

Adult Interview – Hotline

Specialist Name:

U#

Date:

Overall Evaluation

Engagement and Rapport

Meets Standards (11-9)

Needs Improvement (8-6)

Does Not Meet (5 or less)

- | | | |
|--|-----|----|
| 1) Introduced self and explained overall role _____ | Yes | No |
| 2) Advised the Reporting Party they would remain confidential _____ | Yes | No |
| 3) Gathered demographic information on the Reporting Party _____ | Yes | No |
| 4) Inquired as to whether or not the child has injuries _____ | Yes | No |
| 5) Gathered demographic information on the family _____ | Yes | No |
| 6) Engaging and receptive towards the reporter _____ | Yes | No |
| 7) Respectful to the reporter throughout the interview _____ | Yes | No |
| 8) Non-threatening towards the reporter _____ | Yes | No |
| 9) Non-judgmental towards the reporter _____ | Yes | No |
| 10) Verbalized an understanding of the situation being reported _____ | Yes | No |
| 11) Appropriately communicated/demonstrated empathy throughout the interview _____ | Yes | No |

Overall Feedback - Rapport and Engagement:

Total Number:

Interviewing

Meets Standards (6-5)

Needs Improvement (4-3)

Does Not Meet (2 or less)

- | | | |
|--|-----|----|
| 1) Listened without interrupting (appropriate use of silence) _____ | Yes | No |
| 2) Used open-ended questions throughout majority of the interview _____ | Yes | No |
| 3) Avoided leading and coercive questions _____ | Yes | No |
| 4) Avoided yes/no questions throughout the majority of the interview _____ | Yes | No |
| 5) Interview flowed well _____ | Yes | No |
| 6) Spoke on the reporter's developmental level _____ | Yes | No |

Overall Feedback - Interviewing:

Total Number:

Assessing Safety

Meets Standards (5)

Needs Improvement (4-3)

Does Not Meet (2 or less)

- | | | |
|--|-----|----|
| 1) Gathered sufficient information regarding the location of the children _____ | Yes | No |
| 2) *Used open ended questions to gather sufficient information regarding safety concerns *Required _____ | Yes | No |
| 3) Obtained information regarding safety issues for a worker going to the home _____ | Yes | No |
| 4) Used follow-up questions regarding at least three of the following: _____ | Yes | No |
| o Substance abuse – | | |
| o Domestic violence – | | |
| o People in the home – | | |
| o Injuries to the children | | |
| 5) Gathered enough information from the reporter for supervisor to make a priority determination _____ | Yes | No |

Overall Feedback - Assessing Safety:

Total Number:

Developmental Plan Recommendations:

Grader Name:

Grader Signature: