

Internal Change Instruments are used to assess changes that occur over time, within the youth and/or family.

## **I. TEST ASSESSMENTS**

### **1. CHILD BEHAVIOR CHECKLIST – CBCL**

- The CBCL is to be ordered directly from ASEBA at [www.ASEBA.org](http://www.ASEBA.org).
- The CBCL/6-18 obtains parents' reports of children's competencies & problems.
- Latino Spanish CBCL/6-18 available.
- PACKAGE OF 50 FORMS FOR \$25.

### **2. FACES IV**

- The FACES IV can be printed from the sample provided at no charge (Available in Spanish upon request)

## **II. WHO COMPLETES THE TEST ASSESSMENTS?**

### **1. CHILD BEHAVIOR CHECKLIST – CBCL**

- The Parent/Caregiver will complete the pre and post-test
- If both Parents/Caregivers are present, have them collaborate together to complete only one pre and post-test
- The same Parent/Caregiver who completes the pre-test must complete the post-test

### **2. FACES IV**

- The Youth and Parent/Caregiver will each complete the FACES IV pre and post-test
- The same Youth and Parent/Caregiver who completes the pre-test must complete the post-test

## When to administer and send in the Pre and Post-tests

When to Administer Tests	When to Send Tests to PLL
<ul style="list-style-type: none"> <li>• All Pre-tests must be administered at the PLL Motivational Intake</li> <li>• If preferred, pre-tests can be administered at a separate meeting <b>as long as it occurs before any PLL treatment begins</b></li> <li>• All Post-tests must be administered at program completion</li> </ul>	<ul style="list-style-type: none"> <li>• Shortly after you have administered a test, or a batch of tests, send to PLL</li> <li>• For a quick turnaround on providing the results back to you, we recommend that all tests be either faxed to PLL or scanned and emailed</li> <li>• Remember to include the Cover Sheet that lists the data being sent</li> </ul>

### Test Assessments may be either faxed or scanned & Emailed (Using the Postal Service is not recommended)

**FAX tests to:**

Sharon Mills  
 PLL Clinical Administrative Assistant  
 Fax# 866-888-4887

**Scan & Email tests to:**

[smills@gopll.com](mailto:smills@gopll.com)

**Direct all questions to: Sharon Mills at 419-512-1342**

*If Using the Postal Service, mail to the PLL Ohio Office at:*

**Sharon Mills**  
 235 Bartley Avenue  
 Mansfield, Ohio, 44903

## REMEMBER

- ✓ **Be sure the youth's unique identifier is on each test pertaining to that youth (first & last name or unique ID #)**  
**This Identifier must be the exact same identifier used in the PLL data base**
- ✓ **Be sure each instrument is clearly marked which test it is in terms of Pre or Post-test**
- ✓ **Be sure each instrument clearly indicates the family member filling it out (Youth (identified client) or Parent/Caregiver)**
- ✓ **Please check to ensure each instrument is completed entirely prior to sending to PLL**