

MATCH Tape Review Form

Page 1 of 2

Promotora: _____

Promotora ID Number: _____

Visit Number: _____

Participant ID Number: _____

Date of Session: ___/___/___

Date of Rating: ___/___/___

Directions: For items, 1-12, assess the Promotora (P) on a scale from 1 – 5. Calculate the average rating at the bottom of the page.

- 1 Needs review of content and additional practice in this area.
- 2 Demonstrates a **basic understanding** of the skill.
- 3 Demonstrates an **adequate understanding** of the skill.
- 4 Demonstrates a **very good understanding** of the skill.
- 5 Demonstrates a **sophisticated understanding** of the skill and could likely be a role model for his/her peers.

N/E Not evaluated: The taped session did not allow opportunity to evaluate this skill.

	SKILL	RATING	COMMENTS/SUGGESTIONS
1	ACCURACY OF CONTENT: Promotora demonstrates knowledge of diabetes information or self-management skill.		
2	CLARITY OF CONTENT: Communicates content in lay person's language, keeps the level of detail simple, and limits amount of material covered so it's likely to be retained, and not overwhelm the participant.		
3	OPENNESS TO QUESTIONS: Responds to questions from participant. If does not know the answer, talks about how participant could pursue the answer or assures participant that they will learn what they can and get back to them at the next meeting.		
4	INDIVIDUALIZING the CONTENT and PROCESS: Shows an ability to find out what is most relevant to this participant and tailors the protocol to maximize acceptance of material.		
5	MODEL & GUIDE: Promotora used modeling and experiential learning. Used conversational and problem-solving approaches (rather than lecture or debate) to promote guided discovery and learning, helping participants to draw their own conclusions.		
6	CHECK FOR PARTICIPANT UNDERSTANDING of MATERIAL: Promotora checks for participant understanding by asking the participant to answer open-ended questions, to put presented material into their own words, and/ or to demonstrate knowledge by practicing the skill within the session.		
7	REDUCTION OF NEGATIVE AFFECT: Promotora empathically acknowledges negative affect while promoting hope and optimism with use of self-management skills. Uses active listening around point of resistance and encourages thought around an area he/she might be ready to change.		
8	ACTION: Discussed an action plan for weekly practice of skills. Encouraged participant to tie the content of material to their daily lives by developing a plan to take some action or to practice a skill in the time before their next meeting.		

MATCH Tape Review Form

Page 2 of 2

Promotora: _____

Promotora ID Number: _____

Visit Number: _____

Participant ID Number: _____

Date of Session: __/__/__

Date of Rating: __/__/__

9	ASKED FOR FEEDBACK: Promotora asked participant for feedback on how this meeting and the overall process in the study is going.		
10	INTERPERSONAL EFFECTIVENESS: Promotora displayed optimal levels of warmth, concern, confidence, genuineness, and professionalism.		
11	PACING and EFFICIENT USE OF TIME: Promotora uses time efficiently by tactfully limiting peripheral and unproductive discussion. Promotora skillfully prioritizes topics based on learning opportunities presented in the session.		
12	SPECIAL PROBLEMS: Special problems may arise in the session (e.g., hostile participant, hopelessness, depression, suicidality, etc.). Promotora demonstrates adequate judgment using self-management skills to intervene (e.g., avoids power struggle with hostile or resistant participant, offers referrals for the hopeless, depressed or suicidal participant).		
AVERAGE RATING (Calculated)			

Check which were the Primary and Secondary topics covered by the Promotora with the participant.

Diabetes Topic	Primary	Secondary	Not Covered
Take Medicine as prescribed by your doctor			
Check your blood everyday			
Recognize abnormal blood sugars and know what to do about them			
See your doctor or NP at least every 3 months			
Take care of your feet to prevent sores and infections			
Eat a diet lower in saturated fats			
Participate in physical activity every day			

Self-Management Skill	√
Self-monitor	
Environmental Rearrangement	
Social Support	
Problem-Solving	
Healthy Coping/Stress Management	

Additional Comments/Suggestions: