

ART Participant File Content List:

- Referral form
- Intake form
- Full PDRA
- Additional assessments (risk, needs, responsivity)
- Consent forms (parent, transportation, etc.)
- Pre/post Tests
- Homework
 - Social Skills: Skill Homework Report for each skill
 - Anger Control: Hassle Logs (specific instructions on each lesson under “Closing and Homework”), Anger Control Chain Review worksheet
 - Moral Reasoning: Problem Situation worksheets
- Attendance
 - Missed dates must be recorded, as well as the date the group is made up; if it is not made up, documentation should reflect this
- Participation /case notes
- Enrichment Tracking sheet
- Sanctions issued
- Discharge summary

Important information to be recorded:

- Program start date
- Program discharge date
- Discharge status (successful/unsuccessful)
- Reason for unsuccessful discharge
- Incidents of rewards/incentives or disciplinary action/sanctions

Additional tools:

- Pre/post-tests:
 - Group Member Skillstreaming Checklist (ART Manual pg. 349)
 - How I think Questionnaire
 - Sociomoral Reflection Measure – Short Form (ART Manual pg. 395)
 - Staff/Caregiver Skillstreaming Checklist (ART Manual pg. 341)
 - Community Behavior Report (ART Manual pg. 393)
 - Community Adjustment Rating Scale (ART Manual pg. 394)