

Facility: _____

ALVIS HOUSE FACILITY OBSERVATION FORM

Date Facility Observed: _____	Names of Staff Observed: _____ _____	Number of Clients present: _____
Observation locations: <i>Coverage Office Area:</i> ___ <i>Lounge:</i> ___ <i>Dining Room:</i> ___ <i>Recreation:</i> ___ <i>Bedrooms/Hallway:</i> ___ <i>Other:</i> _____		Length of Observation: _____

The following items should be assessed for staff overseeing a facility in a correctional facility/program. For each item on this form, decide if the staff member(s) are “very satisfactory” (2)—there are no recommendations for improvement in this area, “satisfactory” (1)—item was met, but there is some room for improvement, or “needs improvement” (0)—coaching/direction is needed. Where there is more than one staff, code an overall estimate of how well that item was met during the full period of observation. You may note in the comments section where there are discrepancies among staff. Depending on the length of the observation, the coder may not have an opportunity to observe all items. Code as N/A if an item was not observed.

ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	COMMENTS
A. FACILITY STRUCTURE/FORMAT		
1. The program calendar is being followed (the schedule should be posted or clients/staff should receive a copy of the schedule)		
2. The facility appears organized and well managed (e.g. noise level is appropriate, clients are where they are suppose to be, environment not chaotic)		
3. Staff are visible in the facility, and are interacting with clients		
4. Clients are involved in treatment or structured leisure activities		
5. Program traces are visible on the facility (treatment posters, skills, evidence of treatment model etc.)		
6. Client movement appears to be monitored appropriately		
7. House checks are conducted according to policy		
B. STAFF MODELING/RELATIONSHIP SKILLS		
1. Staff display pro-social thinking and behavior		
2. Staff interact with clients in a respectful manner (e.g. tone, language, tactful)		
3. Staff have rapport with clients and are engaging		
4. Staff avoid arguments/power struggles		
5. Staff are responsive to client questions/needs		
6. If problems arise, staff are solution-focused (attempt to problem solve)		
C. USE OF CBT TECHNIQUES		
1. Staff generally use or reinforce CBT strategies (appropriately challenge antisocial thinking, help identify alternative prosocial thoughts, remind clients of skills, suggest clients ‘stop and think’, etc.)		
2. Staff find opportunities to use CBT tools with clients (e.g. cost/benefit, thinking report, behavior chain—written or verbal)		
3. Staff practice skill(s) with clients (i.e., walking through the steps of a skill)		
D. REINFORCEMENT OF PROSOCIAL/POSITIVE BEHAVIOR		
1. Verbal praise/reinforcement is used at a high frequency with limited missed		

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opportunities to reinforce prosocial behavior		
2. Verbal praise is immediate		
ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	COMMENTS
3. Verbal praise is specific to the targeted behavior (i.e. staff explain the specific behavior being reinforced)		
4. Long and short term benefits of continuing the prosocial behavior are explored (may not see with each reinforcer)		
5. Tangible reinforcer(s) are used (e.g. star card)		
E. DISAPPROVAL OF ANTISOCIAL/RULE VIOLATING BEHAVIOR		
1. Facility norms are established and visible		
2. Staff recognize anti-social thinking and behavior or rule violations		
3. Staff immediately addresses inappropriate behavior		
4. Client(s) are told why the behavior is undesirable/inappropriate		
5. Long and short term consequences of continuing the problem behavior are explored (may not see with each disapproval)		
6. Alternative prosocial behaviors are discussed or modeled		
7. Sanction is issued, if appropriate, according to the sanctioning policy		
8. Staff discontinue disapproval once behavior is addressed or sanctioned		
EFFECTIVE USE OF AUTHORITY		
1. Staff are direct and specific concerning their directives or demands		
2. Staff maintain a normal/calm voice (i.e. refrain from raising voice/yelling)		
3. Specific <i>choices</i> clients have and the <i>consequences</i> of the choices are stated, where needed		
4. Staff provide respectful guidance toward compliance (i.e. encourage compliance)		
5. Staff praise compliance or enforce a consequence depending on whether client(s) follow staff directives		
OVERALL ESTIMATED FACILITY RATING		

Areas of Strength: _____

Areas for training or growth: _____

Evaluator Name/Title _____

Evaluator Signature: _____

Review Date: _____

