

METHODS TO RECORD AND PRESERVE INFORMATION

The conversation using the tool is an expression of the child's experience or feelings at that particular moment in time. It is a good idea to record what was said in the conversation and the goals and next steps agreed upon. You can then refer to it later to check information or refer to it during the next appointment when discussing how agreed steps or actions have been working out for the child. Below are some ideas for how you can record and preserve information gained in appointments using the My World tool:

- **Documentation form:** Use the enclosed documentation form that helps you document the current experience and situation of the child and the goals and next steps agreed upon. You can also use the form to record the persons who are responsible for different steps in the management of the child's hearing loss.
- **Video or audio recordings:** Make a video or audio recording of the conversation with the child and extract the information required at a later time. The parents may also choose to do this. Remember that recording for storage requires permission from the child and family and assurances from you regarding privacy issues and secure storage.
- **Photography:** Photograph the scene created by the child for storage in your file system. You may want to give the child/family a copy of this if they wish to continue their discussion at home. The photograph could also be useful in discussions with the child's teacher/other communication partners.