## STAGE 1 (Rapport)

- **Introductions**
  - Introduce self/role
  - Age-appropriate explanation of process
  - Answer questions/address concerns
- **Early Engagement**
  - Allow child to become comfortable
  - Engage child in conversation regarding topics that are *interesting to the child*
  - Learn about child’s interests/day-to-day life
- **Interview Instructions**
  - Explain instructions/ground rules/expectations
    - Correct me
    - Don’t know/don’t guess
    - Don’t understand
    - True/Real
- **Narrative Practice (Episodic Memory Training)**
  - Select topic(s) of interest
    - In-depth discussion of 1 to 2 separate non-abusive events
  - Invite child to “tell me all about…”
    - Set baseline by modeling episodic narrative
    - Teach child about need for forensic details
    - Listen without interruption
    - Follow with responses that encourage further narrative
- **Family**
  - “Tell me everyone who lives with you.”
  - May be documented through listing names or drawing (if developmentally appropriate)

## STAGE 2 (Substantive Phase)

- **Transition**
  - Question(s) which invite child to discuss substantive issues
  - Start broad and become progressively more focused (“funnel” approach)
    - “How come you’re here today?”
    - “What did your mom/dad tell you about coming here today?”
    - “Has something happened that we need to talk about?”
  - More direct prompts may be used if needed
- **Narrative Description**
  - Elicit narrative using recall prompts
  - Ask for explanation or further description
  - Avoid rush to specific questions
- **Follow-up Questions**
  - Questions eliciting further details
  - Keep questions as open as possible
  - Cautious use of prompts that tap recognition memory
- **Clarification**
  - Questions seeking clarification of previous terms or statements
  - Consider linguistic style and developmental ability
  - Tools or other techniques may be helpful for some children
- **Closure**
  - Return to everyday conversation or neutral topic discovered in rapport
  - Answer questions or concerns
  - Thank child for the participation, time, and effort (not content)

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The **NCAC Child Forensic Interview Structure** provides guidelines for best practice based on research and expertise demonstrated in the field. The NCAC process is a flexible structure that allows for discretion in matters decided by state statues and community practices.