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 Owner:
 Dana James: Consultant

Owner: Dana James: Consultant
Policy Area: Wraparound (Wrap,

REACH, youth CCS)-Care

Cord.

References:

# #026- Achenbach Assessment Administration

# I. RATIONALE

Measurement of parent/caregiver and youth perceived behavioral competencies and challenges allows for outcome monitoring on both the individual Child & Family Team and program levels. Outcome measurement is a core value of Children's Community Mental Health Services and Wraparound Milwaukee and allows for analyses that can result in better service delivery and broader program improvements over time. Children's Community Mental Health Services and Wraparound Milwaukee's Theory of Change would predict that quality service delivery that matches the strengths and needs of the youth and family would result in an improvement in parent and youth perceived behavioral competencies and challenges over the course of enrollment.

The Achenbach System of Empirically Based Assessment (ASEBA) is an instrument designed to provide standardized descriptions of behavioral functioning. Well constructed and maintaining strong validity and reliability attributes, the Achenbach is a powerful tool to measure improvement in the clinical profile of youth. It can be used in treatment planning, treatment monitoring and assessment of outcomes.

# II. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee that every youth enrolled in Wraparound/REACH has the appropriate number of completed Achenbach System of Empirically Based Assessments (ASEBA) that include the Child Behavior Checklist (CBCL) and the Youth Self-Report (YSR).

# III. PROCEDURE

The following forms are included in the initial enrollment packet of every enrollee in Wraparound/REACH:

- YOUTH SELF REPORT FOR AGES 11-18 (Achenbach) Attachment 1
- THE CHILD BEHAVIOR CHECKLIST FOR AGES 4-18 (Achenbach) Attachment 2.
   NOTE: If the youth is 18 years old and in an independent living placement, the CBCL tool is recommended but not required.

#### A. Child Behavior Checklist (CBCL).

- It shall be completed by the primary caregiver who has been involved with the youth for the last 6 months (i.e., the parent or guardian, foster parent, group home parent, or the RCCCY caregiver.)
- Additional CBCL's can be completed by other significant adults who have participated in the youth's life.

#### B. Youth Self-Report (YSR).

- The YSR is completed by every youth, ages 11 to 18 years.
- The YSR is **not** administered to youth under the age of 11 years.

#### C. General Administration.

#### 1. Completion Time Frame.

a. Independently, the CBCL and YSR must be completed upon Intake and at disenrollment.

#### 2. Exceptions at Disenrollment.

a. If evaluations were completed within the last **60 days prior to disenrollment**, no disenrollment evaluation forms are needed.

#### 3. Time Frame for Completion.

- a. CBCL and YSR pairs must be completed within 30 days of each time frame date.
- b. Forms that are not completed within these specified time periods will be considered delinquent.

#### 4. Completion Procedures.

- a. The CBCL and the YSR should be completed independently from each other.
- b. Care Coordinators, together with families, should identify an allotted time to complete these tools.
- c. Care Coordinators should remain with the adult or the youth when they are completing the CBCL or the YSR respectively.
- d. The protocols can be read to those completing the tool and explanations of the meaning of questions are allowed.
- e. The responses should wholly reflect the view points of those completing the assessment tools.
- f. Once completed, upload the CBCL and/or YSR **individually** in Synthesis, under the youth's file store.
  - i. Select CBCL/YSR as File Type
  - ii. File Description would include either 'Enrollment' or 'Disenrollment'
  - iii. List Document Author as who completed the tool
  - iv. List Document Date as date of tool completion
- g. Children's Community Mental Health Services and Wraparound Milwaukee staff will enter into ASEBA within 3 business days and upload the results under Eval Tools tab in Synthesis.

# IV. REMINDERS:

- 1. Assure that the forms are filled out as indicated with all necessary information.
- 2. Keep the original in the agency client chart under the Assessments area.
- 3. If necessary, the youth/family can be reimbursed for completing the forms. To request this reimbursement, the Care Coordinator must submit the request on the Service Authorization Request (SAR) under Discretionary Funds Incentive Money.
- 4. If you need assistance as to how to help families and youth complete the forms, please see your immediate supervisor.

- 5. A supply of blank forms will be kept at Children's Community Mental Health Services and Wraparound Milwaukee.
  - The tools are available in Spanish, if needed.
    - If other languages, besides English and Spanish, are needed, interpretation services should be utilized, see Interpretation/Translation/Printed Materials Protocol under Care Coordinator Frequently Used Forms.

#### **Attachments**

- 2: Child Behavior Checklist for Ages 6-18
- 1: Youth Self-Report for Ages 11-18

# **Approval Signatures**

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	5/11/2021
	Brian McBride: ExDir2 – Program Administrator	5/11/2021
	Dana James: Consultant	5/3/2021
	Dana James: Consultant	5/3/2021

# ASEBA

### WRAPAROUND MILWAUKEE - Achenbach Assessment Administration Policy - Attachment 1

Please print

# YOUTH SELF-REPORT FOR AGES 11-18

For office use only ID #

YOUR First Middle Last FULL NAME					be spe labore	NTS' USUAL TYPE ecific — for example rr, lathe operator, sh	, auto mechanic, hi	igh school te	ing now. (Please eacher, homemaker,
YOUR GI	ENDER	YOUR AGE	YOUR ETHN	C GROUP		OF WORK			
Воу	Girl		OKTAGE		MOTH TYPE	ER'S OF WORK			
TODAY'S			YOUR BIRTHDA						
Mo	Date	Yr	Mo Dat	e Yr					
GRADE IN SCHOOL		IF YOU ARE V TYPE OF WO	VORKING, PLEAS RK:	E STATE YOUR	peop	ole might not	agree. Feel	free to	vs, even if other print additional aces provided on
NOT ATT SCHOOL	ENDING					es 2 and 4. <b>Be</b>			
to tak	e part in. F	orts you mos or example: sv skate boarding	vimming,		w much	ers of your age, time do you			ers of your age, do each one?
riding,	fishing, etc.  None			Less Than Average	Average	More Than Average	Below Average	Average	Above Average
	C								
activi For ex comp	ties, and ga xample: card uters, crafts, ing to radio of None	favorite hobbi imes, other th ls, books, pian etc. (Do <i>not</i> in or watching TV	an sports. o, cars, nclude )		ow much each?	ers of your age, time do you  More Than Average	how we		ers of your age, do each one?  Above Average
	b								
	C		4						
		organizations pelong to.	, clubs, teams,	•		ers of your age, ou in each?			
	☐ None			Less Active	Average	More Active			
	b								
	c								
For bed,	example: pa working in s		s you have. vsitting, making lude <b>both</b> paid	how wel		ers of your age, carry them out?			
	☐ None a			Below Average	Average	Above Average			
	b							Do cure	vou annuared al
									you answered all hen see other side
	J		annumber of the Control of the Contr		-				

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Please print. Be sure to answer all items. V. 1. About how many close friends do you have? (Do not include brothers & sisters) 4 or more 2 or 3 ☐ None 2. About how many times a week do you do things with any friends outside of regular school hours? Less than 1 1 or 2 3 or more (Do not include brothers & sisters) VI. Compared to others of your age, how well do you: Worse Average Better a. Get along with your brothers & sisters? П ☐ I have no brothers or sisters b. Get along with other kids? c. Get along with your parents?  $\Box$ d. Do things by yourself? I do not attend school because VII. 1. Performance in academic subjects. Above Below Check a box for each subject that you take Failing Average Average Average a. English or Language Arts b. History or Social Studies Other academic subjects-for exc. Arithmetic or Math ample: computer courses, foreign d. Science language, business. Do not include gym, shop, driver's ed., or other nonacademic subjects. Do you have any illness, disability, or handicap? ☐ Yes—please describe: Please describe any concerns or problems you have about school: Please describe any other concerns you have:

Please describe the best things about youself:

Below is a list of items that describe kids. For each item that describes you **now or within the past 6 months**, please circle the **2** if the item is **very true or often true** of you. Circle the **1** if the item is **somewhat or sometimes true** of you. If the item is **not true** of you, circle the **0**.

			e the 0.  0 = Not True  1 = Somewhat or Some	time	s Trı	ıe	2 = Very True or Often True
0	1	2	I act too young for my age	0	1	2	33. I feel that no one loves me
)	1	2	2. I drink alcohol without my parents' approval	0	1	2	34. I feel that others are out to get me
			(describe):	0	1	2	35. I feel worthless or inferior
				0	1	2	36. I accidentally get hurt a lot
	1	2	3. I argue a lot	0	1	2	37. I get in many fights
)	1	2	4. I fail to finish things that I start	0	1	2	38. I get teased a lot
	1	2	5. There is very little that I enjoy	0	1	2	39. I hang around with kids who get in trouble
	1	2	6. I like animals	0	1	2	40. I hear sounds or voices that other people
)	1	2	7. I brag	·			think aren't there (describe):
)	1	2	8. I have trouble concentrating or paying attention				
	1	2	9. I can't get my mind off certain thoughts;				
)	1	_	(describe):	0	1	2	41. I act without stopping to think
			(4000/100).	0	1	2	42. I would rather be alone than with others
)	1	2	10. I have trouble sitting still	0	1	2	43. Hie or cheat
)	1	2	11. I'm too dependent on adults	0	1	2	44. I bite my fingernails
)	1	2	12. I feel lonely	0	1	2	45. I am nervous or tense
1	1	2	13. I feel confused or in a fog	0	1	2	46. Parts of my body twitch or make nervous
	1	2	14. I cry a lot		•	_	movements (describe):
	•	_					
)	1	2	15. I am pretty honest				
	1	2	16. I am mean to others	0	1	2	47. I have nightmares
)	1	2	17. I daydream a lot	0	1	2	48. I am not liked by other kids
)	1	2	18. I deliberately try to hurt or kill myself	0	1	2	49. I can do certain things better than most kids
}	1	2	19. I try to get a lot of attention	0	1	2	50. I am too fearful or anxious
	1	2	20. I destroy my own things		•		
1	1	2	21. I destroy things belonging to others	0	1	2	51. I feel dizzy or lightheaded
1	1	2	22. I disobey my parents	U		2	52. I feel too guilty
)	1	2	23. I disobey at school	0	1	2	53. I eat too much
	1	2	24. I don't eat as well as I should	0	1	2	54. I feel overtired without good reason
1	1	2	25. I don't get along with other kids	0	1	2	55. I am overweight
1	1	2	26. I don't feel guilty after doing something				56. Physical problems without known medical
		-	I shouldn't				cause:
	4	2	27. I am jealous of others	0	1	2	a. Aches or pains ( <i>not</i> stomach or headaches)
1	1	2	28. I break rules at home, school, or elsewhere	0	1	2	<ul><li>b. Headaches</li><li>c. Nausea, feel sick</li></ul>
				0	1	2	d. Problems with eyes ( <i>not</i> if corrected by glasse
1	1	2	29. I am afraid of certain animals, situations, or			_	(describe):
			places, other than school (describe):	0	1	2	e. Rashes or other skin problems
	1	2	30. I am afraid of going to school	0	1	2	f. Stomachaches
	4			0	1	2	g. Vomiting, throwing up
	1	2	31. I am afraid I might think or do something bad	0	1	2	h. Other (describe):
i.	1	2	32. I feel that I have to be perfect				

Please print. Be sure to answer all items.

			0 = No	ot True 1 = Somewhat or Somet	imes	Tru	e		2 = Very True or Often True	_
0	1	2 2		I physically attack people I pick my skin or other parts of my body (describe):	0	1	2	84.	I do things other people think are strange (describe):	_
					0	1	2	85.	I have thoughts that other people would think are strange (describe):	
0	1	2	59.	I can be pretty friendly					a. o ogo (a oo).	
0	1	2	60.	I like to try new things						
0	1	2	61	My school work is poor	0	1	2		l am stubborn	
0	1	2		I am poorly coordinated or clumsy	0	1	2	87.	My moods or feelings change suddenly	
	•				0	1	2	88.	I enjoy being with people	
0	1	2	63.	I would rather be with older kids than kids my own age	0	1	2		. I am suspicious	
0	1	2	64.	I would rather be with younger kids than kids	0	1	2		. I swear or use dirty language	
				my own age	0	1	2	91	. I think about killing myself	
0	1	2	65.	I refuse to talk	0	1	2	92	. I like to make others laugh	
0	1	2	66.	I repeat certain acts over and over (describe):	0	1	2	93	. I talk too much	
					0	1	2	94	. I tease others a lot	
					0	1	2	95	. I have a hot temper	
0	1	2		I run away from home	0	1	2	96	. I think about sex too much	
0	1	2	68.	I scream a lot	0	1	2	97	. I threaten to hurt people	
0	1	2	69.	I am secretive or keep things to myself			•	00	Lilius to hole others	
0	1	2	70.	I see things that other people think aren't	0	1	2		. I like to help others . I smoke, chew, or sniff tobacco	
				there (describe):	١	1	2	99	. 1 Silloke, chew, or shill tobacco	
					0	1	2	100	). I have trouble sleeping (describe):	_
0	1	2		I am self-conscious or easily embarrassed						_
0	1	2	72.	. I set fires	0	1	2	101	. I cut classes or skip school	
0	1	2	73.	I can work well with my hands	0	1	2	102	2. I don't have much energy	
0	1	2	74.	. I show off or clown	0	1	2	103	3. I am unhappy, sad, or depressed	
0	1	2		. I am too shy or timid	0	1	2	104	4. I am louder than other kids	
0	. 1	2	76	. I sleep less than most kids	0	1	2	105	5. I use drugs for nonmedical purposes (don't	
0	1	2	77	. I sleep more than most kids during day and/or night (describe):					include alcohol or tobacco) (describe):	_
0	1	2	78.	I am inattentive or easily distracted	0	1	2	106	5. I like to be fair to others	_
0	1	2	79	. I have a speech problem (describe):	0	1	2	107	7. I enjoy a good joke	
0	1	2	80.	I stand up for my rights	0	1	2		3. I like to take life easy 9. I try to help other people when I can	
0	1	2	81.	. I steal at home			_			
0	1	2		. I steal from places other than home	0	1	2		D. I wish I were of the opposite sex	
_					0	1	2	11	1. I keep from getting involved with others	
0	1	2	83.	. I store up too many things I don't need (describe):	0	1	2	112	2. I worry a lot	
					1					

Please write down anything else that describes your feelings, behavior, or interests:

Please be sure you answered all items.

# ASEBA

#### WRAPAROUND MILWAUKEE - Achenbach Assessment Administration Policy - Attachment 2

Please print CHILD BEHAVIOR CHECKLIST FOR AGES 6-18

For office use only ID #

CHILD'S First ULL IAME	Mi	iddle L	ast	be spe	cific — for r, lathe ope	example, a	OF WORK, ever auto mechanic, e salesman, arn	high school te	i <b>ng now.</b> (P eacher, home	llease maker,
CHILD'S GENDER  Boy Girl	CHILD'S AGE	CHILD'S ETHNIC OR RACE	GROUP	MOTUE	F WORK _					
FODAY'S DATE  Mo Date	1	CHILD'S BIRTHDAT		THIS F			(print your full			
GRADE IN SCHOOL NOT ATTENDING SCHOOL	Please fill out child's behavi agree. Feel beside each i	this form to reflect for even if other parts free to print addit tem and in the spare to answer all	your view of to beople might retional commer bace provided	he Your grants on Bi	gender: C relation to the ological Pare doptive Pare	ne child: rent	Female  Step Parent Foster Parent	Grandp	specify)	
I. Please list the spo to take part in. Fo baseball, skating, s	or example: swir	mming,	Compared age, abou he/she sp	it how m	uch time	same does	Comp age, h each	ared to oth low well do one?	ers of the s es he/she o	same do
riding, fishing, etc.			Less Than Average	Average	More Than Average	Don't Know	Below Averaç	ge Average	Above Average	Don't Know
a										
b										
II. Please list your of activities, and ga	child's favorite mes, other tha	hobbies, n sports. s, piano,	Compare age, abou	ut how m	nuch time		Comp age, l each	pared to oth now well do one?	ners of the bes he/she	same do
crafts, cars, complianclude listening to	uters, singing, e radio or TV.)	etc. (Do <i>not</i>	Less Than Average	Average	More Than Average	Don't Know	Below Avera	/ ge Average	Above Average	Don't Know
a										
b										
c										
III. Please list any or groups your	organizations,	clubs, teams,	Compare age, hov	ed to oth v active i	ers of the s he/she	e same in each?				
None			Less Active	Average	More Active	Don't Know				
b										
C										
IV. Please list any For example: pa	per route, baby store, etc. (Incl	sitting, making		w well do	ers of th bes he/sh					
and unpaid jobs  None a.			Below Average	Average	Above Average	Don't Know				Don't Know  Don't Know  Don't Know  Don't Know
b									you answ Then see o	
C										

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6-1-01 Edition - 201

Please print. Be sure to answer all items.									
. 1. About how many close friends does your child have? (Do not include brothers & sisters)									
		☐ None	. 🗆 1	☐ 2 or 3	☐ 4 or more				
2. About how many times a week does your child do things with any friends outside of regular school hours?									
(Do <i>not</i> inclu	de brothers & sisters)	Less	than 1	☐ 1 or 2	3 or more				
I. Compared to ot	hers of his/her age, how well does your chil	d:							
		Worse	Average	Better	C				
	a. Get along with his/her brothers & sisters?				Has no brothers or siste				
	b. Get along with other kids?								
	c. Behave with his/her parents?								
	d. Play and work alone?								
/II. 1. Performance	e in academic subjects.	ttend school	because						
					Al-				
Chock	a box for each subject that child takes	Failing	Below Average	Average	Above Average				
Check	a. Reading, English, or Language Arts								
	b. History or Social Studies								
Other academic subjects–for ex-									
ample: computer	c. Arithmetic or Math								
courses, foreign anguage, busi-	d. Science								
ness. Do <i>not</i> in- clude gym, shop,	e								
driver's ed., or	f								
other nonacademic subjects.	g								
3. Has your ch		—kind of ser —grades and	vices, class, d reasons:						
	nese problems start?								
Have these	problems ended? No Yes-when	ſ							
Does your child h	ave any illness or disability (either physical	or mental)?	□ No □	] Yes—please	e describe:				
What concerns yo	ou most about your child?								
Please describe t	he best things about your child.								

Below is a list of items that describe children and youths. For each item that describes your child **now or within the past 6 months**, please circle the **2** if the item is **very true or often true** of your child. Circle the **1** if the item is **somewhat or sometimes true** of your child. If the item is **not true** of your child, circle the **0**. Please answer all items as well as you can, even if some do not seem to apply to your child.

		0 = N	ot T	rue (as far as you know) 1 = Somewhat	or S	Som	etir	nes T	ru	e 2 = Very True or Often True
)	1	2	1.	Acts too young for his/her age	0	1	2	32	2. F	Feels he/she has to be perfect
	1	2	2.	Drinks alcohol without parents' approval	0	1	2	33	3. F	Feels or complains that no one loves him/her
				(describe):	0	1	2	34	. F	Feels others are out to get him/her
					0	1	2	35	5. F	Feels worthless or inferior
	1	2	3.	Argues a lot	^	4	2	26		Gets hurt a lot, accident-prone
	1	2	4.	Fails to finish things he/she starts	0	1	2			Gets in many fights
		•	_	There is very little he/she enjoys	0	1	2	31	. '	Gets in many lights
	4	2		Bowel movements outside toilet	0	1	2	38	3. (	Gets teased a lot
	1	2	0.	Bowel movements outside tollet	0	1	2	39	9. 1	Hangs around with others who get in trouble
	1	2	7.	Bragging, boasting	0	1	2	40	)	Hears sounds or voices that aren't there
)	1	2	8.	Can't concentrate, can't pay attention for long	U	•	_			(describe):
)	1	2	9	Can't get his/her mind off certain thoughts;						
	•	_	٥.	obsessions (describe):	0	1	2	4	1.	Impulsive or acts without thinking
				,					_	NA - I - I
)	1	2	10.	Can't sit still, restless, or hyperactive	0	1	2			Would rather be alone than with others
					0	1	2	4.	<b>3</b> .	Lying or cheating
)	1	2		Clings to adults or too dependent	0	1	2	4	4.	Bites fingernails
)	1	2	12	Complains of loneliness	0	1	2	4	5.	Nervous, highstrung, or tense
0	1	2	13	. Confused or seems to be in a fog	0	1	2	4	6	Nervous movements or twitching (describe):
0	1	2	14	. Cries a lot	U	•	_	7	Ο.	THO TO WOO THE TEN COMMENT OF TH
0	4	2	15	. Cruel to animals						
0	4	2		. Cruelty, bullying, or meanness to others	0	1	2	4	7.	Nightmares
U	•	~								
0	1	2		. Daydreams or gets lost in his/her thoughts	0	1	2			Not liked by other kids
0	1	2	18	. Deliberately harms self or attempts suicide	0	1	2	4	9.	Constipated, doesn't move bowels
0	1	2	19	. Demands a lot of attention	0	1	2	5	50.	Too fearful or anxious
0	1	2		). Destroys his/her own things	0	1	2	5	51.	Feels dizzy or lightheaded
_	_	•		. Destroys things belonging to his/her family or	0	1	2		52.	Feels too guilty
0	1	2	2	others	0		2			Overeating
0	4	2	21	2. Disobedient at home	"	•	_			
U	1	_		. Disobedient at nome	0	1	2			Overtired without good reason
0	1	2		Disobedient at school	0	1	2	2 5	55.	Overweight
0	1	2	2	1. Doesn't eat well				Ę	56.	Physical problems without known medical
0	1	2	2	5. Doesn't get along with other kids						cause:
0	1	2		6. Doesn't seem to feel guilty after misbehaving	0	1		2		Aches or pains (not stomach or headaches)
					0	1		2		Headaches
0	1	2		7. Easily jealous	0	•	1	2		Nausea, feels sick
0	1	2	2	8. Breaks rules at home, school, or elsewhere	0	•	1	2	d.	Problems with eyes (not if corrected by glasse
0	1	2	2	9. Fears certain animals, situations, or places,						(describe):
				other than school (describe):	0			2		Rashes or other skin problems
					0			2	f.	
0	1	2	3	0. Fears going to school	0		1	2	_	. Vomiting, throwing up . Other (describe):
					1 0		1	- 1	-	

#### Please print. Be sure to answer all items.

2 = Very True or Often True 1 = Somewhat or Sometimes True 0 = Not True (as far as you know) 57. Physically attacks people 84. Strange behavior (describe): 2 58. Picks nose, skin, or other parts of body 2 1 85. Strange ideas (describe): (describe): \_\_\_\_\_ 0 2 59. Plays with own sex parts in public 86. Stubborn, sullen, or irritable 0 2 87. Sudden changes in mood or feelings 60. Plays with own sex parts too much 2 0 2 61. Poor school work 88. Sulks a lot 62. Poorly coordinated or clumsy 89. Suspicious 2 2 0 1 63. Prefers being with older kids 90. Swearing or obscene language 2 64. Prefers being with younger kids 91. Talks about killing self 2 0 1 92. Talks or walks in sleep (describe): 65. Refuses to talk 2 1 2 0 66. Repeats certain acts over and over; 2 compulsions (describe): \_\_\_\_\_ 93. Talks too much 2 94. Teases a lot 2 1 67. Runs away from home 95. Temper tantrums or hot temper 68. Screams a lot 96. Thinks about sex too much 1 2 0 69. Secretive, keeps things to self 97. Threatens people 70. Sees things that aren't there (describe): \_\_\_ 1 2 98. Thumb-sucking 0 1 2 99. Smokes, chews, or sniffs tobacco 2 1 0 2 100. Trouble sleeping (describe): \_\_\_\_\_ 0 71. Self-conscious or easily embarrassed 72. Sets fires 2 2 101. Truancy, skips school 0 73. Sexual problems (describe): \_\_\_\_\_ 2 102. Underactive, slow moving, or lacks energy 0 2 103. Unhappy, sad, or depressed 0 74. Showing off or clowning 2 104. Unusually loud 2 105. Uses drugs for nonmedical purposes (don't 0 1 75. Too shy or timid include alcohol or tobacco) (describe): \_\_\_\_\_ 76. Sleeps less than most kids 77. Sleeps more than most kids during day and/or night (describe): 2 106. Vandalism 2 107. Wets self during the day 0 78. Inattentive or easily distracted 2 108. Wets the bed 0 79. Speech problem (describe): \_\_\_\_\_ 2 109. Whining 0 2 110. Wishes to be of opposite sex 80. Stares blankly 2 0 2 111. Withdrawn, doesn't get involved with others 0 1 81. Steals at home 2 82. Steals outside the home 2 2 112. Worries 0 113. Please write in any problems your child has that 83. Stores up too many things he/she doesn't need were not listed above: (describe): \_\_\_\_\_ 0