

SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT	POLICY NUMBER: 106	EFFECTIVE DATE: December 2, 2019
	SUPERSEDES: June 5, 2017	
APPROVED BY:  CHIEF PROBATION OFFICER	TITLE: ADULT PROBATION CENTER FOR POSITIVE CHANGE CASEWORKER SUPERVISION AND RECIDIVISM REDUCTION	

1. **Policy** – The Solano County Probation Department Center for Positive Change (CPC) Supervisors and Program Manager shall positively contribute to CPC Caseworker’s efforts to reduce future client reoffending by providing feedback, support, and coaching to staff in activities that have been correlated with changing criminal behavior.

2. **Definitions** – (*Attachment A*)

3. **Procedures** – The following CPC Supervisor activities shall be conducted to assist CPC Caseworkers in carrying out their client behavior change case responsibilities. CPC staff who have an assigned client caseload shall participate in the following staff supervision activities in accordance with this policy.
 - A. **Staff Supervision Journal Meeting** – At a minimum of quarterly, a Staff Supervision Journal Meeting shall be conducted by the CPC Supervisor with each individual CPC Caseworker who has been assigned a client caseload. During this meeting, the CPC Supervisor and CPC Caseworker shall discuss case decisions and if the CPC Caseworker’s performance is not meeting standards either overall or in a significant job standard(s), the CPC Supervisor shall meet with the CPC Caseworker at least monthly to develop a work plan to improve performance. During a CPC Caseworker’s probationary period, in addition to routine meetings for purposes of training, the CPC Supervisor shall meet with the CPC Caseworker at least monthly to review and discuss overall activities that have taken place, as well as future caseload goals and objectives that should be developed. Any discussions concerning the CPC Caseworker’s work performance shall be recorded by the CPC Supervisor in the CPC Caseworker’s Employee Journal. For further information on the Employee Journal, see *Attachment B*. In addition the following items shall be discussed as appropriate:
 - (1) Any unfinished business or follow-up items from a previous meeting.
 - (2) Any CPC Caseworker issues, concerns or needs.
 - (3) Recent successes including cases that are doing well, or projects in which the CPC Caseworker has been involved.
 - (4) Cases that either the CPC Caseworker or CPC Supervisor are concerned about, and brainstorming new approaches or next steps.

- (5) How the CPC Supervisor can help the CPC Caseworker with any work activities connected to applying evidence-based practices to include facilitating client treatment groups.
- (6) The CPC Caseworker's specific work performance.
- (7) Any upcoming training or professional development opportunities that the CPC Caseworker may be interested in or could benefit from.
- (8) The CPC Caseworker's general job satisfaction.

B. Client Contact Review – At a minimum of quarterly the CPC Supervisor shall ensure that each CPC Caseworker is provided feedback while interacting with a client. Feedback shall be provided by the individual conducting the review by listening with the CPC Caseworker to a recorded audiotape of a client interaction, and completing the Client Contact Review Form (Attachment C1-C3) that corresponds with the activity being reviewed.

- (1) The CPC Caseworker shall be provided with direct feedback and coaching at the time the CPC Supervisor and CPC Caseworker are listening to the audiotape.
- (2) The CPC Supervisor shall consult with the Program Manager when, in the opinion of the CPC Supervisor, the CPC Caseworker needs additional training in Motivational Interviewing, EPICS II, or other evidence-based practices.
- (3) At a minimum a Client Contact Review shall be completed for each CPC Caseworker on the following activities every 12 months:
 - a. Initial Face-to-Face Meeting
 - b. Assessment Review and Service Planning
 - c. Client Reinforcement Meetings
- (4) A CPC Supervisor may conduct a Client Contact Review with the assistance of an employee designated by the Program Manager, or in a group setting with the CPC Caseworker who is being reviewed and other CPC Caseworkers as determined by the CPC Supervisor.
- (5) Upon approval by the Program Manager, a Probation Department's Quality Assurance and Implementation Analyst may conduct the Client Contact Reviews for the CPC Supervisor. In such cases the CPC Supervisor shall participate in a minimum of one Client Contact Review with each of their CPC Caseworker direct reports annually.

C. Case Study Discussion – At a minimum of once every 6 months, the CPC Supervisor or Senior Probation Officer shall meet with their CPC Caseworkers in

a group and review one or more selected client cases. The completed initial Level of Service Case Management Inventory (LS/CMI), Texas Christian University Drug Screen 5 (TCUDS-5), Adult Substance Use Survey – Revised (ASUS-R) (if completed), Correctional Mental Health Screen (CMHS), Court Conditions, and if available the Basic Needs Survey (BNS), the What I Want To Work On Questionnaire, and the Client My Change Plan shall be reviewed and discussed to include program referral options and possible one-on-one supervision tools. (See P-105, Adult Probation Criminogenic Needs Interventions and Program Referral Guidelines, Attachment B). The Assessment Review Guide, (***Attachment D***), shall be used when reviewing the applicable assessments. From the review, the group shall discuss the approaches and strategies for facilitating the client toward a goal of achieving recidivism reduction. Upon approval by the Program Manager, a Probation Department's Quality Assurance and Implementation Analyst may conduct the Case Study Discussions for the CPC Supervisor.

D. Staff Meetings – On a monthly basis, the following meetings shall be conducted:

- (1) Unit Meeting – The CPC Supervisor(s) shall conduct a unit meeting with staff to share information, discuss and address issues and concerns, and solve problems. All staff participants shall have an opportunity to recommend agenda items prior to the meeting. A summary of the meeting shall be compiled and a copy provided to the Program Manager.
- (2) Program Meeting – The Program Manager and their direct reports shall meet to share information, discuss and address issues and concerns, solve problems, make decisions, conduct planning, and conduct training. All staff participants shall have an opportunity to recommend agenda items prior to the meeting. A summary of the meeting shall be completed and a copy provided to the Deputy Director.
- (3) Division Meeting – The Program Manager may attend the monthly Adult Probation Manager's Division Meeting in accordance with P-101, Adult Probation Staff Supervision and Recidivism Reduction, Section 3.G.(4), and the Juvenile Probation Division meeting in accordance with P-201 Juvenile Probation Staff Supervision and Recidivism Reduction Section 3.G.(2).

4. Program Manager Responsibilities

- A. The Program Manager shall coordinate with all other Adult Division Managers in having a Quality Assurance and Implementation Analyst assist in conducting client contact reviews in accordance with P-101, Adult Probation Staff Supervision and Recidivism Reduction, Section 3. D. as needed.
- B. Treatment Quality Assurance – The Program Manager shall ensure that any treatment groups that are facilitated by Probation Department staff are being conducted with fidelity and integrity to the treatment model. The Program Manager shall coordinate the activities of the Quality Assurance and

Implementation Analyst(s) to ensure that the Probation Department staff who are conducting client groups are receiving quality assurance coaching a minimum of once each time they facilitate a treatment group cycle. At the discretion of the Manager over treatment programming the Group Intervention Quality Assurance Tool (***Attachment E***) or other quality assurance tools may be used to conduct the reviews.

- C. The Program Manager shall ensure that their direct report Supervisors are conducting the activities in accordance with Section 3 of this policy.
 - D. At a minimum of quarterly the Program Manager shall meet individually with their direct report Supervisors and discuss and provide feedback on their implementation of any applicable policies along with any other performance related issues.
5. **Exceptions** Any exceptions to the provisions set forth in this policy shall require prior written approval from the Chief Probation Officer.

DEFINITIONS

- A. **Adult Substance Use Survey – Revised (ASUS-R)** A self-administered questionnaire completed by a client describing his/her substance use habits, potential emotional issues, attitude toward society, motivation to change and willingness to self-disclose personal information.
- B. **Basic Needs Survey (BNS)** A client's self-report survey for the purpose of identifying what basic services the client feels he/she needs.
- C. **Case Study Discussion** A Case discussion facilitated by the CPC Supervisor or designated employee with a group of CPC Caseworkers regarding possible Case specific recidivism reduction strategies based upon a review of the Case Assessments and Court Ordered Probation Conditions.
- D. **Center for Positive Change (CPC)** An outpatient treatment program which provides multiple correctional interventions and service to referred clients who have been placed on probation supervision.
- E. **Client Contact Reviews** The process of the CPC Supervisor or designated employee reviewing audiotapes of a CPC Caseworker interacting with a client during a face-to-face contact, and providing the Caseworker with feedback, reinforcement, and guidance on their evidence-based practices.
- F. **Correctional Mental Health Screen (CMHS)** A gender specific mental health screening tool that helps identify clients with potential mental health problems.
- G. **CPC Caseworker** A CPC staff person who has an assigned caseload of CPC clients to whom casework services are being provided.
- H. **Employee Journal** A document used to record information concerning an employee's performance.
- I. **Level of Service / Case Management Inventory (LS/CMI)** The risk/needs assessment instrument utilized by the Probation Department to assess and classify supervision cases.
- J. **My Change Plan** A written document completed in collaboration with the client in order to facilitate addressing an assessed need.

- K. **Program Manager** The individual responsible for the development and quality assurance of the Probation Department's treatment programs.
- L. **Staff Meetings** Monthly meetings facilitated by a Supervisor/Manager with all of their direct report staff to provide and share information and seek staff input.
- M. **Staff Supervision Conference** A regularly scheduled individual meeting between the CPC Supervisor and a CPC Caseworker for the purpose of responding to questions and issues, providing performance feedback, and assisting in developing strategies for handling difficult cases.
- N. **Texas Christian University Drug Screen 5 (TCUDS-5)** A self-administered substance abuse screen completed by a client to determine if they have a drug problem.

EMPLOYEE JOURNAL

DOCUMENTATION OF CPC CASEWORKER JOB PERFORMANCE INFORMATION

PURPOSE AND OVERVIEW OF PROCEDURES

CPC Supervisor documentation of CPC Caseworker performance information is an important component of effective supervision of CPC Caseworkers. This information shall be used as a basis to evaluate CPC Caseworker performance, acknowledge exceptional performance, and correct performance as needed. The documentation, which shall be logged into the Employee Journal for each CPC Caseworker, shall primarily be used as a method to record, in chronological order if possible, information about their performance. The CPC Supervisor shall share and discuss this information with the CPC Caseworker and shall ensure that the CPC Caseworker is aware of the status of their job performance and allow them the opportunity to respond to Employee Journal entries.

NOTE: Employee Journal entries are not required for routine communication or directives to complete day to day tasks unless this is part of a performance improvement plan.

PROCEDURES FOR DOCUMENTING CPC CASEWORKER JOB PERFORMANCE INFORMATION

Significant Performance Information or Other CPC Caseworker Issues

Significant performance information or CPC Caseworker issues that shall be documented in the Employee Journals include, but are not limited to:

- Exceptional performance
 - Excellent work that is above and beyond the expectation for the task, either as related to a single task or a series of tasks.
 - Relevant compliments or commendations from other staff, outside agencies, or the public regarding outstanding performance.
- Substandard performance:
 - Not meeting a deadline or deadlines, not following Department Policy and Procedure, unacceptable quality in work, failure to follow supervisor directions, tardiness, etc.
 - Counseling memos, performance improvement plans, etc.
 - Progress or lack thereof in meeting performance plan objectives.
- CPC Supervisor expectations/directives (required only when it is imperative that there is no misunderstanding about the expectations / directives).
- A CPC Caseworker response to an Employee Journal entry (verbal or written).

Recording Employee Journal Information

In general the following should be recorded in the Employee Journal:

- Date of meeting / discussion and/or date information received, etc.
- Person the CPC Supervisor met with and/or source of information
- Relevant performance information
- Date of Employee Journal entry

Attachments

- Documents which are separate from Employee Journal entries may be included in the Employee Journal. Such attachments include, but are not limited to:
 - Information regarding the CPC Caseworker from other persons, both positive and negative.
 - Work samples of the CPC Caseworker.
 - Copies of emails or other forms of communication exchanges.
 - Leave slips.
- Medical information (except such information that may be recorded by a CPC Caseworker on a leave slip) shall not be maintained in the Employee Journal.

Providing CPC Caseworker with Employee Journal Information – CPC Caseworker Signature/Response

- CPC Supervisor shall have the CPC Caseworker review an Employee Journal entry or attachment placed in the Employee Journal within 14 days of the recording of the entry. If a CPC Caseworker is on leave and therefore not available to review the Employee Journal entry, the timeframe for review will be extended commensurate with the duration of the CPC Caseworker's leave.
- The CPC Supervisor shall have the CPC Caseworker read and sign each Employee Journal entry to acknowledge that they are aware of the entry. The CPC Supervisor shall also have the CPC Caseworker review Employee Journal attachments and have the CPC Caseworker sign an Employee Journal entry which acknowledges that the CPC Caseworker is aware of the attachment. If the CPC Caseworker refuses to sign the Employee Journal entry, the CPC Supervisor shall have another Supervisor or Manager bear witness to the refusal, and both shall sign a statement that the CPC Caseworker refused to sign the Employee Journal entry.
- At the request of the CPC Caseworker, the CPC Supervisor shall provide a copy of any or all Employee Journal entries. The CPC Supervisor shall have 48 hours (two business days) to comply with this request unless there are unusual circumstances which prevent the CPC Supervisor from meeting this timeline.
- The CPC Caseworker shall have 30 days from the time he/she reviews the Employee Journal entry to respond in writing to the entry. The written response shall be placed in the Employee Journal.

Retention of Employee Journal Entries and Information

Employee Journal entries and information shall be retained as follows:

- Employee Journal entries and information shall be retained until a performance evaluation is completed in which the entries and information are used in the appraisal of job performance. In most cases, this means that entries and information will be retained for one year until the completion of a CPC Caseworker's performance evaluation.
- If Employee Journal entries and information is a basis for a disciplinary action or a performance evaluation that is appealed by the CPC Caseworker, the entries and information shall be retained until there is a full and final resolution to the appeal or disciplinary action.

Confidentiality of Employee Journal Entries and Information

Employee Journal entries and information are confidential personnel information, and shall be treated accordingly.

**SOLANO COUNTY PROBATION
CLIENT CONTACT REVIEW GUIDE**

Caseworker Activity:	INITIAL CLIENT FACE-TO-FACE CONTACT		
Caseworker:		Date:	
Reviewer:			

With the Caseworker, listen to an audiotape of them completing the above activity. Indicate if the Caseworker completed each of the activity steps and make notes on the quality of each Activity Step completed.

CASEWORKER ACTIVITY STEPS	NOTES
<input type="checkbox"/> Introductions / Meeting Purpose: Greeted the client in a respectful manner, introduced themselves, and discussed meeting purpose.	
<input type="checkbox"/> Rapport Building: Using Motivational Interviewing/Active Listening skills, asked the client to share information about him/herself, and the circumstances that resulted in their placement on probation.	
<input type="checkbox"/> Client Engagement: Asked the client to discuss what he/she hopes to accomplish while on supervision.	
<input type="checkbox"/> CPC Overview: Told the client about the programs available at the CPC and responded to any client questions.	
<input type="checkbox"/> Role Clarification: Explained the role of the CPC Caseworker as well as the client's role and responsibilities, and what the CPC's expectations are of the client.	
<input type="checkbox"/> Assignments: Discussed any actions that the client should take or complete before the next meeting.	
<input type="checkbox"/> Closure: Summarized the meeting and reinforced any positive client actions or statements and scheduled the next meeting.	

CPC CASEWORKER CLIENT INTERACTION SKILLS

Discuss with the Caseworker their client interaction and communication skills as appropriate and summarize your discussion and observations in the Comments Section.

SKILLS	NOTES
<ul style="list-style-type: none"> ● Asked open-ended questions to elicit client’s perspective ● Used reflections that responded to feelings and content ● Periodically used summarizations ● Used affirmations to reinforce pro-social statements ● Uses reflections to explore client anti-social statements ● Provided clear instructions and/or expectations when needed ● Redirected client if client got off topic ● Exhibited pro-social modeling throughout the contact 	

COMMENTS:

SOLANO COUNTY PROBATION
CLIENT CONTACT REVIEW GUIDE

Caseworker Activity:	ASSESSMENT REVIEW AND SERVICE PLANNING		
Caseworker:		Date:	
Reviewer:			

With the Caseworker, listen to an audiotape of them completing the above activity. Indicate if the Caseworker completed each of the activity steps and make notes on the quality of each Activity Step completed.

CASEWORKER ACTIVITY STEPS	NOTES
<input type="checkbox"/> Preparation: Prior to meeting with the client, reviewed the completed Assessments (Assessment Review Guide) and identified needs from the Assessments.	
<input type="checkbox"/> Check In: Greeted the client in a professional manner and asked them how things have been going since your last contact with them. Used Motivational Interviewing/Active Listening skills to clarify their response.	
<input type="checkbox"/> Assessment Review: Asked the client what they were told by their Supervision PO were any issues or needs that the Assessments identified, and if necessary provided additional feedback, to include feedback on the ASUS-R, if administered. As applicable, reviewed the following need areas and used open-ended questions to further clarify each area and to gauge client motivation. <ul style="list-style-type: none"> <input type="checkbox"/> Strengths <input type="checkbox"/> Education / Employment <input type="checkbox"/> Friends and Associates <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Decision Making / Solving Problems <input type="checkbox"/> Family Relationships <input type="checkbox"/> Stress Frustration/Depression 	
<input type="checkbox"/> Service Planning: Reviewed the purpose of Service Planning, asked the client what they feel felt they needed to work on, and collaborating with the client, determined the CPC programs and services they will participate in.	
<input type="checkbox"/> Closure: Summarized the meeting, reinforced any positive client actions or statements, discussed any actions the client should take or complete before the next contact, and scheduled the next contact.	

CASEWORKER CLIENT INTERACTION SKILLS

Discuss with the Caseworker their client interaction and communication skills as appropriate and summarize your discussion and observations in the Comments Section.

SKILLS	NOTES
<ul style="list-style-type: none">• Asked open-ended questions to elicit client’s perspective• Used reflections that responded to feelings and content• Periodically used summarizations• Used affirmations to reinforce pro-social statements• Uses reflections to explore client anti-social statements• Provided clear instructions and/or expectations when needed• Redirected client if client got off topic• Exhibited pro-social modeling throughout the contact	

COMMENTS:

SOLANO COUNTY PROBATION

CLIENT CONTACT REVIEW GUIDE

Caseworker Activity:		CLIENT REINFORCEMENT MEETINGS	
Caseworker		Date:	
Reviewer:			

With the Caseworker, listen to an audiotape of them completing the above activity. Indicate if the Caseworker completed each of the activity steps and make notes on the quality of each Activity Step completed.

CASEWORKER ACTIVITY STEPS	NOTES
<input type="checkbox"/> Check In: Greeted the client in a respectful manner and asked them to share how things were going. Used Motivational Interviewing/Active Listening skills to explore any client concerns.	
<input type="checkbox"/> Treatment Review: Asked the client what they learned in their treatment programs since they last met with them, and responded to any questions or confusion.	
<input type="checkbox"/> Problem Solving: Used collaborative problem solving to address any identified client issues.	
<input type="checkbox"/> Treatment Reinforcement: Reinforced any client newly learned skills by role playing skill application, and/or asking the client how they have been able to apply the skill in their own life.	
<input type="checkbox"/> Homework Review: Reviewed and discussed any homework assignments that they were given in their most recent treatment group(s) or at the last reinforcement meeting.	
<input type="checkbox"/> Work on Behavior Change: Continued to focus on identified client criminogenic needs and when helpful, applied the appropriate one-on-one supervision tools.	
<input type="checkbox"/> Assignments: Discussed any actions that the client should take or complete before the next meeting.	
<input type="checkbox"/> Closure: Summarized the meeting and reinforced any positive client actions or statements, and scheduled the next meeting.	

CASEWORKER CLIENT INTERACTION SKILLS

Discuss with the Caseworker their client interaction and communication skills as appropriate and summarize your discussion and observations in the Comments Section.

SKILLS	NOTES
<ul style="list-style-type: none">• Asked open-ended questions to elicit client’s perspective• Used reflections that responded to feelings and content• Periodically used summarizations• Used affirmations to reinforce pro-social statements• Uses reflections to explore client anti-social statements• Provided clear instructions and/or expectations when needed• Redirected client if client got off topic• Exhibited pro-social modeling throughout the contact	

COMMENTS:

Empty space for handwritten or typed comments.

ASSESSMENT REVIEW GUIDE

LS/CMI

1. Review client information (age/gender/current offense)
2. Identify the LS/CMI total risk score and corresponding risk level.

RISK LEVEL	LS/CMI RISK SCORE RANGE
1	0 – 17
2	18 – 23
3	24 – 30
4	Over 30

3. Identify any need subcomponents that scored High or Very High.
4. If no need subcomponents were scored High or Very High, identify the 3 highest scored needs.
5. If Education / Employment is scored Medium or above, check to see the client’s employment status.
6. Review Family / Marital to identify potential anti-social or pro-social relationships.
7. Identify any areas of potential strengths.

TCUDS-5

1. Look at total score to determine the potential level of substance abuse disorder.

<u>SCORE</u>	<u>LEVEL</u>
2 – 3	Mild
4 – 5	Moderate
6 or more	Severe

2. Compare to the involvement and disruption score on the ASUS-R (if completed), and see if there is a correlation.
3. Review Question 12 to determine which drug they perceive to cause the most problem.
4. Review Question 13 to determine drugs used and frequency.
5. Review Question 14 to determine any past drug treatment.
6. Review Question 15 and 16 to help gauge their motivation to change and compare to the ASUS-R Motivation Scale if completed

CMHS

1. Review the CMHS to determine which questions were answered “Yes”.
2. If the total score on the CMHS is 6 or more for men and 5 or more for women, further mental health evaluation is warranted.

ASUS-R (*As Applicable*)

1. Look at the AOD Involvement, AOD Disruption scales to determine the level of lifetime substance abuse (10 or above raw score for Involvement and 16 or above Disruption warrant attention for treatment).
2. Check the extent and disruption of drug use over the past 6 months (AOD last 6 months).
3. Review Mood Adjustment Scale for potential Mental Health issues. If raw score is 15 or above, further Mental Health evaluation is warranted (11-14 further evaluation should be considered). Check for possible suicide ideation (Questions 70 and 16) and if indicated, explore with the client.
4. Review the Defensive Scale to see if the client is defensive to self-disclosure (decile range of 7-10) or if they scored “never” on Question 46 or “none” on Question 52).
5. If client has a drug problem, look at the Motivation Scale to assess their readiness to change. (raw score 17 or above). Determine if further motivational enhancement is needed before program referral.
6. Compare the response to the questions on the Strength Scale (Questions 88-96) with the strengths identified in the LS/CMI. Check any discrepancies with the client and build on their identified strengths.
7. Review ASUS-R Service Level Recommendations and determine a referral as appropriate. (See if a co-occurring problem may exist if Mood Adjustment score is greater than 13 and a Service Level of 3 or 4 is warranted).

SERVICE LEVEL	SERVICE
1	No treatment
2	One-on-One Counseling and Education
3	Treating Alcohol Dependence or Equivalent
4	Matrix Therapy or Equivalent (if warranted by a Clinical Evaluation)

CASE STUDY DISCUSSION QUESTIONS

- In reviewing the Assessments, what catches your attention?

- What needs does the client have, and which are the most closely connected to their criminal behavior?

- When it comes to possible services, where might you begin?

- If the client was improving, what might that look like?

SOLANO COUNTY PROBATION

GROUP INTERVENTION QUALITY ASSURANCE TOOL

Facilitator/s Name			
Program Name/Location			
Curriculum Being Reviewed			
Lesson Plan Name/Number			
Date of Review		Date of Feedback	
Length of Session			
Number of Participants			
Reviewer's Name			

Instructions: Please check (✓) the appropriate boxes below based on the following guidelines:

- Yes - Y
- Partially - P
- No - N
- N/A - Not Applicable

GROUP PREPARATION / SETUP	Y	P	N	N/A	NOTES
Adequate preparation (minimum of one our per session)					
Facilitators greet participants and model punctuality and preparation					
Review of prior session and introduction of current session					
Homework assignments are reviewed and discussed (based on lesson)					

Comments:

Instructions: Please check (✓) the appropriate boxes below based on the following guidelines:

- Yes - Y
- Partially - P
- No - N
- N/A - Not Applicable

GROUP FACILITATION SKILLS	Y	P	N	N/A	NOTES
Able to engage all participants					
Experiential learning by doing (role-playing; practicing new behavioral skills in the session and outside)					
Pace is appropriate to audience/stimulates and promotes group interest / high energy					
Models and reinforces social / cognitive skills (empathy, problem-solving, values, rational and logical reasoning, openness to new ideas)					
Manages difficult dynamics without shaming, blaming, or intimidating; using validating and normalizing strategies.					
Deals with critical issues that arise without passing over, changing the subject, giving advice or criticizing					
Engages clients in critical thinking and decision-making processes					
Uses audio-visual aids properly (overhead, LCD, flip charts)					
Able to make adaptations based on participant's characteristics and behavior and group dynamics					
Appropriate classroom management techniques (control, focus, attentiveness)					
Demonstrates passion and enthusiasm for curriculum					

Comments:

Instructions: Please check (✓) the appropriate boxes below based on the following guidelines:

- Yes - Y
- Partially - P
- No - N
- N/A - Not Applicable

CURRICULUM / INTEGRITY Title of the Group Intervention	Y	P	N	N/A	NOTES
Sessions are covered following the curriculum / script / model					
Links are made with prior sessions / prior learning					
Engages the client in discussion around why the topic is important to their life					
Has a clear understanding of the material and conveys that to participants					
Models the cognitive skills he/she is teaching					
Evidences pro-social modeling					
Material is applied to real life circumstances through group examples / external issues					
Each session includes practice and exercises (experiential)					
Homework assignments are appropriate to participant's criminogenic needs and external environment					
Seeks feedback from participants regarding their utilization of the skills outside of the group					
Reinforces prosocial talk and behavior and corrects antisocial talk and behavior					
Enables participants to assist in teaching other participants					

Comments:

Instructions: Please check (✓) the appropriate boxes below based on the following guidelines:

- Yes - Y
- Partially - P
- No - N
- N/A - Not Applicable

COMMUNICATION / MOTIVATIONAL INTERVIEWING SKILLS	Y	P	N	N/A	NOTES
Reflective statements used					
Open-ended questions					
Summarizations					
Affirmations					
Elicit client reflection / change talk					
Demonstrates spirit of MI (empathy, collaboration, emphasis on positive reinforcement)					

Comments:

List at least 2 strengths:

Collaborative Goal:
