

## The Georgia Department of Corrections Problem Solving Skills in Action (PSSIA) Facilitator Competency Evaluation Form

<b>Site:</b>	<b>Evaluation Date:</b>
<b>Facilitator:</b>	<b>Initial Enrollment:</b>
<b>Date group started:</b>	<b>Current Enrollment:</b>
<b>Class Time:</b>	<b>Attendance:</b>
<b>Session:</b>	<b>Gender:</b>
<b>Evaluator:</b>	
<b>SCORE: <u>    </u> /100</b>	

A	Class Control / Preparation	Yes	No	NA	Pts
1	Did the facilitator keep the class on task and redirect the group as needed?				3
2	Did the facilitator have rules and sanctions regarding missing group meetings, tardiness and classroom behavior?				3
3	Is the classroom set up in a circular formation?				3
4	Did the facilitator have ability to deal with difficult participants (e.g. hostile, angry, disrespectful, non-participating members in a professional manner)?				3
5	Were group rules written and posted in the room?				3
6	Did the facilitator always model pro-social behavior?				3
7	Did the facilitator greet the offenders as they entered the room?				3
8	Did class start and end on time?				5
<b>SUBTOTAL:</b>					<b><u>    </u> /26</b>
<b>Comments:</b>					

B	Facilitator/Group Process	Yes	No	NA	Pts
9	Did the facilitator review key points from the previous lesson?				3
10	Did all of the participants have assigned homework?				4
11	Did the facilitator adhere to the lesson plan for the day?				4
12	Did the facilitator model the skill step correctly to the class prior to allowing them to role play skill step?				3
13	Did each of the participants model the new skill as the main actor?				3
14	Were the participants corrected if they did not model the skill correctly?				3
15	Did the facilitator use clear examples, illustrations, explained definitions relative to the offender's experiences?				3
<b>SUBTOTAL:</b>					<b><u>    </u> /23</b>
<b>Comments:</b>					

C	Delivery and Response to Participant's Use of Skills	Yes	No	NA	Pts
16	Did the facilitator ensure that the group understood the skill/concepts being taught?				3
17	Was the facilitator able to motivate participants to learn and practice new skill?				3
18	Did the participants have group discussions?				4
19	Did the facilitator allow participants to work in their workbooks when needed during lesson?				4
20	Did all the participants have a workbook to work on?				3

Retention Schedule: Upon completion, all competency evaluation forms should be kept on file, for review by Risk Reduction Services, for one (1) year.

21	Did the facilitator keep the participant safe from ridicule from other participants?				3
22	Did the facilitator answer participant questions?				3
23	Did the facilitator use positive reinforcement?				3
24	Did the facilitator engage all participants in discussion of workbooks?				4
<b>SUBTOTAL:</b>					<b><u>    /30</u></b>
<b>Comments:</b>					

<b>D</b>	<b>Paperwork Review</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Pts</b>
24	Did the facilitator use the correct supplements/handouts for modeling and classroom assignments?				4
25	Does the facilitator have a copy of the Breakfast Club Movie?				4
26	Is the facilitator correctly using the Class Sign in Sheet?				2
27	Were participants given a pre-test prior to the beginning of class and a post test at the termination of class?				2
28	Are the Pre- and Post-tests are being scored onsite and entered into SCRIBE?				2
29	Are participant feedback forms being utilized when the participant is terminated from class?				2
30	Are Program Data forms correctly completed and submitted timely for entry into SCRIBE?				2
31	Did all participants have an assessed need for DETOUR?				3
<b>SUBTOTAL:</b>					<b><u>    /21</u></b>
<b>Overall Score</b>					<b><u>    /100</u></b>
<b>Comments</b>					

**Paperwork Review: Scribe Active list, Scribe termination list, Program Data form, Offender Incarcerated Report, Class Sign in Sheet, Pre and Posttests, Participant Feedback forms, Bridge Referrals, PIC Eligible Offenders, Activity Rosters, Dorm Rosters, Master Schedule, Training Records**

**Reviewer Comments:**