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| TO: | Social Work Supervisor | Date: | (date assignment due) |
| FROM: | (Your name here) | | |
| RE: | Intervention recommendation for (population/topic) | | |

**MEMO- outline only**

For the memo outline, please answer the following highlighted questions. Answers can be brief and do not need to be more than a page. If there is a particular issue that you have a question about, please ask it, so I can provide feedback.

**Population**

What population are looking at? Why is this population important? How big is the population? What does the population need help with?

**Available interventions**

What have you found that is available to help this population? Has anything been researched? If so, what has been found?

**Evidence for intervention use**

Based on your initial review, what do you think may be the best interventions for this population?

**Recommendation for intervention**

Which intervention would you recommend based on your initial readings?

**Single subject design**

What ideas do you have about how you would know the intervention is working? What change would you want to see in a client?