

Evaluation Sheet – Session Facilitation [CBT Session]

Sheet ID:

B-I

A. Session Information

| | |
|---------------------------|-------------------------|
| Date: | Time: |
| Facility: | |
| Session Number and Topic: | Number of Participants: |

B. Facilitator Information

| | |
|-------|--------------|
| Name: | Designation: |
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C. Evaluator Information

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| Name: | Designation: |
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Standard Operating Procedure (SOP) of CBT Session

| Facilitation Steps | Facilitator's Actions | Standard Time Allocation |
|--------------------|---|--------------------------|
| 1. Check-in | a. Give greetings and introductory remarks for icebreaking b. Introduce new members (if any) | 10 min |
| 2. Reflection | c. Briefly reflect the previous session d. Review the homework assignment of the previous session e. Ask a few participants to share their work f. Ask for a reason in a non-blaming manner if someone fails to complete his/her homework assignment | |
| 3. Introduction | g. Briefly explain the session topic, objectives, and the session proceeding today | |
| 4. Text Reading | h. Have texts read out loud by patients i. Give supplementary explanations as necessary j. Allow participants to ask questions | 15 min |
| 5. Exercise | k. Give instructions on exercise l. Give time to participants to work on the exercise | 25 min |
| 6. Discussion | m. Pose questions to start discussion n. Facilitate discussion among participants | |
| 7. Highlight | o. Reflect important points of the session | 10 min |
| 8. Summary | p. Summarize the session in light of the session objectives | |
| 9. Homework | q. Give instructions on a homework assignment (if any) | |

* Evaluation Score:

3-Satisfied the standard; 2-Partly satisfied the standard; 1-Not satisfied the standard

| Evaluation Standards | | Evaluation* Score | Comments |
|---|--|----------------------|----------|
| I. CBT Content | | | |
| 1. Accurate teaching | Give accurate information that is based on the literature rather than a belief system | 3 2 1 | |
| 2. 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 | |
| 3. Exploring measurable behavior changes | Give concrete examples that lead to measurable behavior changes | 3 2 1 | |
| 4. Referencing other CBT sessions | Reference CBT topics from other sessions | 3 2 1 | |
| 5. Use of CBT terminology | Adequately explain and apply the CBT terminology used in the Patient's Workbook | 3 2 1 | |
| 6. Limited process commentary | Limit the application of process comments | 3 2 1 | |
| II. Motivational Interview (MI) Facilitation Style | | | |
| 7. Adequate listening attitude | Face to the speaker, smile, and gently nod while a participant talks | 3 2 1 | |
| 8. Positive reinforcement and affirmations with empathy | Apply cheerleading, coaching, encouraging, and/or affirming styles with empathy | 3 2 1 | |
| 9. Eliciting participants' motivations to speak out | Elicit participants' motivations to speak out voluntarily during discussion instead of rotating or nominating speakers <i>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.</i> | 3 2 1 | |
| 10. Reflective listening with empathy | Apply reflective listening with empathy (at least one reflection for every three questions) | 3 2 1 | |
| 11. Summarizing responses | Periodically summarize responses of participants | 3 2 1 | |
| 12. Using open-ended questions | Mostly use open-ended questions that require more than one to two words to answer | 3 2 1 | |
| 13. Limited self-disclosure of the facilitator | Limit referencing the facilitator's own experience | 3 2 1 | |
| 14. Non-authoritative attitude | Avoid showing an authoritative attitude toward participants or asking them to speak in an authoritative tone | 3 2 1 | |
| 15. 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 | |
| 16. No sarcasm | Avoid being rude, biting or cutting to participants | 3 2 1 | |

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| Evaluation Standards | | Evaluation* Score | Comments |
|--|--|----------------------|----------|
| III. Management of Group Discussion | | | |
| 17. 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 | |
| 18. Facilitating interactions between participants | Facilitate interactions between participants during discussion instead of sticking to bilateral communications between the facilitator and participants | 3 2 1 | |
| 19. 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 | |
| 20. Focusing on the discussion topic | Control discussion and do not allow it to deviate too much from the discussion topic <i>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.</i> | 3 2 1 | |
| IV. Elements of CBT Session | | | |
| 21. Use of Patient's Workbook | Make all the participants use the Patient's Workbook throughout the session | 3 2 1 | |
| 22. Introduction of topic | Explain the relevance of the topic to the recovery process along with session objectives | 3 2 1 | |
| 23. Reading of texts | Have texts read out loud by participants | 3 2 1 | |
| 24. Group wrap-up | Finish by highlighting important points and summarizing the session | 3 2 1 | |
| 25. Adherence to SOP | Largely adhere to the steps specified in the SOP | 3 2 1 | |
| V. Time Allocation | | | |
| 26. Session duration | Spend 60 minutes and do not finish earlier | 3 2 1 | |
| 27. Duration of the core content | Spend at least 40 minutes on the main content (Introduction, Text Reading, Exercise, and Discussion) | 3 2 1 | |
| 28. 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: _____

** Evaluation Score:
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