**Evaluating the Quality of a TARP Progress Note**

The following scoring grid can be used to evaluate the quality of progress notes. The goal is not to achieve perfection in scoring, but to learn how to improve the quality of notes over time with a standardized scoring system.

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| **Item** | **Structural Item of the Progress Note** | **Score of 2** | **Score of 1** | **Score of 0** | **Score** |
| 1 | Is the note structured in the TARP format, identifying each category?  T - Treatment Plan goal  A - Assessment/Activity  R - Response/Reaction  P - Plan | Note is structured in the TARP format utilizing the TARP documentation format | Note does not utilize the exact TARP  documentation format but does cover all categories. | Note is not structured in TARP format nor does it cover all of the categories. |  |
| 2 (T) | Was a treatment plan goal from the consumer's treatment plan listed? | Note begins with current treatment plan goal listed. | Note has current treatment plan goal in body of note. | Note is not linked to current treatment plan goal. |  |
| 3 (A) | Does the note have a clear statement of the purpose for the meeting, the intervention/activity connected to a treatment plan goal that took place using action words? | The note clearly indicates why the meeting occurred, interventions/ activities that took place linked to a treatment plan goal, using  action words. | Either the purpose for the meeting was unclear or the activity was not linked to a treatment plan goal. | There is not an indication of the purpose for the meeting or linkage of activity to the treatment plan. |  |
| 4 (R) | Does the note contain the consumers response to the session/intervention? How did they respond and participate? What did they get out of the session? Did it help them? | The note included an evaluative statement that was clear regarding response and participation, al.so utilized clients own words | The note contains an evaluation of the session, but the statement is vague or general (e.g. client was satisfied with the session) | There is no indication of how consumer responded to the session or what was achieved. |  |
| 5 (P) | Does the note contain information regarding the plan moving forward? When is next scheduled meeting? What will be worked on? | The note contains a specific date for the next meeting and it also includes a brief statement about what will occur in  the next session. | The note contains a follow up date or a brief discussion of what will occur in the next meeting, but not both. | There is no indication of a follow-up session or it is unclear when the two individuals will meet again and  for what reason. |  |
|  |  |  |  | **Total Score:** |  |

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| **Scoring** | |
| 10 | a complete and adequate TARP note |
| 5 - 9 | likely an acceptable note, although there may be suggestions for improvement |
| 0 - 5 | the note is inadequate; improvement is needed prior to approval |
| Note: a score of “0” in categories 3 or 4 may also indicate an inadequate note, even if the total score is 5 or above | |