

# COLLABORATIVE PROFESSIONALS FINAL DEBRIEFING CHECKLIST

## EXHIBIT C

Create an agenda

Goals of each participant

Professionals' perceptions of clients= capacity for Collaborative Process:

Each professional of own client

at start of process

at end of process

Each professional of other client

at start of process

at end of process

Professionals' perceptions of each other and working relationship:

At start of process

At end of process

Professionals' projection of likely end result:

At start of process

Actual at end

Challenges and Observations:

For each professional, client and the team:

Process

Substantive issues

Communication

What might have been done differently?

Composition of team

Notebooks

Minutes

Meeting times/locations

Agendas

Debriefing & scheduling

What did each professional learn

About self

About process

About other team members

Cost

Total fees to each client

Time frame

Date of signature of Statement of Understanding/Principles & Guidelines

Date of signature of Judgment

Any post-judgment reviews/modifications set?

Joint preparation of Data Collection form (practice group and IACP)