CORE CORRECTIONAL PRACTICES EVALUATION FORM

Staff Name: _____   Facility: _____

Client Name:	Coach:	
Date/Time:	Observation ☐	Role Play ☐
Situation:		

For each item on this form decide if the staff member is:
- "Advanced" (2) – There are no recommendations for improvement in this area.
- "Intermediate" (1) – There is some room for improvement in this area. Staff member did not meet all aspects of the step.
- "Basic" (0) – Staff member missed the step.

INTERACTION SKILL ITEMS	COMMENTS	Rating
A. Relationship and Rapport Skills		
1. Tone of voice – Calm, non-abrasive tone		
2. Body Language – Open, non-threatening posture		
3. Facial Expression – Maintains eye contact, non-judgmental expression.		
4. Communicate in a respectful manner.		
5. Has rapport with client – Client is willing to approach staff and discuss personal situation		
6. Conversation is focused on the client – Staff is not bringing personal examples and belief systems into the discussion.		
Exceeds Expectations ☐ (No more than 1 pt from Max) **Meets Expectations** ☐ (No more than 3 pts from Max) **Unacceptable** ☐ (4 or more pts from Max)	**Overall Rating**	/
B. Effective Use of Authority		
1. Be direct and specific concerning your demands, using a normal voice.		
2. State the specific choices and the consequences of those choices.		
3. Provide respectful guidance toward compliance.		
4. Praise compliance or enforce consequences.		
Extremely Proficient ☐ (No more than 1 pt from Max) **Proficient** ☐ (No more than 2 pts from Max) **Unacceptable** ☐ (3 or more pts from Max)	**Overall Rating**	/
C. Effective Use of Reinforcement		
1. Identify the behavior to be reinforced.		
2. Immediately tell the person what behavior you liked.		
3. Tell the person why you liked the behavior.		
4. Discuss the short and long term benefits of the behavior.		
5. Contract with the person to use the skill in the future.		
6. Consider pairing the approval with a tangible reinforcer.		
Extremely Proficient ☐ (No more than 1 pt from Max) **Proficient** ☐ (No more than 3 pts from Max) **Unacceptable** ☐ (4 or more pts from Max)	**Overall Rating**	/

INTERACTION SKILL ITEMS	COMMENTS	Rating
C. Effective Use of Punishment		
1. Identify the behavior the person did or failed to do.		
2. Tell the person what the consequence will be. (Ex. Because you chose to _____ your consequence is_____.)		
3. Deliver the consequence.		
4. Debrief with the person to determine how to avoid the behavior in the future.		

Extremely Proficient ☐ (No more than 1 pt from Max)	Proficient ☐ (No more than 2 pts from Max)	Unacceptable ☐ (3 or more pts from Max)	**Overall Rating**	**/**

INTERACTION SKILL ITEMS	COMMENTS	Rating
D. Effective Use of Disapproval		
1. Identify the behavior to be punished.		
2. Immediately tell the person what behavior you disliked.		
3. Tell the person why you disliked the behavior.		
4. Discuss the short and long term consequences of the behavior.		
5. Ask the person to identify and discuss alternative prosocial behavior.		
6. Contract with the person to use the alternative prosocial behavior in the future.		
7. Consider pairing the disapproval with a sanction.		

Extremely Proficient ☐ (No more than 1 pt from Max)	Proficient ☐ (No more than 3 pts from Max)	Unacceptable ☐ (4 or more pts from Max)	**Overall Rating**	**/**

Was the situation appropriate for the skill used? **Yes** ☐ **No** ☐

Comments:

_____
_____

Areas of Strength:

_____
_____
_____
_____
_____

Areas for Training or growth:

_____
_____
_____
_____
_____

Evaluator Signature/Title: _____

Staff Member Signature/Title: _____