
APPENDIX 4.2

THE INTAKE INTERVIEW

If the coach is using standardized forms, such as those recommended in Table 4.1, they should be scored, patterns noted, and briefly summarized, as follows.

Academic Success Inventory for College Students (ASICS): Note any subscale scores below the 25th percentile to consider using as client goals (e.g., Concentration, Career Decidedness, Academic Skills).

Barkley Deficits in Executive Functioning Scales (BDEFS): List all items that were rated a 3 (*very often*) to determine areas to work on in coaching (e.g., self-motivation, problem solving, self-organization).

Client Symptom Checklist (includes items related to depression and anxiety):

List all items endorsed as *yes* to determine if client is ready for Coaching or may need a mental health referral.

Coaching Topics Survey: List all the 1s (*definitely need to work on*) to determine specific areas to work on in Coaching (see Figure 4.4 for all possible topics).

Current ADHD Symptoms Scale: List all the scores that were rated a 3 (*very often*) to help identify current symptoms and help determine if a referral for possible medication management is warranted.

Outcome Questionnaire (OQ-45): Note any of the questions with scores of *almost always*. Especially take note of the following items: *I feel worthless, I feel hopeless about the future, disturbing thoughts come to my mind that I cannot get rid of, I feel angry enough at school/work to do something I might regret, or I have thoughts or feelings of ending my life* (do determine if concomitant mental health counseling is warranted).

Rosenberg Self-Esteem Scale: List overall range and any items of concern.

On the basis of this summary, the coach can develop a set of questions that he or she feels would be important for the initial session. If standardized forms are not used, the coach will inquire about the areas covered above in their interview, as needed, to help identify areas to work on in coaching or if a referral for possible medication management is warranted.

Specific Intake Questions

(Remember to first go over and obtain signature on the informed consent.)

Why is the client seeking coaching services?

If the client has received coaching services before, what worked well, and what would he or she like to do differently?

Is the client currently receiving counseling services?

What are the current medications (with dosages) that the client is taking?

- When did the client start taking medication? _____
- Does the client have any problems with the medication (e.g., sleep, effectiveness, dosage, eating, forgetting to take the medication)?

Is the client having any difficulty with:

- Sleep? _____ How many hours of sleep do they average per night?
_____ (# of hours)
- Eating? _____ Does the client eat breakfast? _____

Example of what the client eats for breakfast _____

If a student, discuss current coursework, grades, GPA, academic strengths and difficulties.

If working, discuss current employment strengths and difficulties.

Discuss relationships.

What does the client feel are the biggest obstacles or barriers he or she faces when trying to accomplish goals?

What current coping strategies does the client use when dealing with these obstacles?

What are the client's strengths?

What does the client like to do for fun?

What type of social support does the client have from family and friends?

How does the client view himself or herself?

Does client have current mental health diagnosis?

Is there a family history of attention-deficit/hyperactivity disorder or learning disabilities or other mental health disorders?

Discuss the Coaching Topics Survey to determine three long-term goals.

Determine planned day and time of weekly coaching sessions.

Does the client prefer text messages, e-mail, or phone call reminders?