



Phoenix House  
Rising Above Addiction

## Seeking Safety Supervision Checklist

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Site: \_\_\_\_\_

### Physical Setting and Materials:

(Please Circle Response)

Yes	No	Groups are conducted in a private space.
Yes	No	Groups have no more than 12 participants.
Yes	No	Chairs are essentially in a circle (not around a table and not in rows).
Yes	No	Handouts, reading materials, educational tools are organized, managed, and presented efficiently, and in a manner that is easily understood by clients.
Yes	No	All participants are provided with a handout packet for the session's discussion.

### Implementation:

(Please Circle Response)

Yes	No	Group begins with a Check-In and recall of what was discussed during the last session of no more than five minutes per client.
Yes	No	Group includes an introduction to the content of the day's session.
Yes	No	Facilitator has each client each of the five opening questions for group (How are you feeling, What good coping have you done, Any substance use or other unsafe behavior, Did you complete your commitment, Community resource update – SS Manual p. 55).
Yes	No	Facilitator allows the clients to do most of the talking and limits his/her input to short statements of praise or concern.
Yes	No	Facilitator has a client read the quote for the day and leads a brief discussion about its meaning.
Yes	No	Facilitator asks clients about the handouts for the day and connects the discussion to the handouts.
Yes	No	Facilitator guided the clients to look at Ideas for a New Commitment at the end of the handouts.
Yes	No	Facilitator asks each member to name one thing they got out of the day's session.
Yes	No	Facilitator asks if any of the clients have any problems with the session.
Yes	No	Facilitator suggests ideas for a new Commitment for next session if client cannot name one.
Yes	No	Facilitator makes sure Commitment is concrete enough to actually do it and that client writes it down.
Yes	No	Is prepared for session: doesn't read from manual, activities flow without long pauses.
Yes	No	Follows format for session as described in Seeking Safety Manual.
Yes	No	Participation is approximately 80% client and 20% staff.
Yes	No	Facilitator avoids bringing up any new interventions during Check-Out.
Yes	No	Commends clients for good work in group.
Yes	No	Facilitator limits Check-Out to about 2-3 minutes per client.

		TOTALS (List total number of each "Yes" and "No" response circled.)
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Special Circumstances (note here any compelling reason why the facilitator may not have followed the format such as limiting Check-In to one question if the group is large): \_\_\_\_\_

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Comments: \_\_\_\_\_

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Rater: \_\_\_\_\_ Date: \_\_\_\_\_

# Correct

Circle one

\_\_\_\_\_

Pass Retake

Interviewer must score at least 18 of 22 YES answers to pass.