This tool can be used to assess how well an organization is implementing person-centered practices and positive behavior support in two different ways: 1) observe staff and/or people being supported in a setting, and 2) as a self-assessment process.

**Instructions for Observations:** Complete the attached worksheet before starting an observation and review the definitions for each item below before you begin the observation. Set a timer for 20 minutes to complete the observation. During the 20 minutes of observation, indicate below each time you observe both examples and non-examples of the items listed in Part 1 and Part 2. If 80% or more of the interactions were examples of implementation, check “Yes” in the appropriate column. Check “No” if less than 80& of the interactions were examples.

**Date and Time of Observation**: **Number of People in the Setting:**

**Setting Observed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1**  *Observe Staff using the list below.* | | | |
| **Person-Centered Behaviors** | | | |
| Item Observed | Examples | Non-Examples | 80% of Examples? |
| Person-First Language |  |  | Yes No |
| Nonjudgmental Descriptive Language |  |  | Yes No |
| Working in Alliance with the Person |  |  | Yes No |
| Reflective Listening Skills |  |  | Yes No |
| Person-Centered Behaviors |  |  | Yes No |
| Demonstrates Empathic Behavior |  |  | Yes No |
| Subtotal Person-Centered Behaviors Observed | | | \_\_\_\_\_\_/6 \_\_\_\_\_\_% |
|  | | | |
| **Promoting Social Engagement and Interactions** | | | |
| Item Observed | Examples | Non-Examples | 80% of Examples? |
| Encouraging Others to Engage in Social Interaction |  |  | Yes No |
| Supporting Choices |  |  | Yes No |
| Reinforcing Others |  |  | Yes No |
| Subtotal Promoting Social Engagement and Interactions Observed | | | \_\_\_\_\_\_/3 \_\_\_\_\_\_% |
| **Total for Part 1** | | | **\_\_\_\_\_\_/11 \_\_\_\_\_%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 2**  *Observe up two staff while they are working or observe up to two people who are being supported using the list below.* | | | |
| **Opportunities to Participate in Positive Social Interaction** | | | |
| Item Observed | Examples | Non-Examples | 80% of Examples? |
| Active Involvement in Conversation/Meetings/Activities |  |  | Yes No |
| Engaging in Identified Social Behaviors (Overall score from all Person-Centered Values) | | | Yes No |
| * Person-Centered Value 1 |  |  | --- |
| * Person Centered Value 2 |  |  | --- |
| * Person-Centered Value 3 |  |  | --- |
| * Person-Centered Value 4 |  |  | --- |
| Subtotal Person-Centered Behaviors Observed | | | \_\_\_\_\_\_/2 \_\_\_\_\_\_% |
| **Total for Part 2** | | | **\_\_\_\_\_\_/2 \_\_\_\_\_\_%** |

**WORKSHEET INSTRUCTIONS FOR OBSERVATIONS**

**PURPOSE**

The purpose of Part 1 of this tool is to confirm that person-centered strategies are actively used by staff or people receiving support in a particular setting. Part 2 of this observation form is used to confirm that people living and/or working in a particular setting have opportunities to be actively involved in positive interactions. This tool is intended to be used four times annually.

**INSTRUCTIONS**

1. Identify up to three common activities or settings that occur within an organization where person-centered practices and positive behavior support are implemented and identify them as the setting activity at the top of each section within the preparation form.
2. List out the people who are present at each observation and identify those who are being observed by circling them. Include the date of the observation.
3. Circle/highlight up to three staff or people who are receiving supports who will be the focus of the observation. These individuals must be present in the environment during all four observations.
4. Identify the positive social behaviors for each person being observed using the positive interaction matrix (see Definitions of Each Item on the Minnesota Direct Observation Form for an example of a positive social interaction matrix). The positive social behaviors will be different for each person depending on how they communicate. Providing examples and nonexamples of these behaviors for each person can be helpful for observers to prepare for an observation. Please indicate examples and nonexamples in the Worksheet Preparation Form under “Define Positive Social Behaviors for Person”.
5. Before and after an observation, please review the definitions for each of the items on the Observation Form.
6. Allocate 20 minutes for each of the three observational settings using a timer or stopwatch to record the time.
7. Conduct the observation of the setting and indicate on the MN Direct Observation Form which person-centered and positive behavior support items are present during the observation session.
8. Keep a copy of the Worksheet Preparation Form and the MN Direct Observation Form and submit *only* the MN Direct Observation Form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Worksheet Preparation Form for Three (3) Settings**

**Include the following details for each setting:**

**SETTING 1 ACTIVITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observation 1:**

**Date and Time of Observation:**

**Names of Staff Present:**

**Observation 2:**

**Date and Time of Observation:**

**Names of Staff Present:**

**Observation 3:**

**Date and Time of Observation:**

**Names of Staff Present:**

**Observation 4:**

**Date and Time of Observation:**

**Names of Staff Present:**

**DEFINE POSITIVE SOCIAL INTERACTIONS FOR THE PERSON:**

Please define positive social behaviors that each person engages in and write your notes so that observer knows what behaviors to record. Include examples and nonexamples for each of the three people who are observed during the 20-minute period. Examples are included in the section called *Definitions of Each Item On the Observation Form*. Complete this form for each setting observed.

|  |  |  |
| --- | --- | --- |
| Positive Social Behavior Definition: | Positive Social Behavior Definition: | Positive Social Behavior Definition: |
| Examples: | Examples: | Examples: |
| Nonexamples: | Nonexamples: | Nonexamples: |

**List Person-Centered Values and Social Behaviors Identified by Organization for PBS Implementation or attach Positive Social Interaction Matrix** (see the training folder for examples).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Setting | | | |
|  |  |  |  |  |  |
| Person-Centered Value |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | . |  |  |  |