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[https://www.alceasoftware.com/web/image/copyform.gif](javascript:opennewform(0)) [](javascript:doTools(1))

**University of Maryland, Baltimore County  
Baccalaureate Social Work Program  
  
Process Recording Form**

|  |  |
| --- | --- |
| **Date:** |  |
| **Student's Name:** |  |
| **Client's Name:** |  |
| **(do not use client’s real name – use initials or a pseudonym)** |  |
| Number of times you have seen this client: | |

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**1. Identifying information:**     [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())Please make sure to include: age, gender, sexual orientation, ethnicity, current living situation, education, family background and status, employment history, socioeconomic status, and current situation. Do not include any issues or concerns (4-5 sentences).

**2. Presenting problem(s):**     [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())Why is the client coming to the agency? What are the issues/challenges? What services, needs are being requested and/or provided? (4-5 sentences).

**3. Purpose of the interview:**     [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) Provide at least 2 sentences regarding the reason for the client meeting.

*Note: students- type* ***w****orker (you) and* ***c****lient content in spaces provided. Click the icons to open text editing windows.* **You must complete fifty percent (50%) or more of all columns below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Interview Content** | **Behaviors/Skills Used** | **Student’s Feelings/Reactions** | **Student’s Analysis** | **Field Instructor’s Comments** |
| w | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) |
| c | [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ()) |
| [https://www.alceasoftware.com/web/image/plus.jpg](javascript:addRow('rep1','end'))*Click to add content rows* | | | | | |

**Plan for next interview with client:**

[https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())

**What part did client play (if any) in planning the next session?**  
    [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())

**Student’s overall reflection of the process recording (please address the strengths and weaknesses of the interview):**  
    [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())

**Field instructor overall feedback on interview:**  
    [https://www.alceasoftware.com/web/image/icon_edit.gif](javascript:function%20Z()%7bZ=''%7dZ())

Student Signature:

Field Instructor Signature:   
Faculty Field Liaison Signature: Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

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[Printable Version](https://www.alceasoftware.com/web/form.php?file=umbc_process_record_v2.html) Bottom of Form

*IPT Document Management System Jan 13, 2015* *Form Id: -*