

## **PROCESSS RECORDING GUIDE**

- **The process recording should be written immediately after the contact so that the accurate and complete recall of the encounter can be captured.**
- **Please plan to complete the process recording at least 2 weeks before it is due to be submitted to your field liaison so that you have an opportunity to discuss it in supervision.**
- **Please disguise the client's identity or any information that would make it possible for someone to identify the client.**

### **Identifying Information/Client Description**

Who is the client, why is the client involved in services.

Length of service, type of service, duration and frequency.

The age of the client, gender, marital status, grade in school, occupation, household composition, if siblings (how many, birth order), socioeconomics and race/ethnicity.

### **Purpose/Goal of Session**

The purpose of this particular session (client's perception and yours)

Discuss if they are they same or different and the implications this has on the session.

### **Initial Observations**

How were you feeling going into the session.

Your initial impressions of the client

### **Content of Interview/Verbatim Dialogue**

Describe how the session began

Record word for word what was said by the intern and client. Do not paraphrase or change any of the wording.

Please note at least 10 consecutive exchanges.

Please include the end of the interview even if you must include it because it occurs after the 10 consecutive exchanges.

### **Student's emotional response, gut reactions**

Record your impressions of what you thought the client might have been thinking

Record your own thoughts and feelings in response to the dialogue

Note changes in the client's demeanor during the session

### **Observations, Analysis, Assessment, Theory**

Assessment of client in the moment and note how that is the same or different from your previous assessment

Identify a theory or acquired knowledge that helps your or that you applied during this session. For example something that you may have learned in HUBSE.

### **Field Instructor's Comments**

Note the feedback that you received from your field instructor about this interaction. Feel free to submit this to your field instructor and allow them to read it and make their comments directly on the document. Please make sure to complete the process recording at least 2 weeks prior to the date it is due to be submitted to your field liaison, so that your field instructor has an opportunity to provide the required feedback.

### **Competency**

Please identify the competency or competencies related to this exchange.

### **Summary**

Please summarize the client's problem and/or why they are involved in services.

Were the goals of this session achieved (the client's, yours)

If the goals were not achieved why not and/or what might have prevented them from being achieved.