

EVALUATION GUIDELINES AND REPORT WRITING

The following guidelines should be studied and carried out without exception. Please be advised that grades in evaluation courses are determined in part by a clinician's adhering to these guidelines. A failing grade and/or being removed from evaluations for the rest of the semester may result from not following these guidelines.

PRIOR TO THE EVALUATION

- 1 Check the evaluation schedule at the beginning of the semester to see when you are scheduled for the entire semester, and who your supervisor will be. It will be helpful to schedule all planning sessions with supervisors well in advance to avoid time conflicts.
- 2 Review the client's folder prior to meeting with your supervisor.
- 3 Meet with the supervisor at least 72 hours before the evaluation to plan the interview, assessment procedures, interpretation, and counseling procedures.
- 4 Learn and practice the test administration at least 3 times before the evaluation.
- 5 Prepare materials and equipment the day before, reserving all equipment and tests. Check equipment to be sure it is operating properly.

DAY OF THE EVALUATION

- 1 Set up materials and equipment in room, including audio and/or videotape recorders as needed. Recheck equipment to insure proper functioning.
- 2 Begin session promptly at the scheduled time.
- 3 Introduce yourself and your supervisor to the client and significant others.
- 4 Make sure that the case history form is signed. A release form also must be signed so that reports can be sent to other agencies.
- 5 Remind clients that the session will be observed by your supervisor and also may be observed by students in training. If the session is being video-taped, explain how the tapes will be used and affirm the client's written consent.
- 6 Immediately after the evaluation, the supervisor and clinicians meet briefly to discuss the findings of the evaluation and the recommendations. Do not communicate any decisions to the client before getting the approval of your supervisor

- 7 After interpretation of the findings and counseling, be sure to discuss management options with the client or significant others. Be specific regarding arrangements, where reports are to be sent, whether the parents/client will call us or we will call them, etc. Communication is the name of the game, and the key to a successful evaluation.
- 8 After the client has left, meet with the supervisor to evaluate your performance, and to clarify the time line for for the report writing. As a guideline, two typed copies of the rough draft of the evaluation report are due to your supervisors no more than 48 hours after the evaluation.
- 9 Take your final report on a disk to the clinic secretary. She will copy your report onto her computer for future reference if the paper copy is lost.