

Standard instructions for submitting reports to DFP Committee:

All candidates are expected to complete their DFP training within two years. The process includes submitting a set of reports to the DFP Committee for review midway through training, but no later than one year after you begin training. This provides an opportunity for the Committee to provide feedback on your progress in training and to identify areas to be focused on during the remainder of the training. No later than two years after beginning training, you should submit a final set of reports to the Committee. These reports will be reviewed to help determine whether you have achieved the knowledge and skills required to perform forensic evaluations in the public sector in Massachusetts.

These reports are reviewed anonymously (that is, the reviewers are unaware of your identity). In order to preserve your anonymity, the reports should be “Redacted.” This includes changing the following:

- Your name
- Your discipline (psychology, psychiatry, trainee)
- The defendant’s name
- The name of the hospital at which the evaluation was completed
- The name of the court which has jurisdiction of the case
- Names of other individuals associated with the case (attorneys, Judge, other mental health professionals, victims, witnesses, etc.)

It is not necessary or helpful to change dates, including the defendant’s birth date, date of alleged offense, dates of admission to the hospital. Changing these dates makes it more difficult for the reviewers since it distorts timelines (e.g., how old the defendant is, how much time elapsed from the alleged offense to the evaluation, etc.).

When “redacting” the reports, use standard or simple aliases, rather than unusual or whimsical names, which the reviewers often find distracting. It is also helpful to the reviewers to use consistent aliases rather than Mr. XXX.

In making decisions about what information to “redact,” keep in mind that you do not want to change things so drastically that the context is lost.