CTAC Friday Assessment Observation Information

We’re so glad that you’ve decided to visit CTAC! Here are some notes that you will want to be aware of during your time here.

First Steps

1. The Unified Clinics are located at 1000 Oakland Drive, near the WMU College of Health & Human Services. You can park in the parking lot right next to the patient entrance.
2. CTAC is on the third floor.
3. Check in with the front desk. Tell them you are a guest, observing CTAC Assessments today. They will give you a guest pass. If no one is at the front desk, please wait in the lobby area until someone is there to assist you.
4. After checking in at the front desk, come to the CTAC office to let Donna, CTAC’s Administrative Assistant, know that you are here. She’ll show you the room where the CTAC assessment team meets.
5. Please find a seat in the meeting room (3030A). When you walk into the room, please sit at the table to the right, or along the wall. The table to the left is reserved for CTAC staff and interns.
6. The meeting will start around 8:30. We’ll likely begin by reviewing the histories of the children who will be coming for assessments. We typically do introductions at the end of the morning meeting.
7. We have a working lunch to talk about the morning assessments and get ready for the afternoon, so you’ll want to bring your lunch. ☺
8. Dress at CTAC is “modest casual.” This basically means it’s okay to wear jeans and casual clothing, but keep in mind that we work with children. No short shorts/skirts/dresses or low-cut tops. All clothing should be free of violent images or messages, profanity and/or drug and alcohol advertising or paraphernalia images. Tie-dye is totally encouraged.

Basic Outline of the Day

- Pre-assessment Team meeting 8:30-9:30
- Assessments – Part I 9:30-11:30
- Lunch – working meeting 11:30-12:30
- Assessments - Part II 12:30-4:00
- Post-Assessment Team Meeting 4:00-5:00

Confidentiality

- During your time at CTAC you will hear the stories of children who have experienced traumatic exposure (i.e. some combination of abuse and/or neglect). We want to honor these stories and keep the kids safe.
- Please leave all notes and child histories at CTAC. It is extremely important that this information does not leave our office.
- We want you to share your experience at CTAC with others. But please do not share the identity of any of the kids; their biological, foster or adoptive families; or any identifying information (ex: their schools, case worker names, etc.)
- We will ask you to sign a confidentiality statement in the morning before assessments begin.
We typically see 4-5 kids each Friday for assessments.

Our team is made up of both staff and interns from the disciplines of social work, speech and language pathology, occupational therapy, nursing and medicine.

Our kids are assessed in several areas, including: intelligence, neurodevelopmental, pragmatics, a brief medical exam and psychosocial. We assess for the impact of trauma and/or fetal alcohol exposure on a child’s functioning.

The assessments are completed in rooms with a one-way mirror, so you will be able to observe assessments in a way that is non-intrusive for our kids.

Occasionally our post-assessment meetings will last past 5:00. If you have to leave, please feel free to do so. Otherwise, please stay and share your thoughts with us at the end of the meeting. We would love to hear about your experience!

The stories that we hear are difficult and painful. After your observation you might feel sad, confused, angry or helpless. Please find a CTAC staff member to talk to – we want to give you the opportunity to process your experience in a safe and healthy way.

Our staff and interns will also be in the observation rooms. They are there to take important notes that will be used for the assessment report. Please be sure to give them front row seating, so they can do their job well!

There may be two observations going on at the same time. One observation will be able to use the sound system to hear. The other group will need to use headphones. If you need a set of headphones, please ask a staff member.

Please refrain from talking during observations. You may see some interesting things and will want to talk about it. Please feel free to write down your observations to share with the team at the meetings. It’s important to keep the observation rooms quiet, so our staff and interns can take accurate and complete notes.

Please enter and exit the observation room quickly….we’re talking lightning fast. This is because opening the door will allow light into the observation room. Kids might be able to see the people behind the observation mirror when this happens. Some of our kids are hypervigilant and this would create a huge distraction for them. In an effort to keep our kids comfortable and successful, please move quickly in and out of the observation room.

For questions about observing at CTAC or for more information, please contact our main office at (269) 387-7073. Or email at chhs-ctac@wmich.edu