T4C 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: Homework sheets (lessons 2-5, 11-15)
    - Cognitive Self-Change: Thinking Reports (lessons 6-10)
    - Problem Solving: Homework sheets (lessons 16-24)
- 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-assessments:
    - How I Think Questionnaire
    - Youth Outcome Questionnaire
    - TCU Criminal Thinking Scales