**SELF-CHECK YOUR INTAKE REPORT**

**Section One (initial report components, 34 in total)**

*Identifying Information (12 components)*

* Client’s name
* Birth date
* Age
* Gender
* Caregivers’ names
* Phone number
* Email
* Address
* Funding
* Current diagnosis
* Date of assessment
* Behavior analyst’s name

*Referral Information (3 components)*

* Entity requesting the referral provided.
* Overall reason for referral provided.
* Stated the targeted behaviors necessitating the referral in observable and measurable terms.

*Description of the Indirect Assessment Process (3 components)*

* Dates and locations of interviews and/or observations included.
* Stated person interviewed and their relationship to the client.
* Stated tools used during the interview.

*Background Information (13 components)*

* It is made clear that the information was not directly assessed, but based on caregiver report.
* A general statement on the client’s strengths and deficits provided.
* Description of the client’s communication (speaker and listener) skills provided.
* Description of the client’s self-help/adaptive skills provided.
* Description of the client’s motor skills provided.
* Description of the client’s academic skills provided.
* Description of the client’s play skills provided.
* Description of the client’s social skills provided.
* Living situation/family history described.
* School/day program placement and history described.
* Medical history described.
* Language and culture described.
* Previous and/or concurrent interventions described, or stated that none were provided.

*Preferences (3 components)*

* It is made clear that the information was not directly assessed, but based on caregiver report.
* The method for collecting the information from the caregiver is made clear (e.g., questionnaire, interview).
* Potential reinforcers are listed.