

Weekly Check-In Guidelines

- 1.) *Review over case status and progress from the previous week. **Give statements and gestures that recognize client strengths and acknowledge behaviors that lead in the direction of positive change, no matter how big or small.**
- 2.) How _____ are you feeling today? (choose emotions applicable to the client and their specific situation: anxious, hopeful, nervous, scared, hopeless). Allow the client to share openly; utilize the scale system (1-10).
- 3.) Are you comfortable sharing anything that might've contributed to the _____ (emotion) you are feeling today? (utilize active listening and interpersonal skills; reflect empathy and understanding).
- 4.) What has been your greatest challenge over the last week?
- 5.) What is something positive that has happened over the last week?
- 6.) What are some goals you have for the next week?
- 7.) What barriers, if any, do you anticipate that might hinder your progress in completing these goals? How do you think I can help to ensure these goals are met?
- 8.) *Make a plan that aligns with the goals of the client and addresses potential barriers; continually ask client for feedback throughout and adjust as needed*
- 9.) Towards the end of the conversation, utilize the scale once more. "At the beginning of our meeting/call, you rated the _____ you were feeling as a _____. Now, in this moment, how _____ are you feeling on a scale of 1-10?"
- 10.) *end with summarizing what was covered during the check-in call/meeting; highlight the client's/case progress; give special attention to change statements made by the client and affirm the client's concerns/needs; end with an invitation. Ex: Did I miss anything? Is there anything you would like to add or anything else you would like to share?