

## Motivation Driven Practice Core Elements Observation Guide

Complete required MFIP transactions effectively and efficiently +  
 Enter data into required systems accurately and timely  
[Watch the video about these core elements!](#)

### Complete required MFIP transactions effectively and efficiently

Behaviors or characteristics	Observations
What to look for	What I hear and see
Demonstrate knowledge of the requirements	
Prioritize the person over the paperwork	
Limit the focus on transactions	
Honor participant's interests and needs	

### Enter data into required systems accurately and timely

Behaviors or characteristics	Observations
What to look for	What I hear and see
Use strategies for accurate and timely data entry without compromising quality time with the participant during the meeting	
Be present and focused on the participant rather than multitasking	
Ensure notes and data are succinct, factual, and reflective of the participant's voice	
Ensure notes and data allow another staff to pick up where you left off and easily continue service delivery	

### Self-reflection:

Strengths: What went well?	Growth opportunity What could I improve?
1.	1.
2.	
3.	
4.	