

FREE RESOURCE · PRACTITIONER GUIDE · AOIVSP FRAMEWORK

The Structured Workflow

Six steps to clearer, fairer, audit-ready documentation.

<p>01 ATTUNE  Regulate first. Then write.</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “Am I rushing? Am I angry, scared, or exhausted?”</p>	<p>02 OBSERVE  Describe what happened, not what you think it</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “Could someone who wasn't there picture the scene?”</p>	<p>03 INTERPRET  Name patterns and possibilities, not verdicts.</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “Am I inviting inquiry, or closing down the story?”</p>
<p>04 VERIFY  Stress-test the story before you lock it in.</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “What is the source? What is the evidence? What is missing?”</p>	<p>05 STRUCTURE  Give the information a shape that others can</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “Could someone who sees only this note understand it?”</p>	<p>06 PROTECT  Write as if the child or caregiver will read this</p> <hr/> <p>RUN THIS THROUGH YOUR HEAD “Will they recognize themselves and feel respected?”</p>

Documentation, before and after the workflow

Four pairs from the source. Interpretation collapses into a verdict; observation keeps the record honest.

<p>BEFORE · INTERPRETATION <i>She overreacted.</i></p>	<p>AFTER · OBSERVATION <i>She covered her ears and moved under the desk when the alarm sounded.</i></p>
<p>BEFORE · INTERPRETATION <i>He is aggressive.</i></p>	<p>AFTER · OBSERVATION <i>He hit the table with his fist.</i></p>
<p>BEFORE · INTERPRETATION <i>Manipulative.</i></p>	<p>AFTER · OBSERVATION <i>Uses threats of self-harm when feeling abandoned.</i></p>
<p>BEFORE · INTERPRETATION <i>Non-compliant.</i></p>	<p>AFTER · OBSERVATION <i>Has not attended sessions for the past three weeks.</i></p>

Light enough to remember. Strong enough to protect. **ONE-MINUTE MENTAL CHECKLIST**
A · O · I · V · S · P
Full guide: higherlearninglab.org/resources/