

TABLE 1. Generalized Format for an Evaluation Report

Components of a report	Chapters/sections of the <i>Clinician's Thesaurus</i>
A. Introducing the report (old information)	
Preliminary information	Chapter 4
<i>Could include these:</i>	
Headings and dates	Section 4.1
Sources of your information about the client	Section 4.2
Identifying information about the client	Section 4.3
Self-sufficiency in appearing for the examination	Section 4.4
Statements of consent to be evaluated	Section 4.5
Reliability of the client/validity of the information	Section 4.6
Confidentiality notices about the report	Section 4.7
Referral reasons	Chapter 5
<i>Could include these:</i>	
Nature of the problem(s) faced by the client or the referrer	Section 5.1
Who referred the client, for what services, and for what purpose(s)	Sections 5.2 to 5.4
Background information and history	Chapter 6
<i>Could include these:</i>	
History of the presenting problem or chief concern	Section 6.1
Medical, family, social, adjustment histories	Sections 6.2 to 6.5
Using a genogram	Section 6.6
B. The person in the evaluation (new information—personal)	
<i>Could include these:</i>	
Behavioral observations	Chapter 7
Responses to aspects of the examination	Chapter 8
Presentation of self	Chapter 9
Emotional/affective symptoms and disorders	Chapter 10
Cognition and mental status	Chapter 11
Abnormal signs, symptoms, and syndromes	Chapter 12
Personality patterns	Chapter 13
C. The person in the environment (new information—social)	
<i>Could include these:</i>	
Activities of Daily Living	Chapter 14
Social/community functioning	Chapter 15
Couple and family relationships	Chapter 16
Vocational/academic skills	Chapter 17
Recreational functioning	Chapter 18
Other specialized evaluations	Chapter 19
D. Completing the report	
New understandings	
<i>Could include these:</i>	
Summary of findings and conclusions	Chapter 20
Possible psychiatric masquerade of medical conditions	Chapter 29
Diagnostic statement/impression	Chapter 21
New plans	
<i>Could include these:</i>	
Recommendations	Chapter 22
Prognostic statements	Chapter 23
Detailed treatment plan	Chapter 25
Closing statements	Chapter 24