## CPPA Process Recording

<table>
<thead>
<tr>
<th>Student</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Field Instructor</td>
<td>Field Liaison</td>
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### Date of Contact:

Identifying information. Identify the client system (disguise or remove client system name to protect confidentiality in submission to the Field Liaison).

Include the date and discuss the objectives of the interview, meeting, activity, event, project. Describe/explain the project/assignment and its purpose; identify the need that the assignment/project will be meeting for the agency/community, and the goal of the project. Describe the chronology of events (e.g., number of previous meetings) leading up to this event/meeting. Describe the setting in which this event/meeting has taken place.

### "Tuning In"

This is the preparation phase of a contact with client system. Anticipate the client system’s history, issues, relationships (power and positionality) and organizational culture, relevant to this meeting. Also consider your own thoughts and feelings as you anticipate this client system contact.

### Purpose and goal for the client system contact

Brief statement of the purpose of the interaction and any specific goals to be achieved, the nature of the presenting issues, aims, goals, and objectives. Describe what needs to be accomplished in the meeting or interaction. Identify specific steps, actions, decisions and timelines that need to be established.

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Content. A description of what happened, with sections of actual dialogue as well as group member(s) and student actions/responses, and relevant background/contextual description. This section should include student’s feelings and reactions to the group process as it unfolds, as well as student’s observations/analysis about what was happening during the group.

This section does not have to include the full interaction of the entire meeting, but should include a portion of the meeting. The field instructor and student can discuss what portion(s) should be included in the content section.

Observations/Analysis should include:
Questions, uncertainties, and observations about how tasks might have been done differently.
Evaluation of student’s own practice skills, including: Analytical skills (ability to evaluate social problems and consider policy implications); Political skills (ability to negotiate, compromise, confront, and collaborate with others); Interactional Skills (e.g., ability to take a leadership role and to persuade other people to support a specific agenda); and Value-Clarifying Skills (ability to identify the values underlying activities/policies, such as social justice, equality, etc.)

A summary of the student's impressions. This is a summary of the student’s analytical thinking about the entire interview/contact, identification of skills or theoretical/frameworks used, and any specific interaction about which the student is unsure. What did you learn from this interview? Are there any patterns in your practice emerging more distinctly?

Which competencies and practice behaviors were relevant to your learning?
Future plans/Next steps. Identify any unfinished business and/or any short/long term goals. Given all of the above, what are you planning to do next time with this client system? Are there things that need to be changed, researched, learned, or considered, prior to the next meeting or interaction? Is your overall purpose still appropriate? How might this project or similar projects be adjusted going forward? What are the next steps?

Identify questions for supervision. Include any action or non-verbal activity that the student may want to discuss.

STUDENTS - YOU MUST SUBMIT THIS FORM IN ORDER FOR IT TO BE VISIBLE TO YOUR FIELD INSTRUCTOR.

Has not been actioned

Field Instructor's Comments
If you click “Save” you will be able to come back and edit your comments later.
If you click “Submit” your section will be completed and returned to your student for final review.

Has not been actioned

OPTIONAL Field Liaison Comments:

If you click “Save” you will be able to come back and edit your comments later.
If you click “Submit” the form will be locked and completed.

Has not been actioned