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| **Evaluation Sheet – Session Facilitation****[CBT Session]** | Sheet ID:**B-I** |
| 1. **Session Information**
 |
| Date: |  | Time: |  |
| Facility: |  |
| Session Number and Topic: |  | Number of Participants: |  |
| 1. **Facilitator Information**
 |
| Name: |  | Designation: |  |
| 1. **Evaluator Information**
 |
| Name: |  | Designation |  |

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| **Standard Operating Procedure (SOP) of CBT Session** |
| **Facilitation Steps** | **Facilitator’s Actions** | **Standard Time Allocation** |
| 1. Check-in
 | 1. Give greetings and introductory remarks for icebreaking
2. Introduce new members (if any)
 | 10 min |
| 1. Reflection
 | 1. Briefly reflect the previous session
2. Review the homework assignment of the previous session
3. Ask a few participants to share their work
4. Ask for a reason in a non-blaming manner if someone fails to complete his/her homework assignment
 |
| 1. Introduction
 | 1. Briefly explain the session topic, objectives, and the session proceeding today
 | 15 min |
| 1. Text Reading
 | 1. Have texts read out loud by patients
2. Give supplementary explanations as necessary
3. Allow participants to ask questions
 |
| 1. Exercise
 | 1. Give instructions on exercise
2. Give time to participants to work on the exercise
 | 25 min |
| 1. Discussion
 | 1. Pose questions to start discussion
2. Facilitate discussion among participants
 |
| 1. Highlight
 | 1. Reflect important points of the session
 | 10 min |
| 1. Summary
 | 1. Summarize the session in light of the session objectives
 |
| 1. Homework
 | 1. Give instructions on a homework assignment (if any)
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| **Evaluation Standards** | **Evaluation\* Score** | **Comments** |
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| 1. **CBT Content**
 |
| 1. Accurate teaching
 | Give accurate information that is based on the literature rather than a belief system | 3 2 1 |  |
| 1. Exploring high-risk behaviors
 | Adequately connect the session topic with high-risk or potential relapse situations and measures to avoid such situations | 3 2 1 |  |
| 1. Exploring measurable behavior changes
 | Give concrete examples that lead to measurable behavior changes | 3 2 1 |  |
| 1. Referencing other CBT sessions
 | Reference CBT topics from other sessions | 3 2 1 |  |
| 1. Use of CBT terminology
 | Adequately explain and apply the CBT terminology used in the Patient’s Workbook | 3 2 1 |  |
| 1. Limited process commentary
 | Limit the application of process comments | 3 2 1 |  |
| 1. **Motivational Interview (MI) Facilitation Style**
 |
| 1. Adequate listening attitude
 | Face to the speaker, smile, and gently nod while a participant talks | 3 2 1 |  |
| 1. Positive reinforcement and affirmations with empathy
 | Apply cheerleading, coaching, encouraging, and/or affirming styles with empathy | 3 2 1 |  |
| 1. Eliciting participants’ motivations to speak out
 | Elicit participants’ motivations to speak out voluntarily during discussion instead of rotating or nominating speakers*Note: Rotating or nominating speakers may be unavoidable in some groups, especially of participants mostly with a low educational background who are less talkative. However, it should be used as a last resort.* | 3 2 1 |  |
| 1. Reflective listening with empathy
 | Apply reflective listening with empathy (at least one reflection for every three questions) | 3 2 1 |  |
| 1. Summarizing responses
 | Periodically summarize responses of participants | 3 2 1 |  |
| 1. Using open-ended questions
 | Mostly use open-ended questions that require more than one to two words to answer | 3 2 1 |  |
| 1. Limited self-disclosure of the facilitator
 | Limit referencing the facilitator’s own experience | 3 2 1 |  |
| 1. Non-authoritative attitude
 | Avoid showing an authoritative attitude toward participants or asking them to speak in an authoritative tone | 3 2 1 |  |
| 1. No confrontation
 | Avoid attacking, harsh, disrespectful, and mean-spirited responses; just take no notice of, or give mild non-supportive remarks on, participants’ inappropriate behavior/comments | 3 2 1 |  |
| 1. No sarcasm
 | Avoid being rude, biting or cutting to participants | 3 2 1 |  |
| 1. **Management of Group Discussion**
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| 1. All members’ participation in discussion
 | Direct all members to pay attention to other participants’ talks during discussion instead of dropping their eyes on Patient’s Workbook, and give opportunities to all the participants to speak evenly | 3 2 1 |  |
| 1. Facilitating interactions between participants
 | Facilitate interactions between participants during discussion instead of sticking to bilateral communications between the facilitator and participants | 3 2 1 |  |
| 1. Limited interruption of participants’ talk
 | Allow participants to complete a sentence and avoid talking over them—however, respectfully control a lengthy talk in a manner that does not demotivate the speaker | 3 2 1 |  |
| 1. Focusing on the discussion topic
 | Control discussion and do not allow it to deviate too much from the discussion topic*Note: In particular, participants’ talk on personal histories of drug use tends to be lengthy. They can share such stories to a certain extent, but the facilitator should adequately redirect the group to the discussion topic.* | 3 2 1 |  |
| 1. **Elements of CBT Session**
 |
| 1. Use of Patient’s Workbook
 | Make all the participants use the Patient’s Workbook throughout the session | 3 2 1 |  |
| 1. Introduction of topic
 | Explain the relevance of the topic to the recovery process along with session objectives | 3 2 1 |  |
| 1. Reading of texts
 | Have texts read out loud by participants | 3 2 1 |  |
| 1. Group wrap-up
 | Finish by highlighting important points and summarizing the session | 3 2 1 |  |
| 1. Adherence to SOP
 | Largely adhere to the steps specified in the SOP | 3 2 1 |  |
| 1. **Time Allocation**
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| 1. Session duration
 | Spend 60 minutes and do not finish earlier | 3 2 1 |  |
| 1. Duration of the core content
 | Spend at least 40 minutes on the main content (Introduction, Text Reading, Exercise, and Discussion) | 3 2 1 |  |
| 1. Duration of discussion
 | Spend at least 15 minutes on the Discussion part | 3 2 1 |  |

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| *Overall comments and suggestions to the facilitator:* |

*Signature of Evaluator: Date:*