



GUIDELINES

FOR USING THE FOOD & SPIRIT TOOL KIT

TOOL KIT	FIRST CONSULTATION	SUBSEQUENT CONSULTATION(S)
INTAKE FORM	YES Completed by the client and sent to the practitioner before the consultation	NO However, major complaints should be revisited at each consultation in a notes section in client chart/file
WHOLE SELF QUESTIONNAIRE	YES Completed by the client and sent to the practitioner before the consultation	OCCASIONALLY May be re-completed at the discretion of the practitioner, typically no more than once a month
WHOLE SELF SPECTRUM TRACKER	YES Completed by the practitioner and shared with the client after every visit; Can be given to the client	YES Completed by the practitioner and shared with the client after every visit; Can be given to the client
DAILY LIFE LOG	YES Completed by the client and sent to the practitioner before the consultation	SOMETIMES May be completed again at the discretion of the practitioner, especially if nutrition is focus of visit
ASSESSMENT FORM	YES Completed by the practitioner before the consultation and discussed with the client at the consultation	YES Updated at each consultation with new information about client progress
PERSONALIZED PLAN	SOMETIMES If initiation occurs at the first consultation, the personalized plan is used to convey therapeutic recommendations	YES Updated at each consultation to keep the client moving forward
ACTION PLAN	SOMETIMES If initiation occurs at the first consultation, the personalized plan is used to convey therapeutic recommendations	YES Provides focus and clarity to the Personalized Plan; Updated at each consultation to keep the client moving forward
ADDITIONAL TOOLS <ul style="list-style-type: none"> ■ Infographics ■ Emotion Log ■ Power Animal Index ■ Guided Imagery Exercise ■ Nourish Your Whole Self Workbook ■ Affirmation Cards 	OCCASIONALLY Some of the additional tools may be part of the Personalized Plan recommendations made by the practitioner during the initial consultation. Others may be used in subsequent visits according to the patient's therapeutic recommendations.	