splose

Free template

DAP note template

Data, assessment, and plan for Allied Health progress notes

Client name or ID

Appointment date and time

Practitioner name and role

Appointment type

D Data

Relevant client reports, observations, and interventions.

A Assessment

Clinical interpretation and progress.

P Plan

Agreed actions, follow-up, and next steps.

Practitioner name (typed acknowledgement)

Acknowledgement date

Fill in the fields, then save a copy. A typed name is an acknowledgement designed to identify the practitioner involved. It cannot be used as a digital signature. This template is an aid to help with documentation. It should be adapted to meet the specific needs of your clinic's record-keeping requirements. We recommend using your full clinical record to ensure all the relevant information is captured.

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Fictional example

DAP note example

Fictional occupational therapy home visit for illustration only

Client name or ID

Priya Shah (fictional)

Appointment date and time

12 Nov 2026, 10:00 am

Practitioner name and role

Morgan Ellis, Occupational Therapist (fictional)

Appointment type

Follow-up, home visit

D Data

Relevant client reports, observations, and interventions.

Client reported: Right wrist stiffness is worst in the morning. Client now makes breakfast independently but stops partway through chopping vegetables because of hand fatigue. Goal remains to prepare an evening meal for the family three times a week.

Observed: Client chopped soft vegetables for 5 minutes before asking for a rest. Opened a jar with an adapted grip and some difficulty.

Intervention: Practised a meal preparation task in the client's kitchen. Trialled a jar opener and a knife with a built-up handle. Discussed pacing and breaking tasks into stages.

A Assessment

Clinical interpretation and progress.

Client is progressing towards the meal preparation goal and now completes breakfast independently. Hand fatigue still limits how long the client can prepare food, so pacing remains a focus. Client said the built-up handle felt easier to hold, which suggests it may suit home use.

P Plan

Agreed actions, follow-up, and next steps.

Client agreed to use the built-up handle knife at home and to prepare evening meals in two shorter stages. Practitioner to send details on where to buy a jar opener. Review meal preparation and hand fatigue at the next home visit in two weeks.

Practitioner name (typed acknowledgement)

Morgan Ellis (fictional)

Acknowledgement date

12 Nov 2026

All names and details listed above are fictional. This example is illustrative only and should not be considered clinical guidance. When completing your documentation, be sure to record the specific findings, decisions, and plans that are relevant to each client.