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. Observations may be conducted within a county, public health, or mental health organization to observe changes in staff or within provider organizations to observe changes in behaviors of both staff and people receiving support.

**Instructions for Observations:** Record your observations of staff and/or people living/working in a setting during a 20-minute period of time. Complete the attached worksheet before starting an observation and review the definitions for each item below before you begin the observation.

**Date and Time of Observation**:

**Setting Observed:**

**Number of People Present During Observation Session:**

* **Number of Staff Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Number of People Observed During Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please gain consent from anyone observed. Please use the following script for people receiving services:** *We want to do a better job supporting you. We made a list of the things we are learning to do so that we don’t forget to use them. Can we spend time with you today to see if the list we made is helpful for you?*

|  |  |
| --- | --- |
| **Part 1***Observe staff using the list below.***Person-Centered Behaviors** * Person-First Language
* Nonjudgmental Descriptive Language
* Working in Alliance with the Person
* Reflective Listening Skills
* Person-Centered Thinking
* Demonstrates Empathic Behavior

**Subtotal: \_\_\_\_\_/6 \_\_\_\_\_\_%****Promoting Social Engagement & Interactions*** Encouraging Others to Engage in Social Interaction
* Supporting Choices
* Reinforcing Others

**Subtotal: \_\_\_\_\_\_\_/3 \_\_\_\_\_\_\_%****Total for Part 1: \_\_\_\_\_\_\_/11 \_\_\_\_\_\_\_\_%** | **Part 2***Observe up to two staff members while they are working, or observe people who are receiving services using the list below.***Opportunities to Participate in Positive Social Interactions*** Active Involvement in Conversations/Meetings/Activities
* Engaging in Identified Social Behaviors

**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 in a particular setting. Part 2 of this observation form is used to confirm that staff members or 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. 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”.
4. Before and after an observation, please review the definitions for each of the items on the Observation Form.
5. Allocate 20 minutes for each of the three observational settings using a timer or stopwatch to record the time.
6. 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.
7. 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.

|  |  |  |
| --- | --- | --- |
| Name of Person Being Observed: | Name of Person Being Observed: | Name of Person Being Observed: |
| Definition of Behavior:Examples: | Definition of Behavior:Examples: | Definition of Behavior: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 Values |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | . |  |  |  |

**SETTING 2 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.

|  |  |  |
| --- | --- | --- |
| Name of Person Being Observed: | Name of Person Being Observed: | Name of Person Being Observed: |
| 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 |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | . |  |  |  |

**SETTING 3 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.

|  |  |  |
| --- | --- | --- |
| Name of Person Being Observed: | Name of Person Being Observed: | Name of Person Being Observed: |
| 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 |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | . |  |  |  |

**SETTING 4 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.

|  |  |  |
| --- | --- | --- |
| Name of Person Being Observed: | Name of Person Being Observed: | Name of Person Being Observed: |
| 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 |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | . |  |  |  |