



GROUP ACTIVITY – STRUCTURE EVALUATION

COUNTY _____

FACILITY/ROOM _____

FACTOR	SCORE	COMMENTS
Welcoming and pleasant atmosphere.		
Sign in procedures efficient.		
Arrangements in place to provide flexible alternative process for working participants/emergencies (e.g. staff available to handle these situations on an individual basis so the group can proceed without interruption).		
Participants given something to do while waiting.		
Snacks provided (extra credit).		
Room size appropriate for the number of attendees.		
Minimum of two staff present at all times (facilitator and helper). System in place to deal with disruptive participants.		
Group size appropriate to promote interaction.		
Room set-up fostered participant interaction.		
Structured as interactive group.		
Appointment included a beneficial group activity of at least 30 minutes (e.g. job seeking skill or guest speaker on relevant topic).		
Sufficient supplies available (forms, handouts, pens/pencils).		
Handouts are legible and good quality copies. Resource materials for supportive services or education/training are up to date.		
Group activity (other than initial site) was not interrupted by case managers pulling participants out for individual appointments.		
There were no other activities planned immediately before or after the group in the same room, which interfered with the scheduled start or end time.		
Participants offered the opportunity to meet with case manager after group or to make future appointment.		
If participant is <u>required</u> to meet with a case manager after the group activity, they wait no longer than 45 minutes with an activity.		
Reasonable level of confidentiality.		
Time sheets/required documentation collected.		
Necessary participant reimbursement dispersed.		
Participants left with required next step in writing and signed follow-up letter for next appointment.		
TOTAL POINTS:		
FINAL SCORE: (Total points ÷ number of items scored)		

SCORING: N/A – Does Not Apply
 0 – Required Factor was Absent or Inconsistent
 1 – Quality was Acceptable
 2 – Quality was Excellent

REVIEWER _____

DATE _____