

# Attachment 14: Counseling Observation Protocol

Linking to Employment Activities Pre-Release (LEAP)  
Evaluation

Site Visit Protocols

*December 11, 2015*

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**PROTOCOL FOR OBSERVATION OF LEAP COUNSELING SESSION**


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In addition to interviewing grantee, jail, and partner administrators, researchers will observe either (1) participation in a LEAP workshop, or (2) a LEAP case management session. The case management session could take place in the jail-AJC or the community-AJC, depending on the preference of the grantee. Only the first hour of the counseling session should be observed if time permits.

**Date:** \_\_\_\_\_ **Site Visitors:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name of Case Manager Leading Session:** \_\_\_\_\_

**Initial Plan for Counseling Session (according to case manager—for example, general counseling, job search assistance, interest or skills assessment, placement assistance):**

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**Physical Setting for the Meeting (type of space, supervision if in the jail, privacy from other participants, comfort, etc.):**

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Is the setting appropriate for the nature of the service (sufficient privacy, etc.)? Y/N  
Why/why not? \_\_\_\_\_

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**Describe what Occurs During the Meeting.**

As you do, keep in mind the following questions (these questions will be in the write-up):

Are any assessments discussed? Which ones? How are results presented/used?

Is there any discussion of an individual development plan (IDP)? Is the discussion about creating or modifying one?

What services are discussed (for example, labor market information, computer skills, resume help, interviewing skills, job search assistance, assistance getting an ID, registration with employment database, job readiness or soft skills training, remediation and GED prep, vocational training)?



