Facility: __________________________

**ALVIS HOUSE**  
**FACILITY OBSERVATION FORM**

<table>
<thead>
<tr>
<th>Date Facility Observed: ________</th>
<th>Names of Staff Observed: __________________________</th>
<th>Number of Clients present: ________</th>
</tr>
</thead>
</table>

Observation locations:  
Coverage Office Area: ___  Lounge: ___  Dining Room: ___  Recreation: ___  Bedrooms/Hallway: ___  Other: ___

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
Facility: ________________

opportunities to reinforce prosocial behavior

2. Verbal praise is immediate

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COMMENTS</th>
</tr>
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<tbody>
<tr>
<td>3. Verbal praise is specific to the targeted behavior (i.e. staff explain the specific behavior being reinforced)</td>
<td></td>
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<tr>
<td>4. Long and short term benefits of continuing the prosocial behavior are explored (may not see with each reinforcer)</td>
<td></td>
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<tr>
<td>5. Tangible reinforcer(s) are used (e.g. star card)</td>
<td></td>
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</tbody>
</table>

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 choices clients have and the consequences 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: ____________________________
Facility: ________________________________

Staff Signature(s): _________________________
______________________________
______________________________

FACILITY OBSERVATION NOTES:

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