

Progress Tracker Directions

At Brandywine Valley Counseling and Neurofeedback Center, we track progress for all clients in our neurofeedback program.

All progress tracking is done online. The progress tracker can be completely customized to track the areas in which you want to see progress. We will automatically select items that you will be focusing on in treatment from the Cognitive Emotional Checklist (CEC) you filled out; however, we encourage you to review these items and let us know if you feel any should be deleted or any others should be included.

At each appointment, we will give you (or your adolescent) a tablet to fill out the progress tracker. If your adolescent is filling out the progress tracker, we will also create one for you that we request you fill out at least once a week at home so that we can monitor how you feel your adolescent is progressing.

Directions for filling out the Progress Tracker:

Think of each item as a PROBLEM. For each one, use the following scale: 1= no problem, rare problem, extremely mild problem, 10 = significant, severe, or frequent problem. In other words, 1 is good, 10 is not good. The goal is to get most of your ratings for each symptom down to a 1 or 2. Therefore, if you are rating "lack of emotional awareness," rating it a 10 would mean that there is a severe problem with emotional awareness, and rating it a 0 means there is no problem with emotional awareness. Likewise, if you are rating "focus," rating it a 10 would mean that there is a severe problem with focus, and rating it a 0 means there is no problem with focus.

At the very bottom of your progress tracker is an area/text box, where you can write any notes that are important (this is optional). Please enter comments as often as there is something that adds clarification, more information, or perspective. For example: *I started a new medication called (name of med) for (condition being treated) and since then I haven't been able to sleep; after last week's session I felt better than ever/worse than ever for a few days; Johnny's grandmother is very ill and he's had a rough week; I fell last week and hit my head; I've had the flu, etc.*

Remember... each item in your progress tracker must be rated each week otherwise the information will not be saved.

When you have answered and rated all items click on SAVE and LOG OUT. Thank you!

Directions for accessing the Progress Tracker outside of our office:

To make an entry in your progress tracker from home or work, follow the directions below. The My New Mind Account website is safe, secure and confidential.

- 1) Log onto the website: **www.My-NewMind.com**
- 2) Enter your User Name. [Your User Name is: _____]
- 3) Enter your Password. [Your Password is: _____]
- 4) Click on the PROGRESS TRACKER tab. Click on START TRACKER or CONTINUE TRACKER by the title of the person who is filling out the form.
- 5) Follow the remainder of the directions above to correctly complete the progress tracker.