

## RAY Interview Guide

YOUTH NAME: \_\_\_\_\_ DJJID: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEWER NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

Circle one:    **INITIAL**                      **REASSESSMENT**                      **EXIT**

- Prior to conducting the initial interview with the youth, review all available documentation.
- These are sample statements. You do not need to read all statements verbatim.

### Introduction:

Introduce yourself to the youth and ensure that he/she is comfortable for the interview. The interview process should be done by utilizing Motivational Interviewing (MI) skills and in a one on one, comfortable, quiet setting. There should be no or few interruptions. The youth should be assured that the purpose of the interview is to gain knowledge to better serve him/her while they are in the program and help to reduce their risk of getting into trouble again.

### Example of an Introduction:

“Hello my name is \_\_\_\_\_”. We are going to be participating in a conversation where I am going to ask you a few questions. The questions and conversation are designed to help us learn more about you and identify some things that will help reduce your risk of getting into trouble again. We want to make sure we get all the information that can help you so in addition to talking with you, we are going to speak with your parents, review past records, and review your commitment packet, etc. I might need to take notes during the conversation to help me remember things. Please feel free to stop me, ask questions at any time, or take time to better explain things if you feel you need to. I will be glad to go over any results with you when I get them if that is something you would like. We want you to feel comfortable and that this is a safe space for you to talk. “How are you feeling?” (use MI skills to reflect how the youth is feeling and correct any issues they may have about feeling uncomfortable).

Start the interview and remember to use your **MI** skills throughout the conversation.

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### Domain 1: Record of Referrals

<p><b>LEAD-IN/PROBES</b></p> <p>Why don't we start by talking about your experience with the justice system?</p>	<p><b>REMINDERS</b>            Be sure to use <b>OARS</b>:  <b>O</b>=Open Ended Questions  <b>A</b>=Affirmations  <b>R</b>=Reflections  <b>S</b>=Summarizations  <b>*REFLECT</b></p>
<p>Tell me about the most recent arrest.</p>	<p>What?</p>
<p>Tell me more about what happened.</p>	<p>Who?</p>
<p>Tell me about the people you were with.</p>	<p>When?</p>
<p>What time was it?</p>	<p>Assessing attitudes:</p>
<p>What were you thinking at the time?</p>	<p>Feelings?</p>
<p>What were you feeling?</p>	<p>Assessing family relationships:</p>
<p>How did your parent(s) respond?</p>	<p>Consequential thinking:</p>
<p>What happened as a result of the arrest?</p>	<p>Assessing attitudes/empathy:</p>
<p>How did it affect you?</p>	<p>Assessing skill level:</p>
<p>How did it affect your family/friends?</p>	<p>Eliciting Self-Motivational Statements:</p>
<p>Who else was affected and how did it affect them?</p>	<p>Consequential thinking:</p>
<p>What do you think about it now?</p>	<p>Feel about what happened?</p>
<p>How do you feel about what happened?</p>	<p>Problem solving internal/external triggers:</p>
<p>Would you do anything different if the same situation occurred again?</p>	<p></p>

## Domain 2: Demographics

Youths gender	1. M or F _____
Youth's current age	2. _____

## Domain 3A: School

<p><b>PROBING QUESTIONS AND NOTES</b></p> <p><i>Information for Domain 3A should be summarized back to the youth to ensure accuracy and/or clarify any inconsistencies with the records.</i></p> <p>Now, I'd like to talk to you about your experiences with school (summarize information from records).</p> <ul style="list-style-type: none"> <li>• Tell me about your previous school.</li> <li>• Have you ever received special education services?</li> <li>• What type of school program are you currently in?</li> <li>• What has school been like in the past?</li> <li>• Have you ever been expelled or suspended from school? If so, how old were you?</li> <li>• How many expulsions and suspensions would you say you've had?</li> <li>• How's your attendance?</li> <li>• Tell me about any problems you've had with school teachers or other students.</li> <li>• Have you had to be removed from a classroom? How many times?</li> <li>• What kinds of grades do you get in school? Are you failing any classes?</li> <li>• Do you think that school is important?</li> <li>• Do you feel encouraged to do well in school by your teachers and coaches?</li> <li>• Do you feel comfortable talking to any teachers, staff, or coaches at your school? Why do you like him or her?</li> <li>• Are you in any school clubs or sports? Do you have any interest being in school activities?</li> </ul>	<p><b>REMINDERS</b></p> <p><b>AFFIRM</b> Youth's struggles and strengths.</p> <p><b>REFLECT</b> Youth's preferences</p> <p><b>ITEM CHECKLIST</b></p> <p><b>School History:</b></p> <ol style="list-style-type: none"> <li>1. Special Education: _____</li> <li>2. Expulsion/Suspension: _____</li> <li>3. Age at first expulsion/suspension: _____</li> <li>4. Attendance: _____</li> <li>5. School Program: _____</li> <li>6. Conduct: _____</li> <li>7. # of Classroom Removals: _____</li> <li>8. Current academic performance: _____</li> <li>9. Values education: _____</li> <li>10. Believes school provides an encouraging environment: _____</li> <li>11. School staff the youth feels comfortable talking to: _____</li> <li>12. Interviewer's assessment the youth will graduate from high school: _____</li> </ol>
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- Summarize the school information from above. “What’s different about how school has been for you recently?”.

**NOTES:**

### Domain 3B: Vocational Training

#### PROBING QUESTIONS AND NOTES

*These questions are only asked of youth participating in a vocational program.*

- How important is getting a vocational training to you?
- Tell me about the instructors here at (name of program)
- What would the instructors tell me about your behavior in class?
- How many times were you removed from class or suspended from school in the last 4 weeks?
- How would you describe your progress in obtaining occupational completion points?
- Tell me about how you see yourself using the vocational skills you are getting here at (name of program) to get a job in the future?
- Do you see yourself getting a job using \_\_\_\_\_?  
*(type of vocational training)*

#### ITEM CHECKLIST

##### Vocational:

1. Values vocational training: \_\_\_\_\_
2. Conduct: \_\_\_\_\_
3. Number of removals: \_\_\_\_\_
4. Vocational progress: \_\_\_\_\_
5. Interest in employment: \_\_\_\_\_

**NOTES:**

Domain 4: Use of Free Time

**PROBING QUESTIONS AND NOTES**

*Information for Domain 4 should be summarized back to the youth to ensure accuracy and/or clarify any inconsistencies in the records*

“Next I would like to talk about how you used your free time before you came here” (summarize information from records).

- Thinking back to (*insert grade youth was in 5 years ago*) what types of organized activities did you take part in from that point until now? (**Note: do not count school activities here**)
- What kinds of things did you like to do with your free time?
- What things do you look forward to doing?
- Of the current activities that are available for you during recreational time here at (*insert program name*), which ones do you participate in the most?
- How would others describe your behavior during these activities?
- Tell me about how you use your free time you get here at (*insert program name*).
- How would others describe your behavior during free time?

**NOTES:**

**ITEM CHECKLIST**

**\*REFLECT**

OARS

1. History of structured activities:

\_\_\_\_\_

2. Current interest and involvement in structured non-academic activities:

\_\_\_\_\_

3. Types of activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Current use of free time:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Domain 5: Employment**

<p><b>PROBING QUESTIONS AND NOTES</b></p>	<p><b>ITEM CHECKLIST *REFLECT</b></p>
<p>The next topic is employment (summarize information from records).</p> <ul style="list-style-type: none"> <li>• Tell me about the different jobs that you’ve had?</li> <li>• Are you aware of what it takes to maintain your position?</li> <li>• What is your ideal job? Tell me about the kind of job you might be interested in having when you are released and/or when you are older.</li> <li>• Tell me about your plans for getting that type of job?</li> <li>• Have you worked on academic and/or vocational skills that lead to a job position?</li> <li>• Do you currently have a job? Where? What do you do at _____? (place of employment)</li> <li>• Do you enjoy working?</li> <li>• How would your employer describe your behavior and/or work ethic?</li> <li>• How do/did you get along with the people you work with?</li> <li>• What was it about those relationships that worked for you?</li> <li>• How did you get along with other adults working there?</li> <li>• What’s the best part of the job? What’s the worst part?</li> <li>• Tell me about any tasks that you have been assigned to.</li> <li>• How would your program supervisor describe your behavior and performance?</li> <li>• Would others say that you cooperate while you are performing these tasks?</li> </ul>	<p>OARS</p> <ol style="list-style-type: none"> <li>1. Understands requirements to maintain a job: _____</li> <li>2. Employment aspirations: _____</li> <li>3. Employment plans: _____</li> <li>4. Academic and/or vocational skills: _____</li> <li>5. Current outside employment status: _____</li> <li>6. Employment behavior: _____</li> <li>7. Employment outcome: _____</li> <li>8. Positive relationships with employers/adult coworkers: _____</li> <li>9. Program supervised task: _____</li> <li>10. Assigned task behavior: _____</li> <li>11. Assigned task performance: _____</li> <li>12. Cooperation level: _____</li> </ol>

**Domain 6: Relationships**

**PROBING QUESTIONS AND NOTES**

*Information from Domain 6 should be summarized back to the youth to ensure accuracy and/or clarify any inconsistencies in the records.*

- Can you describe the people you hung out with before coming here? Who did you hang out with the most and what did you do?
- What do you like about your friends?
- Did any of them get in trouble? Were there some friends that didn't?
- Did you have any association with a gang?
- What adults, other than family members, have really been there for you or appeared to be supportive of you since you've been here?
- Tell me about any adults that you have met since coming to *(insert program name)* that you feel are trying to help and/or care about you?
- Do you have a boyfriend/girlfriend?
- Do you have a child? If so, are you working on maintaining a healthy relationship with your child?
- Of the other youth, are there any you'd rather spend your time with? Are there any youth you try not to associate with? Why?

**NOTES:**

**ITEM CHECKLIST**

**\*REFLECT**

1. History of anti-social friends: \_\_\_\_\_
2. Positive adult non-family relationships:  
\_\_\_\_\_
3. Maintains pro-social community ties:  
\_\_\_\_\_
4. Currently in a "romantic," intimate, or sexual relationship:  
\_\_\_\_\_
5. Status of parenting:  
\_\_\_\_\_
6. Current resistance to anti-social peer influence at the program:  
\_\_\_\_\_

**Domain 7: Family**

**PROBING QUESTIONS AND NOTES**

*Information from Domain 7 should be summarized back to the youth to ensure accuracy and/or clarify any inconsistencies in the records.*

- Your records say that you have been (summarize their history of out of home placements, runaways, dependency petitions).
- Have you lost either of your biological parents to separation, divorce, abandonment, or death?
- Have any of the household members ever been in jail or prison?
- Who were you living with prior to your placement in this program? What is their relationship to you? (parent, grandparent, sibling, etc.)
- How do you all get along together?
- Have any of the current household members ever been in jail or prison?
- Do your parents or legal guardian have a history of serious problems such as, alcohol, drugs, physical or mental health, or employment?
- Do your siblings have a history of serious problems such as, alcohol, drugs, physical or mental health, or employment?
- Do you feel that your family supports you? How has your family participated in your treatment program here?
- Who in your family can you talk to easily? Has that changed since you've been here?
- How do you and your parents get along? What about your siblings? How have you and your family been getting along since you've been here?
- Have there been any major changes or events in your family since you've been here?

**ITEM CHECKLIST**

**\*REFLECT**

1. History of running away or getting kicked out of home: \_\_\_\_\_
2. Youth lost a biological parent: \_\_\_\_\_
3. History of out-of-home DCF placements: \_\_\_\_\_
4. History of jail/ imprisonment of persons who were ever involved in the household: \_\_\_\_\_
5. Family situation prior to placement: \_\_\_\_\_
6. History of jail/ imprisonment of persons who are currently involved with the household: \_\_\_\_\_
7. Problem history of parents/guardian who are currently involved with the household: \_\_\_\_\_
8. Problem history of siblings who are currently involved with the household: \_\_\_\_\_
9. Family willingness to help support youth: \_\_\_\_\_
10. Family member(s) youth feels close to/ good relationship with: \_\_\_\_\_
11. Level of conflict between parents, between youth and parents, or among siblings: \_\_\_\_\_

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- How do your parents feel about your behavior? What do they say about you having to come to this facility?
- Do you think that this program, your JPO, and your family have had good communication while you've been here? What could we do to improve communication?
- Are your treatment needs being addressed to your parents at least monthly?
- Is your family being informed of all the barriers of a successful transition and discharge?
- How does your family think you are progressing through the program?
- How do you feel you are doing in meeting your family goals?

### NOTES:

12. Parental characterization of youth's anti-social behavior:

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13. Youth's perception of coordination and communication between the program, the JPO, and the family:

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14. Treatment needs being addressed monthly:

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15. Barriers to successful transition addressed:

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16. Parental perception of progress:

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17. Family goals status: \_\_\_\_\_

Conclude with **SUMMARY**

**Domain 8: Alcohol and Drugs**

**PROBING QUESTIONS AND NOTES**

- Tell me about your experiences with alcohol and drugs such as, what kind of drugs, how often, when you first started getting a little tipsy or high and what happened after that.
- Similar to what we did with your criminal justice history, I would like to try and map out how your substance use began and progressed, so let's start at the beginning and work our way up to the present.
- Can you explain how drugs or alcohol have interfered with any aspect of your life (education, family, health problems, criminal behavior)?
- Were you drinking or using when you committed the crime? Have you ever committed a crime to get drugs?
- How is your current use of drugs and alcohol any different now than prior to six months ago?
- Are you currently using alcohol? Drugs?
- How do you feel about adults that use alcohol or drugs? How do you feel about people your age using alcohol or drugs?
- Are you having a hard time now that you have not been using or drinking for a while? Or have you had any alcohol or drugs since you have been admitted to this program?
- Have you ever had to participate in a class or treatment about drug or alcohol use? Are you currently in a drug or alcohol treatment program? How is it going? What made you decide to go to that class/treatment?
- How do you feel you are doing in meeting your goals related to substance abuse?

**ITEM CHECKLIST  
\*REFLECT**

*Elaboration*  
*Double-Sided Reflections*

1. Alcohol use:

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2. Drug use:

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3. Attitude towards alcohol use:

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4. Attitude towards drug use:

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5. Indication of current use since admission:

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6. Current participation in treatment:

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7. Status of substance abuse goals:

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**NOTES:**

**Domain 9: Trauma and Mental Health**

**PROBING QUESTIONS AND NOTES**

*Obtain mental health information from mental health therapist/department.*

- Have you ever thought about hurting yourself? Have you thought of suicide?
- Have you ever been physically or sexually abused? By who? Has it been reported? Tell me about anything bad or terrifying that has happened to you or that you've seen happen to someone else.
- Has anyone touched you in a way that made you uncomfortable? Did that lead to rape?
- Have you always been taken care of and given enough to eat? Have you ever felt neglected?
- What's it like when you have trouble controlling your feelings? What kind of difficulties have you run into thus far? Tell me more about that.
- What's it like to feel out of control? Are you in a bad mood or angry a lot?
- When you are in a stressful situation do you ever feel physically sick; stomach aches, headaches, shakiness, anxiety?
- Do you get sad a lot, and does the sadness keep you from spending time with friends or other things that you enjoy?
- Have you been diagnosed with depression or anxiety? If so, are you complying with the recommended treatment?
- Recently, have you thought about, planned, or attempted suicide? Have you done any self-harm since being admitted to the program?
- Do you know someone who has committed suicide? When and how?
- Do you participate in mental health treatment?

**ITEM CHECKLIST**

**\*REFLECT**

*AFFIRM*

1. History of suicidal ideation/thoughts:

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2. History of violence/physical or emotional abuse:

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3. History of witnessing violence:

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4. History of sexual abuse/rape:

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5. History of being a victim of neglect:

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6. History of anger or irritability:

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7. History of depression or anxiety:

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8. Currently experiencing somatic complaints:

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9. Current mental health status:

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10. Current suicidal ideation:

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<ul style="list-style-type: none"> <li>• Are you currently on psychotropic medication(s)? Are you taking them as prescribed?</li> </ul>	<p>11. Types of mental health treatment:</p> <p>_____</p> <p>12. Compliance with psychotropic medication(s):</p> <p>_____</p> <p><b>NOTES:</b></p>
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### Domain 10: Attitudes and Behaviors

<p><b>PROBING QUESTIONS AND NOTES</b></p> <p>Now let's talk about how you think about some of the things in your life. This will help me understand more about your thought process prior to your crimes.</p> <ul style="list-style-type: none"> <li>• What are your goals for the next year?</li> <li>• Where do you see yourself in 5 years?</li> <li>• Would you say that you think before you act, or do you act before you think?</li> <li>• How were you feeling when you committed this crime? Nervous, uncertain, indifferent, excited, etc. Why did you commit the crime?</li> <li>• Who do you think was impacted by your crime(s)? Tell me about those people.</li> <li>• Tell me how you describe the victim? What kinds of effects did the offense have on your victim?</li> <li>• When you think about the victim, what do you think? How does that make you feel?</li> <li>• How do you feel about other people's property?</li> <li>• How do you feel about adults telling you what to do?</li> <li>• What happens if you have a disagreement with an adult? Does it ever result in a verbal altercation or</li> </ul>	<p><b>ITEM CHECKLIST</b></p> <p><b>*REFLECT</b></p> <ol style="list-style-type: none"> <li>1. Optimism: _____</li> <li>2. Impulsivity: _____</li> <li>3. Empathy: _____</li> <li>4. Respect for property of others: _____</li> <li>5. Respect for authority figures: _____</li> <li>6. Attitude towards rules of the program: _____</li> <li>7. Accepts responsibility for anti-social behavior: _____</li> <li>8. Understand impact of anti-social behavior: _____</li> <li>9. Youth's belief in successfully meeting the requirements of the program: _____</li> </ol>
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physical violence? If so, tell me how that makes you feel?

•Why do you think there are rules in the program?  
How do they affect you?

•Why do you think there are rules and laws in society?  
Are they fair?

•Why do you think you are here at (insert program name)?

•Tell me about the new skills and knowledge that you have learned here that will help you stay out of trouble when you return home.

• Do you believe you can meet the requirements of the program? What might be hard about completing the program?

• When you finish the program, do you think your life will be different? In what ways?

• How do you feel you are doing in meeting your goals related to your attitudes/behaviors?

10. Status of attitudes/behavior goals:

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### NOTES:

Domain 11: Current Aggression

**PROBING QUESTIONS AND NOTES**

- What does it look like when you manage your anger and what does it look like when your anger is hard to manage?
- Tell me about a time when you have lost your temper. What happened? What kind of things might cause you to lose your temper?
- When is hitting and/or yelling at someone a good idea? How do you feel after you hit or yell at someone?
- If someone bumped into you while you were walking in line here at the program, what would your first thoughts be? What would you do?
- In what kind of circumstances are you most likely to use violence? What is the worst violence you have seen or been involved in?
- Tell me about a time when you have gotten physical with someone. How did you feel after?
- Tell me about a time when you yelled at someone.
- What's the worst thing you've done to anybody? To an animal?
- Have you ever threatened anyone?
- Have you ever violently destroyed property?
- Is your anger hard to manage with your girlfriend/boyfriend? Is your relationship sexually aggressive?
- How do you feel you are doing in meeting your goals related to your aggression?

**ITEM CHECKLIST**  
**\*REFLECT**

1. Tolerance for frustration: \_\_\_\_\_
2. Belief in fighting and physical aggression to resolve a disagreement or conflict:  
\_\_\_\_\_
3. Belief in yelling and verbal aggression to resolve a disagreement or conflict:  
\_\_\_\_\_
4. Aggressive behavior being exhibited by youth:  
\_\_\_\_\_
5. Status of aggression goals:  
\_\_\_\_\_

**NOTES:**

**Domain 12A: Current Skills**

**PROBING QUESTIONS AND NOTES**

This will be the last part of our talk. I would like to talk to you about the kinds of skills we acquire throughout our life to become a more disciplined person; sometimes we refer to these as self-control skills. These skills help us get along with others and problem solve.

- Tell me about a time when you wanted to do something, and you stopped yourself because you thought about the consequences.
- In your experience, what are some consequential thinking (the ability to see cause and effect relationships from longer term activities), goal-setting and problem-solving skills?
- How are these skill sets connected?
- Tell me about a time when you wanted to accomplish something. What did you do to make it happen?
- What are some goals that you have set and achieved? Tell me more about that.
- Generally, how do you think you get along with other people? What are some early signs that you are beginning to have a problem with some person, place, or thing?
- What is one thing that makes you angry and will probably get you into trouble with another person?
- Tell me about certain places or situations that you have learned often result with you getting in trouble?
- Tell me how you can tell when you are getting upset with someone? What are your thoughts when you are getting upset with someone?
- When you experience strong emotions like anger, fear or depression- what kinds of things do you do to manage and work through these feelings? When you get really mad, what do you usually do?
- Where would you like to be in five years? What would you like your life to look like and where would you want your self-control skills to be then?

**ITEM CHECKLIST**

**\* REFLECT**

*Use ELABORATION TECHNIQUES, e.g. "Tell me more about that," "What else," "Give me an example of that," and follow up with REFLECTIONS*

1. Consequential thinking:

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2. Goal setting:

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3. Problem-solving:

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4. Situational perception:

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5. Monitoring of triggers:

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6. Status of skills goal:

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<ul style="list-style-type: none"> <li>• How do you feel you are doing in meeting your goals related to your skills?</li> </ul>	
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### Domain 12B-12F: Skills for Dealing with Others

The responses for Domains 12B-12F will be based on input from staff from all areas of the program and should reflect a consensus regarding the youth's level of use of each of these skills.

<b>Domain 12B: Skills for Appropriately Dealing with Others</b>	<b>Struggles with this Skill</b>	<b>Building Strength in this Skill</b>	<b>Often Uses this Skill</b>
1. Listening			
2. Starting a conversation			
3. Having a conversation			
4. Asking a question			
5. Saying thank you			
6. Introducing yourself			
7. Introducing other people			
8. Giving a compliment			
9. Asking for help			
10. Joining in			
11. Giving instructions			
12. Following instructions			
13. Apologizing			

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14. Convincing others without manipulation			
<b>Domain 12C: Skills for Dealing with Difficult Situations</b>	<b>Struggles with this Skill</b>	<b>Building Strength in this Skill</b>	<b>Often Uses this Skill</b>
1. Making a complaint			
2. Answering a complaint			
3. Dealing with embarrassment			
4. Dealing with being left out			
5. Standing up for a friend			
6. Responding to frustration			
7. Responding to failure			
8. Dealing with contradictory messages			
9. Dealing with accusations			
10. Getting ready for a difficult conversation			
11. Dealing with group pressure			

<b>Domain 12D: Skills for Dealing with Feelings/Emotions</b>	<b>Struggles with this Skill</b>	<b>Building Strength in this Skill</b>	<b>Often Uses this Skill</b>
1. Knowing his or her feelings			
2. Expressing feelings			
3. Understanding the feelings of others			
4. Dealing with someone else's anger			
5. Expressing affection			
6. Dealing with fear			
7. Rewarding oneself			

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<b>Domain 12E: Techniques for Controlling Impulsive Behavior</b>	<b>Struggles with this Skill</b>	<b>Building Strength in this Skill</b>	<b>Often Uses this Skill</b>
1. Reframing			
2. Replacing anti-social thoughts with pro-social thoughts			
3. Diversion			
4. Relaxation			
5. Problem solving			
6. Negotiation			
7. Relapse prevention			

<b>Domain 12F: Techniques for Controlling Aggression</b>	<b>Struggles with this Skill</b>	<b>Building Strength in this Skill</b>	<b>Often Uses this Skill</b>
1. Asking permission			
2. Sharing thoughts			
3. Helping others			
4. Negotiating			
5. Using self control			
6. Standing up for one's rights			
7. Responding to teasing			
8. Avoiding trouble with others			
9. Keeping out of fights			

### **CLOSE OUT:**

A close out is the wrapping up of the interview. You want to make sure that you have all the needed information. Please take time to review the interview, all notes, and any red flag information. Check over the information and insure that gaps or spaces have been filled in. Check with collateral sources again to fill in information if needed. **Please document and follow up with the facility administrator/appropriate staff members for any red flag information.**

### **Example of a close out**

“I really appreciate your truthfulness, time, and willingness to speaking with me. We have discussed a lot of things...is there anything else you would like to add? Is there anything that we have missed or that you would like to change? If you had a magic wand and there was something that you could change what would it be? Where do you see yourself in a year...how have things changed for you? If you would like feedback about what we discussed, we can go over the results next time we meet. Again, I thank you for your time and participation”.