

Evaluation Checklist for Allied Health Professionals

Before Providing T-CBT sessions obtain the following information from your Division:

1. Your AHP code on the MDS
2. For each referral for T-CBT sessions
 - a. The GP referral date
 - b. The Patient Key/ID, allocated by your Division

Contacting the client before providing sessions

1. Call client to make the first appointment
2. During or after this phone call, complete the **Initial Phone Contact Form***
3. Once form is completed send immediately to Strategic Data by
 - a. Fax – 03 8677 2950 or
 - b. Post – Strategic Data, Reply Paid 1166, Carlton, Victoria 3053 (reply paid envelopes**)
4. Send the client the DASS* and ask them to return it to you before the first session

Providing Sessions and completing the evaluation

Session 1

1. Complete **Session Information Form*** and **Section A** on page 5
2. Include the DASS scores in Section A
3. Once form is completed send immediately to Strategic Data
 - a. Fax – 03 8677 2950 or
 - b. Post – Strategic Data, Reply Paid 1166, Carlton, Victoria 3053 (reply paid envelopes)

Middle Sessions

1. Complete **Session Information Form** pages 1 -4
2. Once form is completed send immediately to Strategic Data
 - a. Fax – 03 8677 2950 or
 - b. Post – Strategic Data, Reply Paid 1166, Carlton, Victoria 3053 (reply paid envelopes)

Second Last Session; either Session 5 or 11, or session prior to the final session by agreement

1. Send the DASS & T-CBT Experience Survey (and Strategic Data postage paid envelope) to the client so that they can complete it at or just after the last session.

Last Session

1. Complete **Session Information Form** and **Section B** on page 5
2. Request that client completes
 - a. DASS during or immediately after the last session and returns it to you
 - b. Completes T-CBT Experience Survey and returns it to Strategic Data in the reply paid envelope
3. When you have received the post-intervention DASS scores from the client, record the scores in Section B

4. Once Session Information Form is completed, send immediately to Strategic Data
 - a. Fax – 03 8677 2950 or
 - b. Post – Strategic Data, Reply Paid 1166, Carlton, Victoria 3053 (reply paid envelopes)

*All evaluation forms and DASS survey can be obtained from the T-CBT component of our website
<http://boimhc.org/bin/view/Main/TeleCBT>

**Strategic Data Reply Paid envelopes can be obtained from your Division

For technical support, email support@boimhc.org