

**APSU Writing Center**  
DAP Note-Taking Method

**DAP (Data/Assessment/Plan) Notes**

- DAP notes provide a structured way for therapists to streamline documentation, especially when managing large caseloads. They offer a clear, concise summary of the client's progress by breaking down key aspects of each session into three sections: Data, Assessment, and Plan.

**Data (D)**

- This section captures factual information from the session without any interpretation. It should include:
  - The reason for the visit
  - The client's presentation and appearance
  - The client's mental status
  - Reports of current symptoms or important events since the last session
  - Results of any screenings or assessments
  - Interventions applied during the session
  - Client responses to the interventions
- **Example:** The client arrived on time, appearing slightly anxious, and reported increased stress due to work, with more frequent headaches. They engaged in a guided relaxation exercise and discussed recent anxiety triggers at work.

**Assessment (A)**

- Use clinical judgment to evaluate the client's progress. This section should address:
  - How the client is progressing
  - How the client's status aligns with their treatment goals
  - The client's responses to the session and interventions
  - Any changes to the client's diagnosis
- **Example:** The client is showing progress in identifying stress triggers but continues to experience physical symptoms of anxiety. No changes to the diagnosis of Generalized Anxiety Disorder (GAD) are needed.

**Plan (P)**

- Outline the next steps for treatment. This section should include:
  - The date, time, and location of the next scheduled session
  - Any homework assigned to the client
  - Referrals provided to the client
  - Planned consultations or contact with third parties
  - Adjustments to the treatment plan based on the client's progress
  - Additional steps for the client or clinician to take
- **Example:** Assigned a daily stress log for tracking anxiety triggers and coping strategies, with a focus on guided relaxation. The next session is scheduled for October 24, 2026, at 10:00 AM.

## DAP Notes Session Summary

<b>Client Name:</b>	
<b>Provider/Clinician's Name:</b>	
<b>Date of Service:</b>	<b>Duration:</b>
<b>DATA</b>	
<b>ASSESSMENT</b>	
<b>PLAN</b>	
<input type="checkbox"/> Continue current plan	<input type="checkbox"/> Objective met
<b>Revise plan:</b>	
<b>STUDENT CLINICAL SIGNATURE:</b>	<b>DATE:</b>
<b>CLINICAL SUPERVISOR SIGNATURE:</b>	<b>DATE:</b>

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References

SimplePractice. (2023, November 1). *How to Write DAP Notes (With Example)*. SimplePractice.  
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<https://www.theraplatform.com/blog/343/dap-notes>

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