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| **Counsellor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Rater’s Name:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Trail ID:**  **Scoring Legend**  **0** = **Not at all**; skill not performed  **1** = **Poor**; inappropriate performance with major problems evident; skill delivery is not useful in session  **2** = **Adequate**; skill performed adequately with some problems and/or inconsistencies  **3** = **Good**; Skill performed appropriately; minimal problems and/or consistencies; well-timed  **4** = **Excellent**; Skill is highly developed; helpful to patient even in the face of patient difficulties; well-timed and consistently well-performed  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date of Session:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date of Rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Session #:\_\_\_\_\_\_\_\_\_\_**  **Phase #:\_\_\_\_\_\_\_\_\_\_\_** |
| ( )**Self Rating = 1** | ( )**Peer** Rating **= 2** | ( ) **Supervisor** Rating **= 3**  **( ) Peer Supervisor Rating = 4** |
| ( )**Audiotape = 1** | ( )**Live = 2** | ( ) **Written** Transcript **= 3** |
| ( )**Group Session = 1** | ( )**Individual** Session **= 2** | ( ) **Pre** ( ) **Post** |

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| **Treatment Specific Skills (ALL SESSIONS)** |

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| **Item** | | **Description** | **Rating** | | | | | |
| 1. | **Evoke and Encourages Change Talk** | Elicits discussion of change (self-motivational statements of change) through questions/comments deigned to promote ↑ awareness/concern for the problem, increase intent/optimism to change, or encourage elaboration on a topic related to change | **0**  Not Done | **1**  Poor | 2 Adequate | 3 Good | 4 Excellent | N/A Not Applicable |
| **Comments** | | | | | | | | |
| 2 | **Independence** | Seeks to enhance patients sense of control and freed of choice | **0**  Not Done | **1**  Poor | 2 Adequate | 3 Good | 4 Excellent |  |
| **Comments** | | | | | | | | |
| 3 | **Navigation** | Manages the conversation that discussed of the drinking behaviour change remains the focus without causing resistant behaviour | **0**  Not Done | **1**  Poor | 2 Adequate | 3 Good | 4 Excellent |  |
| **Comments** | | | | | | | | |
| 4 | **Information & Advice** | Gives accurate and relevant information or advice with skillfulness | **0**  Not Done | **1**  Poor | 2 Adequate | 3 Good | 4 Excellent | N/A Not Applicable |
| **Comments** | | | | | | | | |
| 5 | **Affirmation** | Verbally reinforces client’s strengths, abilities or efforts to change his/her behaviour? | **0**  Not Done | **1**  Poor | 2 Adequate | 3 Good | 4 Excellent |  |
| **Comments** | | | | | | | | |

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| 6 | **Roll with Resistance** | Provide low-key feedback, roll with resistance (e.g., avoiding arguments, shifting focus) and use of a supportive, warm, non-judgemental approach | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 7 | **Discourages sustain Talk & Encourage Discrepancies** | Creates or heightens the internal conflicts of the client relative to his/ her substance abuse | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 8 | **Agenda Setting** | Creates a plan with the patient at the beginning of the session which includes a list of topics to discuss or tasks to complete in the session | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 9 | **Involves SO** | Involves or enquires about involving significant other in treatment | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 10 | **Set / Review Homework** | Planned / reminded about Action Plan and any specific homework | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 11 | **Deals with other barriers arising in session** | Deals with other challenges that arises in the session (e.g., patient comes in drunk, wants medication, expecting directive advice) | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / (11 – N/A) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |
| **BEGINING Phase only** | | | | | | | | | | | | | |
| **Item** | | **Description** | | | **Rating** | | | | | | | | |
| 12 | **Introduces CAP** | Explains the number , duration and frequency of sessions. Explains in brief about the content of the sessions. Assessment, feedback, deciding on treatment goals, helping the patient achieve drinking goals and helping the patient to maintain any changes that he makes to his drinking | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 13 | **Provides Psychoeducation and personalized feedback** | Helps patient to better understand drinking based on AUDIT assessment, summarizes patient drinking, gives patient personalized feedback | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 14 | **Goal setting and Action Plan** | Helps to set drinking and other – related goals, helps to set change plan and action plan | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 15 | **Commitment** | Asks for commitment from patient about agreed upon goals | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / 4 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |
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| **MIDDLE Phase Only** | | | | | | | | | | | | | |
| **Item** | | **Description** | | | **Rating** | | | | | | | | |
| 16 | **Drink Refusal Skills** | Woks with patient to develop skills that the patient can use to sa “NO” when offered by a drink | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 17 | **Handling Urges Skills** | Generates strategies to handle drinking urges in collaboration with the patient | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 18 | **Handling Emotions Skills** | Helps the patient to develop the skills for recognising their emotions accurately, identifying the thoughts behind the emotions, identifying the consequences of the thoughts and finally challenging the negative thoughts and replacing them with positive thoughts | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| 19 | **Problem – Solving Skills** | Helps the patient to learn the skills of identifying problems that are contributing to their drinking problem, generates multiple solutions, apply the most appropriate one and review the solutions for its effectiveness | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | | N/A Not Applicable |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / (4 – N/A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |
| **ENDING Phase Only** | | | | | | | | | | | | | |
| **Item** | | **Description** | | | **Rating** | | | | | | | | |
| 20 | **Reviewed Skills** | Reviewed problem - solving skills, drink – refusal skills, handling urges and emotions | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 21 | **Lapse/ Relapse Management** | Helps patient to identify triggers for lapse, develop strategies to prevent exposures to triggers and cope with triggers differently. If lapse has already occurred then help the patient to prevent it turning into relapse. If relapse has already occurred then help patient to develop skills to prevent recurrence | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 22 | **Reviewed all Sessions** | Asks patient to summarise all of the information and ideas and skills and techniques covered in all the sessions and then adding in any extra ones that they have forgotten | | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / 3 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |
| **General Skills** | | | | | | | | | | | | | |
| **Item** | | | **Description** | | **Rating** | | | | | | | | |
| 23 | **Non-Judgemental** | | Does not judge and matter –o-fact in communication with patient . Does NOT blame or criticize the mother for her problem | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 24 | **Encouraging** | | Encourages the patient’s progress even in fact of obstacles | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 25 | **Expresses warmth** | | Displays warmth during the session and appears natural and genuine in interactions with patient | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 26 | **Acknowledges pt’s experience** | | Shows that he/she understood patient’s experience | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 27 | **Empathy** | | Attempts to demonstrate accurate understanding of pt’s understanding , normalizes pt’s experience | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 28 | **Collaboration** | | Conveys words/ actions that therapy is collaborative (vs. Counsellor being in charge) where pt is an active participant | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 29 | **Summarize** | | Reinforces what has been said, shows that he/she has been listening carefully and prepares pt to move on | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 30 | **Open-ended Questions** | | Appropriate use of open-ended questions (beyond yes/no responses) | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 31 | **Active Listening** | | Demonstrates effective listening through non-verbal behaviour (e.g maintaining eye contact and verbal behaviour (eg. Reflection) | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| 32 | **Selective Reflection** | | Selectively reflects content and feelings which promote change talk and reduce sustain talk | | **0**  Not Done | | **1**  Poor | 2 Adequate | 3 Good | | 4 Excellent | |  |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / 10 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |
| **Item** | | | | **Rating** | | | | | | | | | |
| How difficult was the patient to work with? | | | | **0**  Not Difficult | | **1** | | 2 Moderately difficult | | 3 | | 4 Extremely difficult | |
| **Comments** | | | | | | | | | | | | | |
| How would you rate the quality of the audio tape? | | | | **0**  Poor | | **1** | | 2 Adequate | | 3 | | 4 Excellent | |
| **Comments** | | | | | | | | | | | | | |
| Overall, how would you rate the counsellor? | | | | **0**  Poor | | **1** | | 2 Adequate | | 3 | | 4 Excellent | |
| **Comments** | | | | | | | | | | | | | |
| The extent of disruption / disturbance occurring during the session (e.g patients family interrupting in the session ) | | | | **0**  None | | **1** | | 2 Somewhat | | 3 | | 4 A lot | |
| **Comments** | | | | | | | | | | | | | |
| **Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mean Score: Total Number / 4 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Comments** | | | | | | | | | | | | | |