

Checklist for Intense Assessment

Name career guidance officer: _____

Name young person: _____

Questions concerning intense assessment

Before Intense Assessment	yes	no	comments
Secluded room, undisturbed (e.g. telephone)	<input type="checkbox"/>	<input type="checkbox"/>	
Repeated output of initial assessment together with young person	<input type="checkbox"/>	<input type="checkbox"/>	
Choice of subjects for intense assessment according to output of initial assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Informed young person that no data will be passed on without his/her consent	<input type="checkbox"/>	<input type="checkbox"/>	
Informed young person about the program of this consultation	<input type="checkbox"/>	<input type="checkbox"/>	
Considered need for interpreter	<input type="checkbox"/>	<input type="checkbox"/>	

Part I: Central Questions	yes	no	comments
Adapted language to young person's linguistic level	<input type="checkbox"/>	<input type="checkbox"/>	
Entered young person's name in designated field	<input type="checkbox"/>	<input type="checkbox"/>	
Dealt with all relevant subjects	<input type="checkbox"/>	<input type="checkbox"/>	

Part II: Worksheets	yes	no	comments
Entered young person's name in designated field	<input type="checkbox"/>	<input type="checkbox"/>	
Choice of worksheets according to central questions	<input type="checkbox"/>	<input type="checkbox"/>	
Explained application and purpose of worksheets to young person	<input type="checkbox"/>	<input type="checkbox"/>	
Filled out one example per worksheet together with young person	<input type="checkbox"/>	<input type="checkbox"/>	
Provided young person with respective worksheets	<input type="checkbox"/>	<input type="checkbox"/>	

Part III: Deepening mechanisms	yes	no	comments
Informed young person about purpose of deepening mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	
Explained and dealt with ecomap	<input type="checkbox"/>	<input type="checkbox"/>	
Explained and dealt with network map	<input type="checkbox"/>	<input type="checkbox"/>	
Explained and dealt with biographical timeline	<input type="checkbox"/>	<input type="checkbox"/>	
Explained and dealt with genogram,	<input type="checkbox"/>	<input type="checkbox"/>	

If yes:			
Consulted family members for creation of genogram	<input type="checkbox"/>	<input type="checkbox"/>	
Discussed and subsequently interpreted results of respective deepening mechanisms with young person (and family members)	<input type="checkbox"/>	<input type="checkbox"/>	

Part IV: Need for action	yes	no	comments
Entered young person's name in designated field	<input type="checkbox"/>	<input type="checkbox"/>	
Part IV – Need for action parallel to Part I – made use of central questions	<input type="checkbox"/>	<input type="checkbox"/>	
Entered available documents in designated field	<input type="checkbox"/>	<input type="checkbox"/>	
Recorded titles of worksheets to be filled out by young person	<input type="checkbox"/>	<input type="checkbox"/>	
Recorded selection of deepening mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	

Part V: Support plan	yes	no	comments
Entered young person's name in designated field	<input type="checkbox"/>	<input type="checkbox"/>	
Developed mutual awareness of case and problems (young person and career guidance officer)	<input type="checkbox"/>	<input type="checkbox"/>	
Young person's opinion equal to career guidance officer's opinion	<input type="checkbox"/>	<input type="checkbox"/>	
Created support plan together with young person	<input type="checkbox"/>	<input type="checkbox"/>	
Dealt with process of support plan together with young person	<input type="checkbox"/>	<input type="checkbox"/>	
Support plan binding for career guidance officer and young person	<input type="checkbox"/>	<input type="checkbox"/>	
Recorded contact person and address for re-assignment	<input type="checkbox"/>	<input type="checkbox"/>	
Determined extent of required support	<input type="checkbox"/>	<input type="checkbox"/>	

Conclusion	yes	no	comments
Discussed remaining questions/subjects	<input type="checkbox"/>	<input type="checkbox"/>	
Verified understanding of further procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Made appointment for deepening mechanisms and/or worksheets	<input type="checkbox"/>	<input type="checkbox"/>	
Provided young person with support plan	<input type="checkbox"/>	<input type="checkbox"/>	
Informed young person about intended call (monitoring) concerning contentment with referred service	<input type="checkbox"/>	<input type="checkbox"/>	