

PHQ-9 and GAD-7 Administration Pack

Clinician workflow for intake, cadence, scoring bands, trend review, and follow-up. Not a substitute for the official item stems.

Client / ID: _____ Clinician: _____
Practice / program: _____ Date range: _____

1. Pre-session administration checklist

- | | |
|--|---|
| ☐ Official instrument on hand (PHQ-9 / GAD-7) | ☐ Secure storage path in chart identified |
| ☐ Two-week time window will be stated aloud | ☐ Language / literacy supports planned if needed |
| ☐ Risk pathway ready if scores or affect escalate | ☐ Plan to review score with client today |

Mode today: paper / portal / in-room / read aloud:

Cadence for this case (e.g. intake + every 2–4 sessions):

2. Client framing (say in plain language)

"These questions take about a minute. They help us both see whether things are moving, stuck, or rising. There is no pass or fail. We will look at the number together and decide what it means for this week's plan."

Client response / preference notes:

3. Severity bands (communication tools, not automatic protocols)

Measure	Minimal	Mild	Moderate	Severe	Typical screen prompt
PHQ-9 (0–27)	0–4	5–9	10–14	15–27	"e10 + clinical interview"
GAD-7 (0–21)	0–4	5–9	10–14	15–21	"e10 + clinical interview"

PHQ-9 item 9 is a risk flag requiring clinical follow-up regardless of total. GAD-7 totals can rise in panic, social anxiety, PTSD, and other presentations. Screen is not diagnosis.

4. After scoring, before the client leaves

- | | |
|--|---|
| ☐ Total and band written in chart | ☐ Functional impact captured if available |
| ☐ Trajectory named with client (up / flat / down) | ☐ One follow-up move agreed for next visit |
| ☐ Next administration date or session set | |

One-sentence clinical meaning today:

Score log and multi-session trend grid

Record totals the same way each time. Leave blank cells empty rather than estimating.

PHQ-9 log

Date	Sess#	Total	Band	Item 9	Impact	Reviewed?	Note (6 words max)

GAD-7 log

Date	Sess#	Total	Band	Impact	vs last	Reviewed?	Note (6 words max)

Trend sketch (plot totals by session number)

Session axis !'

High

Low

Mark PHQ-9 and GAD-7 with different symbols; label baseline.

Trajectory read (check one)

- ☐ Improving across last 2+ points
- ☐ Worsening across last 2+ points

- ☐ Flat across last 2+ points
- ☐ Too few points for a trend yet

What the shape means for next session focus:

Follow-up decisions and note language stems

Turn the number into one concrete clinical move. Keep screening language out of diagnosis fields.

If scores are improving

- | | |
|--|---|
| ☐ Consolidate current technique | ☐ Fade session frequency carefully |
| ☐ Name skills client will keep | ☐ Plan relapse early-warning signs |

Specific consolidate move:

If scores are flat

- | | |
|--|--|
| ☐ Revisit maintaining cycle / formulation | ☐ Change technique or experiment size |
| ☐ Address homework or engagement barrier | ☐ Check comorbidity, sleep, substances, medical |

Specific adjust move:

If scores are rising

- | | |
|---|--|
| ☐ Risk assessment and safety plan review | ☐ Intensify focus or session dose |
| ☐ Coordinate with prescriber / collaterals | ☐ Consider higher-acuity pathway |

Specific safety or step-up move:

Note language stems (adapt; do not paste blindly)

Baseline: "PHQ-9 = ___ (band) and GAD-7 = ___ (band) on [date]. Functional impact: ___. Reviewed with client. Initial focus: ___."

Interval: "PHQ-9 ___ !' ___; GAD-7 ___ !' ___ over ___ sessions. Trajectory: improving / flat / rising. Client review completed. Plan change: ___. Next measure: session ___."

Guardrail: "Screening scores inform severity and trend; diagnosis and formulation remain based on full clinical assessment."

Next administration commitment

Next PHQ-9 date or session #:

Next GAD-7 date or session #:

Owner who places measure in workflow (clinician / admin):

Before you close the note

- Did the client hear the trajectory in plain language?
- Is the next measure date on the calendar or treatment plan?
- Does the follow-up move match the maintaining cycle, not only the band?

Companion guides: emosapien.com/resources/phq-9-administration-guide and emosapien.com/resources/gad-7-administration-guide. Obtain official free PHQ-9 and GAD-7 instruments from legitimate clinical sources and follow their terms of use.

