

Tip Sheet for Measure Administration

- Make time in the therapy session to complete measures by putting it on the agenda, and connect the measures to the treatment process.
- Allow the parent and child to choose the language in which they prefer to complete the measures.
- Introduce the measures as another way you gather information on child and family functioning in order to help them as much as possible. That way, they see the measures as something designed to help their child, not just another piece of paperwork to complete.
- Consult the measure's manual for administration guidelines. Most manuals provide suggestions on how to introduce the measure to clients.
- If possible, have the caregiver complete caregiver measures in the waiting room while you meet with the child and complete their measures with them.
- Use developmentally appropriate strategies, including the following:
 - For school-age youth and young adolescents -
 - Use a dry erase board/chalk board for marking answers
 - Let them decide the order in which they complete measures
 - Select a fun pen or pencil to use when marking items
- If the child attempts to reject the measures, consider completing them during the session in an interview format. This also allows for the collection of additional "data", such as affective and physiological responses (Are they nervous completing the measure? Are they indecisive in their responding?)
- For youth clients, ask follow-up questions to probe more deeply after you've completed the measure.
- Keep an eye out for parents or children with reading problems who may not be able to read the measure or understand it due to language or literacy issues. You can investigate this by asking them, or reviewing how they have completed other paperwork.
- If a caregiver is unable to complete the measure on their own, you may read it to them in an interview format.
- Offer to complete the assessment over 1-3 sessions and give the child and caregiver an option to choose when to complete the assessments (all today, or one today and one next week?)
- For all children (and parents), praise them for their 'hard work' completing questions
- Make sure to explain what will happen next (i.e., how the measures will be scored and the process for reviewing the results with the youth and caregiver).
- Make sure to explain that the measures will be re-administered on an ongoing basis and will be built into the treatment plan.
- Once the measure is completed, review to make sure that no items were skipped or missed.
- Many measures have "critical items" that assess for harm to self or harm to others. Become familiar with the critical items for each measure. Once the client has completed the measure, review the critical items. If they have endorsed a critical item, make sure to check-in with the client and conduct a risk assessment, as necessary.

(Adapted from [Amaya-Jackson, Dorsey & Briggs, 2007](#))