

CAAP

DICTATIONS (TYPED NOTES)

When handing in tapes to Liz or Helen please label tape with your name, date dictated, name(s) of assessment (family name and person you interviewed);

It is your responsibility to identify proper names (in full) and correct spelling;

Identify (in sentence) who is interviewing, the observers and date of interview;

Use appropriate headings for each section dictated (i.e. Impressions of Mother: follow the report template);

If typing your own notes please give a copy of dictation to Liz or Helen to be copied into the report and file a hard copy of the same in the appropriate case file;

Return edited copies to Liz or Helen for insertion into report on shared drive.

TELEPHONE INTERVIEWS:

Document telephone interviews with collaterals and/or family members on the telephone interview note sheets;

Dictate these notes if part of the assessment;

Remember to identify: interviewee (role ie. Teacher, family physician etc), interviewer, date of interview;

Explain informant's relationship/involvement with the family (i.e. length of involvement; role of informant; goals of involvement etc.)

If you are unsure of anything, please do not hesitate to ask Liz or Helen or any questions about the above or any team member.