

## We're Almost Finished!!!!

### SUMMARY REPORTS

1. **Due dates:** First draft no later than Dec 4; Final draft by Dec 8.
2. ALWAYS, ALWAYS, ALWAYS, turn in previous draft with new draft. ☺
3. Remember to check client's current address/phone.
4. Remember to fill in correct hours present/hours absent at top of report.
5. Read over previous information on Summary Reports covered in class at midterm.
6. See Clinic Manual for complete instructions.

#### Main areas remaining to be completed:

1. **Attendance:** hours present and absent
2. **Progress:** Indicate the highest levels of performance achieved for each objective. Briefly discuss any problems encountered.
3. **Post-test** results must be entered. After the section where pre-post tests are listed, you will need to write a paragraph discussing the implications of the test results. You want to interpret the test results, compare them and show where changes occurred. Indicate whether scores are within normal limits.
4. **Impressions/Discussion:** This is a general discussion of the client's status at this point. This is a good section to also comment on things like attentiveness, effort, cooperation, parents' support, etc. You may also need to comment on negative issues.
5. **Recommendations:** Discuss these with supervisor. Number and list if there is more than one.
6. After signatures, indicate with a "**cc**" **who is to receive a copy** of the report. If it is someone other than the parent or guardian, be sure the chart contains signed authorization.

### PARENT/FAMILY CONFERENCES

1. These are usually held in the supervisors' offices. The supervisor will plan a schedule of the conference times. Tell the parent/family about the conference at least one session ahead. Be sure the family knows to bring the client that day!
2. Arrange for someone to stay with your client during your conference, **WORKING ON SOMETHING REASONABLY CONSTRUCTIVE**. It may also be appropriate to have two clients of similar ages work together as a group during conferences. **REMEMBER: IF YOU CHANGE THE TYPE OF THERAPY THAT DAY FROM "INDIVIDUAL" TO "GROUP", YOUR BILLING SHEET SHOULD REFLECT WHAT YOU DID. ALSO REMEMBER: IF YOU "BABYSIT" FOR ANOTHER CLINICIAN'S CLIENT, YOU GET CLOCK HOURS CREDIT! JUST ADD THE TIME TO ONE OF YOUR THERAPY CLOCK HOURS SHEETS.**

For very young clients who are not good at separating or staying with an unfamiliar clinician, it may be best to hold the conference in the therapy room. Same for adult clients who would have difficulty walking the distance to the supervisor's office.

3. **You will be expected to cover:** a) objectives + results for each objective; b) pre-post test results, explaining and interpreting scores, and c) recommendations. When you begin, give parents a brief outline of what you will talk about....and encourage them to ask you questions.
4. If appropriate for your client, **prepare homework material** for the semester break.
5. **Your supervisor will be looking for:** professionalism in appearance & preparation; ability to relate well to the family member; ability to clearly describe the therapy/test information.