEPARTMENT OF COMMUNICATIVE SCIENCES AND DISORDERS
REES SPEECH, LANGUAGE AND HEARING CLINIC

Quarterly Therapy Plan
___ Quarter, 20__

Client:                                             Age:
Date of Birth:                                    Supervisor:
Student Clinician:
Period Covered: __/__/__ to __/__/__  (# sessions this quarter)
                                              (# cancellations)
                                              (total # sessions to date at this clinic)

Statement of Problem (PAST TENSE) Summarize pertinent information in client’s background, including age, gender, medical diagnosis if relevant (when and by whom), services received elsewhere, speech and language diagnosis (most recent only) and length of time enrolled at clinic. If results of prior therapy are relevant, summarize in this section.

Status at the Beginning of the Quarter (PAST TENSE) Describe the client’s communication (speech, language, pragmatic) and relevant cognitive behaviors at the beginning of the quarter. Categorize information as suggested below (list in order of significance), collapsing headings to group related information, when appropriate, or to avoid several headings with unremarkable content.

General Behavioral Description - Briefly describe client’s general behavior and responsiveness in therapy at the beginning of the quarter.

Receptive language
Expressive language
Articulation/Phonology
Voice/Fluency/Other
**Hearing**

**Therapy Objectives** The following objectives have been established for completion by the end of this quarter.

**Terminal Objective No. 1:** This should consist of an identified target behavior, with the objective written to include the behavior desired by the end of the quarter. Follow the guidelines for writing a behavioral objective, which reflect inclusion of observable performance, conditions, criteria and consistency marker.

**Task Sequence:** This should include the 4-5 major steps leading to the Terminal Objective. Sequence the tasks logically moving from baseline to the most complex, the last step of which is the Terminal Objective. Keep steps small enough to guarantee success. Each step an objective in itself, designed to be achievable in a 1-1/2 week time frame, as is written with all required components of a behavioral objective.

a. 
b.  
c. 
d or e. Terminal Objective  
(Continue as needed. Last step will always be T.O.)

**Rationale:** Provide specific information as to why the terminal objective was selected. Document supportive and justifying baseline data and observations, as well as current literature (within 5-10 years) which supports your clinical decision for addressing this skill, using a specific treatment method, etc.

**Terminal Objective No. 2:**  
Same format as above.  
Repeat above outline for each Terminal Objective (typically 3-4 per quarter).