Verbatim Process Recording

Your name
Date of Contact:
Location of Contact:

Preparation & Purpose:
- Identify the client (masking the name with use of initials): describe/and make observations of the client's presentation.
- Reason/purpose for the contact
- Aims or goals for the contact, including follow up issues from previous contact (i.e. plan and/or contract)
- Identify any potential barriers to achieving goals of contact

<table>
<thead>
<tr>
<th>Verbatim/Narrative/Summary</th>
<th>Thoughts and Feelings</th>
<th>Field Instructor's Comments</th>
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</thead>
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| Use verbatim account of encounter as best you can. Summarize when necessary | Identify your:
  - Thoughts
  - Reactions
  - Interventions
  - Internal response to client's verbal and non-verbal cues
  - Identify your response to yourself
  - Highlight and identify when there is an intervention. | |

Impressions: Self-Evaluation (i.e. How do you think the interview went? How did you try to integrate theory into practice? What you did well? What was challenging): What was the client's response/reaction to you?

Next Steps:
Identify tasks for follow up on concrete and service needs
Note any adjustment in goals and purpose to client contact as a result of the meeting

Questions for Supervision:
Note any questions that came up for you as a result of the client contact: can range from simple, program related question to more analytical questions related to clinical considerations. Any question is a good question!