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.