

Evaluation Sheet – Session Facilitation [CBT & CBT-E 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

Name:	Designation:
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Standard Operating Procedure (SOP) of CBT & CBT-E Session

Facilitation Steps	Facilitator's Actions	Standard Time Allocation
1. Check-in	<ul style="list-style-type: none"> a. Give greetings and introductory remarks for icebreaking b. Introduce new members (if any) 	10 min
2. Reflection	<ul style="list-style-type: none"> c. Ask a few participants to share their relapse risk statuses of the past week with reference to the Schedule Book d. Briefly reflect the previous session e. Review the homework assignment of the previous session f. Ask a few participants to share their work g. Ask for a reason in a non-blaming manner if someone fails to complete his/her homework assignment 	
3. Introduction	<ul style="list-style-type: none"> h. Briefly explain the session topic, objectives, and the session proceeding today 	
4. Text Reading	<ul style="list-style-type: none"> i. Have texts read out loud by patients j. Give supplementary explanations as necessary k. Allow participants to ask questions 	15 min
5. Exercise	<ul style="list-style-type: none"> l. Give instructions on exercise m. Give time to participants to work on the exercise 	25 min
6. Discussion	<ul style="list-style-type: none"> n. Pose questions to start discussion o. Facilitate discussion among participants 	
7. Highlight	<ul style="list-style-type: none"> p. Reflect important points of the session 	10 min
8. Summary	<ul style="list-style-type: none"> q. Summarize the session in light of the session objectives 	
9. Homework	<ul style="list-style-type: none"> r. 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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