

## **Guidelines for translations and modifications (12-8-16)**

These guidelines are for the following measures created by Gary Bedell, PhD:

- **Child and Family Follow-up Survey (CFFS)**
- **Child and Adolescent Scale of Participation (CASP)**
- **Child and Adolescent Scale of Environment (CASE)**
- **Child and Adolescent Factors Inventory (CAFI)**

1. Please provide a brief description on how you will be using the measure.
2. Please ensure that you retain all the content of the English version of the measure along with the original author (Gary Bedell, PhD). The copyright of the translated /modified measure stays with Dr. Bedell. In acknowledgement of your work, you should include the following information on your translated /modified version: *[Language] translation/modification (year), courtesy of (your name, organization, country). Also include the following statement: The original version of the [name of measure] was developed by Gary Bedell, PhD, Tufts, University, Department of Occupational Therapy, Medford, MA, USA.*
3. Make sure that your translation takes into account the customs and culture of your country/region to reflect accurately the intention of the wording in the original English version. Some words do not directly translate and thus you might need to comment on this in the backward and forward translations you send back to me to ensure that the correct meaning is maintained. Also, it is possible that some of the examples of activities in the CASP are not relevant for your country/region, so it is important to comment on this as well and include examples of the broader activity domain that are relevant in your country/region.
4. In your translated/modified version please include information about who translated/modified the document (including name of the individual(s), organization, country, e-mail address) and any other acknowledgements you want to make.
5. Once your (forward) translation is completed, have another person who is fluent in both English and your own language translate it back into English (i.e., back translation). Once the back translation is completed, please forward a Word document and a PDF of this “back translated” English copy and the (forward) translated copy to Dr. Bedell. Either he or another designated person will review and provide you with feedback after these have been received.
6. Please provide Dr. Bedell with an occasional and brief email about your progress (e.g., stage of translation, projected completion date). The expectation is that the forward and backward translations would be completed during a one-year period. If you require additional time to complete the translation, please ask for an extension.
7. Please send an electronic copy of the final translated version to Dr. Bedell (both in a Word and PDF) once everything is completed. He will need the name and e-mail address of the person who completed the translation/modification and/or you to refer others to if they have questions. Dr. Bedell might post your final translated/modified version/s on his website, send it to colleagues who are interested in using or reviewing it, and will refer them to you or the translator/s.
8. You should not distribute the measure to anyone for use in their own programs or research until the final version has been approved by Dr. Bedell.
9. Also, you cannot charge anyone to use the measure given that it is free.
10. Finally, please let Dr. Bedell know via email that you understand and will adhere to the above guidelines.

**The measures can be downloaded for free: <http://sites.tufts.edu/garybedell/measurement-tools/>**