

Use the following form to make short reminders to yourself to help with completing the site notes later in more detail.

Location: _____

Date of Visit: _____ **Visit:** Pres, CT, FU1, FU2, FU3, FU4, FU5, Final

Number of Attendees:* _____

**If you had two events (e.g. presentation and ILTAG), list them both.*

Strengths

What went well during the visit, including how the participants are demonstrating skills in practicing council, how interactions are improving, any new "aha" moments, successful activities or prompts, etc.

Challenges

What did NOT go well during the visit, including how the participants may be misunderstanding or challenged with embracing skills or teachings, what needs to be worked on, clarifications that should be reinforced, tendencies that are a challenge to growth for the group, etc.

Additional Thoughts, Comments, and Concerns

Any information about participants that have left the group for any reason and your understanding of why they left; anything you heard is happening with facility staff (e.g. new sponsor, CRM leaving, etc.) and anything that impacted your visit, both good or bad.

Quotes

Provide quotes, as closely as you can remember them, of anything about the experience of council, or the way the program is going from participants or staff, both good or bad.