

Kentucky Office of Vocational Rehabilitation  
Person-Centered Planning Facilitator Evaluation Survey

1. How well prepared was the facilitator to conduct the meeting?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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2. How well did the facilitator appear to know and have an understanding of the focus person?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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3. How appropriate was the pace of the meeting for all the people?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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4. How well did the facilitator make clear the roles and responsibilities of people at the meeting for developing the plan?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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5. How well did the facilitator keep the meeting focused on the positive?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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6. How well did the planning process “flow” at a pace comfortable for the focus person?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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7. To what extent was enough time spent in the planning session for the focus person and his/her team to develop a good plan?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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8. How flexible was the facilitator in scheduling the next meeting?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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9. How satisfied were you with the way the facilitator ran the meeting?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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10. How well did the facilitator make sure the focus person's choices and points of view were listened to and considered by others?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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11. How much were the points of view of other people at the meeting listened to and considered?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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12. How well was the facilitator able to get everyone working together to help make sure the planning process worked well?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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13. How well did the planning session cover all of the important information about the focus person?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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14. How well did the meeting give you an idea about what the focus person would like his/her future to be like?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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15. How well did the facilitator make sure that all of the people at the planning meeting other than the focus person took part in developing the plan?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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16. How well did the meeting identify what is most important to the focus person?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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17. How well did the facilitator encourage the group to be creative and think about nontraditional ways of supporting the focus person?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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18. Based on what was said during the meeting, how well does the plan reflect what the focus person wants?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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19. How well do you think the plan will help the focus person make progress toward his/her personal goals and dreams?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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20. How clear is the action plan about what people need to do in order to make progress on the plan?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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21. How hopeful and excited for the focus person were you when you left the meeting?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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22. How willing would you be to recommend this facilitator to other people with disabilities and their families?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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23. How well did the meeting reflect the "spirit" of person-centered planning?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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24. How clear were the summary notes in reflecting the discussion and action plan from the meeting?

None (1)  Somewhat (2)  A lot (3)  Completely (4)

Comments:

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25. How timely (within two weeks from the meeting) were the notes in being sent out to the team members?

None (1)    Somewhat (2)    A lot (3)    Completely (4)

Comments:

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**Score** (add total points from the answers above and enter it here): \_\_\_\_\_

Level	Score
Proficient	51 – 75 points
Exemplary	76 – 100 points

What did you like most about the facilitation of this planning meeting?

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What did you like least about the facilitation of this meeting?

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Name of Mentor Reviewer: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_