

PROCESS RECORDING

All field students are required to complete one processing recording per semester for a total of two during the placement year. This is a suggested outline using a series of questions to consider about each transaction or observation. The outline maybe modified according to your needs/interests.

- I. Client Systems (individual, family, group or organization) – Demographics
- II. Presenting problem/situation or background relevant to intervention, observation, event
- III. Purpose and objective for transaction
- IV. Description of the transaction (s) or observations –Content- recording factual occurrences. Record what actually took place, how the interview or meeting began, what was done and said (including by you), omit feelings and judgments about these actions.
- V. Skills Used
- VI. Gut Reaction

Describe your subjective reactions (e.g., thoughts, feelings) about the consumers/clients words and presentation and your own words and presentation during the interview.
- VII. Analysis
 - A. How do you understand the client(s) system’s situation and behavior?
 - B. Briefly characterize your role(s) in the transaction, observation or event.
 - C. Identify any technique you used. Which interventions/ strategies were/were not useful?
 - D. Explain – why you did or did not achieve your objectives.
- VIII. Overall Assessment of the Interview (How effective were you? What techniques or strategies were successful? Which could you improve upon?)
- IX. Plan/Contract for future intervention, action or strategy.
 - A. What have you and client system decided to work on at this point?
 - B. Indicate what you plan to do in the next step.

Example Process Recording				
	Content	Skills Used	Your Gut Reactions	Your Analysis
Worker	How are you feeling during this difficult time?	Open Probe	I have a hunch that the client wants to and probably needs to talk about her feelings, but I'm scared it might be too much for her and me to handle	I think this is an appropriate skill to use at this point. I believe that I phrased it well. An open probe is more useful here than a closed one,
Client / Client System	I'm tired all the time		I can believe it. I'd be exhausted too. If I were in her shoes. I don't know if I could even get out of bed to face the world.	Client's words appear to represent an accurate description of her feelings at this time. I wonder, might she be depressed enough that she should talk to her medical doctor.
Worker	You're simply exhausted.	Reflecting feelings	She looks and feels terribly fatigued. I feel depleted as I try to feel what she's feeling.	I believe that I'm on target with this feeling reflection. I also think that it's the right skill to use at this time.