**ACCS Submission Cover Sheet**

**Therapist’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Submission:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Material.** The recording should be accompanied by any materials completed in the session or for homework (e.g. diaries, thought records etc.) and any completed questionnaires.

**Formulation.** Please attach a copy of the formulation (no more than one A4 sheet). The formulation should demonstrate the therapist’s understanding - at that point in time - of how the patient’s problems developed (background experiences, beliefs and assumptions, critical incidents) and what is maintaining them (vicious circles).

**Session Summary:**

* Stage of therapy / session number
* Patient’s presenting problem(s)
* Patient’s treatment goals
* Agenda
* Homework review (What were the assignments? Outcome?)
* Main topic(s) – What were the main things you worked on? What did you do (e.g. worked through problem on thought record, carried out behavioural experiment, looked for alternative explanations)? What is the rationale for this work?
* New homework (What are the assignments? What is the rationale for them?)
* Patient’s feedback on the session (reactions, take home messages)
* Did you use any standardised questionnaires and / or idiosyncratic measures (e.g. frequency counts, diaries etc.) to assess change within the treatment session (e.g. to measure the impact of cognitive-behavioural interventions) or across treatment (i.e. to measure change in symptoms and movement towards goals over the course of treatment as a whole)?