

## UNIT OBSERVATION FORM

<u>Staff Name:</u>	<u>Dates Unit Observed:</u>
<u>Names of all RS Staff Present:</u>	<u>Facility:</u>
<u>Shift:</u>	<u>Length of Observation:</u>

**Scoring Individual Items:** The following items should be assessed for staff overseeing a unit 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. Code as N/A if an item was not observed.

**Unit Structure/Format Instructions:** Depending on the length of the observation, the coder may not have an opportunity to observe all items.

**Overall Scoring Instructions:** The total accumulated points will be added and a percentage will be given. Proficiency is considered a 75% or higher.

ITEMS	Date: ___/___/___	Date: ___/___/___
<b>A. UNIT STRUCTURE/FORMAT</b>		
1. The unit schedule is being followed (the unit schedule should be posted or participants/staff should receive a copy of the schedule)		
2. Facility/Unit rules are consistently enforced.		
3. The unit appears organized and well managed (e.g. noise level is appropriate, participants are where they are suppose to be, environment not chaotic)		
4. Staff are visible on the unit, and is interacting with participants		
5. Participants are involved in treatment or structured leisure activities		
6. Program traces are visible on the unit (treatment posters, skills, evidence of treatment model etc.)		
7. Resident movement appears to be monitored appropriately		
8. Counts are conducted according to policy		
9. Staff communicates in a cooperative and respectful manner.		
<b>Subtotal:</b>		
<b>B. RELATIONSHIP AND RAPPORT SKILLS</b>		
1. Tone of voice – Staff communicates with a calm, non-abrasive tone and acceptable volume		
2. Communicates in a respectful manner		
3. Body Language – Open, approachable, non-threatening posture		
4. Facial Expression – Maintains eye contact, non-judgmental expression.		
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.		
7. Staff models prosocial behavior and attitudes		
<b>Subtotal:</b>		
<b>Overall Rating:</b>	___ of ___ = ___%	___ of ___ = %

**UNIT OBSERVATION NOTES for \_\_\_/\_\_\_/\_\_\_:**

Areas of Strength: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas for Training or Growth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator Name/Title: \_\_\_\_\_

Review Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_



**UNIT OBSERVATION NOTES for \_\_\_/\_\_\_/\_\_\_:**

Areas of Strength: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas for Training or Growth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator Name/Title: \_\_\_\_\_

Review Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_