



Tips for Administering Assessment Instruments

- Let the child and caregiver know that you will be asking them to complete some 'questionnaires' so that they will be prepared.
- Let them know that the questionnaires take about 30 minutes to complete so they can prepare to be at the appointment for at least 90 minutes.
- Don't send the questionnaires home with the family. If they don't have time to finish, just hold on to them and complete next time.
- Be sure to assess reading level – When you explain the questionnaires to the client, have them read one or two of the items. This will enable you to check their reading level and ensure that they understand the questions.
- Try to find a quiet place for them to complete the measures. It's helpful for them to have a clipboard or some other hard surface to write on and a couple of pencils with erasers.
- Try to have each client complete the measures by themselves. Instruct them to leave any confusing items blank so that you can review them together.
- To help manage the time, have the child complete the measures while you're meeting with the caregiver and then switch.
- If the child has experienced multiple traumatic events, ask them to report on the one that is causing the most distress.
- The trauma does not have to be recent. The focus of TF-CBT is to treat symptoms related to a traumatic event. So, as long as the child is experiencing trauma-related symptoms, regardless of when the trauma occurred, he or she may be appropriate for TF-CBT (and should still complete the measures).
- The measures should be administered early on in treatment as a baseline to assess symptoms prior to the start of treatment. Whether this is the first or second session is more dependent on what works best in your practice. If there is standard paperwork that is completed at the initial appointment, it may work to incorporate these measures at that time. However, if there is *too* much initial paperwork, it's perfectly ok to administer the next time they come in. Regardless of whether you administer during the first or second session, be sure to first explain the purpose of the assessment and review the specific instructions for each of the measures.