

CTQ-SF scoring worksheet and administration checklist

Use this worksheet alongside your licensed Childhood Trauma Questionnaire – Short Form (CTQ-SF). It helps you prepare a trauma-informed session, record subscale totals, and document follow-up.

This worksheet does not contain CTQ-SF items. The CTQ-SF is a copyrighted instrument published by Pearson. Administer and score the questionnaire using official Pearson materials under a valid license, then transfer the totals here.

Patient name	Date of birth	Record number
Administration date	Clinician	Pearson license / form reference

Part 1. Before administration

- ☐ Practice holds a current Pearson license for the CTQ-SF, and the official form is ready.
- ☐ The patient understands the purpose of the questionnaire and how results will be used.
- ☐ Informed consent is documented, including the right to pause or skip at any point.
- ☐ A private, quiet space is available, with time to debrief afterward.
- ☐ Grounding techniques are agreed in advance (for example, paced breathing or a sensory object).
- ☐ A safety plan and crisis contacts are in place or reviewed before starting.

Part 2. Subscale scores

Enter each raw subscale total (range 5–25) from the scored Pearson form, then tick the matching severity band.

Subscale	Raw score	None/minimal	Low-to-moderate	Moderate-to-severe	Severe-to-extreme
Emotional abuse		☐ 5–8	☐ 9–12	☐ 13–15	☐ 16–25
Physical abuse		☐ 5–7	☐ 8–9	☐ 10–12	☐ 13–25
Sexual abuse		☐ 5	☐ 6–7	☐ 8–12	☐ 13–25
Emotional neglect		☐ 5–9	☐ 10–14	☐ 15–17	☐ 18–25
Physical neglect		☐ 5–7	☐ 8–9	☐ 10–12	☐ 13–25

Severity bands follow the cut-scores in Bernstein and Fink's 1998 CTQ manual. Check a recent validation study for population-specific norms.

Minimization/Denial total (0–3)		☐ 0 – no flag ☐ 1 or more – possible under-reporting; interpret low scores with caution
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Part 3. Clinical interpretation

Summarize the maltreatment profile, including which subscales are elevated and how they relate to the current presentation.

Part 4. After administration

- ☐ Distress was checked verbally at the end of the session.
- ☐ Grounding was used during or after completion (note what helped below).
- ☐ Results were discussed with the patient in plain language.
- ☐ Safety plan was reviewed or updated where needed.
- ☐ Referral or trauma-focused treatment was considered (for example, TF-CBT or EMDR).
- ☐ Results and this worksheet were stored in the secure clinical record.

Distress level after completion	☐ None ☐ Mild ☐ Moderate ☐ High
Grounding or support used	
Follow-up plan	
Next review date	

Clinician sign-off

Clinician signature _____ Printed name and credentials _____ Date _____

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