

RESIDENT COUNCIL Self-Evaluation



An effective way to evaluate your resident council is by answering questions related to council effectiveness. This form was adapted from one devised by the Advocacy Center for Long-Term Care. For best results, two distinct groups should complete the survey – a group of residents, and a group of staff. To find the average score, total the scores of all evaluations completed and divide by the number of evaluations completed.

How is your Resident Council Organized?

1. Do you hold meetings at least once a month?	<input type="checkbox"/> yes	<input type="checkbox"/> no
2. Are your leaders chosen by residents?	<input type="checkbox"/> yes	<input type="checkbox"/> no
3. Do you have written purposes and by-laws?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4. Do your meetings have planned agendas?	<input type="checkbox"/> yes	<input type="checkbox"/> no
5. Do all participants know what is on the agenda?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6. Is a written record of meetings kept?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7. Are the meeting minutes consistently posted or published?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How do the residents participate?

8. Are most of the alert residents in your facility aware of the council and its purposes?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9. Is information about the council easily available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10. Are residents involved as much as they are able in leading or planning council meetings?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11. Is there a core group of residents who attend the meetings?	<input type="checkbox"/> yes	<input type="checkbox"/> no
12. Do most residents who attend appear interested?	<input type="checkbox"/> yes	<input type="checkbox"/> no
13. Do residents who are willing to be involved receive recognition?	<input type="checkbox"/> yes	<input type="checkbox"/> no
14. Do residents feel they can speak up without fear of retaliation?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How do staff participate?

15. Do staff only attend resident council meetings when invited by the resident council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
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16. Are all staff members aware of the existence and purpose of the council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
17. Is information about the council given to staff?	<input type="checkbox"/> yes	<input type="checkbox"/> no
18. Has a specific staff person been assigned to work with the council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
19. Would your council continue at its present level of activity if there were a change in staff?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How does the administration participate?

20. Is the administration supportive of the council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
21. Does the administration stay in close contact with the council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
22. Are the council's recommendations given serious consideration by the administration?	<input type="checkbox"/> yes	<input type="checkbox"/> no
23. Does the administration seek the council's opinion before changing policies?	<input type="checkbox"/> yes	<input type="checkbox"/> no
24. Does the administration keep the council informed of changes in policies or regulations?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How does the council encourage resident rights?

25. Does your facility have a written grievance procedure which involves the council?	<input type="checkbox"/> yes	<input type="checkbox"/> no
26. Is information about the council in your facility's handbook?	<input type="checkbox"/> yes	<input type="checkbox"/> no
27. Are problems or questions brought up at council meetings answered fairly with prompt follow-up?	<input type="checkbox"/> yes	<input type="checkbox"/> no
28. Are resident rights regularly discussed?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How does your council provide opportunities for constructive involvement?

29. Is the council allowed to assist in choosing the types of activities and programs presented at the facility?	<input type="checkbox"/> yes	<input type="checkbox"/> no
30. Is the council involved in welcoming and/or orienting new residents and visitors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
31. Does the council express concern for residents during difficult times, such as illness?	<input type="checkbox"/> yes	<input type="checkbox"/> no
32. Does the council acknowledge residents' birthdays?	<input type="checkbox"/> yes	<input type="checkbox"/> no
33. Has the council been informed about the responsibilities of the various departments in the facility?	<input type="checkbox"/> yes	<input type="checkbox"/> no
34. Has the council had opportunities for input into menu planning for daily meals or special events?	<input type="checkbox"/> yes	<input type="checkbox"/> no

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35. Has your council expressed an opinion to a source outside of the facility, such as a public official or newspaper?	<input type="checkbox"/> yes <input type="checkbox"/> no
36. Has your council been involved in sponsoring or planning a special event or activity for the facility?	<input type="checkbox"/> yes <input type="checkbox"/> no
37. Is the council asked to participate in solving problems within the facility?	<input type="checkbox"/> yes <input type="checkbox"/> no

BONUS QUESTION

38. Does your council have a positive effect on residents and staff in your facility?	<input type="checkbox"/> yes <input type="checkbox"/> no
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TOTALS: _____ _____ _____
YES NO BONUS

OVERALL TOTAL POINTS: _____

Give each YES answer 2 points. Give a bonus of 10 points if you answered YES to question number 36. There are a possible 80 points. A score over 58 indicates that your council is probably effective. A lower score may indicate problems or dissatisfaction, which the council would need to address.

**Illinois Department on Aging
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**Senior HelpLine: 1-800-252-8966 (Voice); 1-888-206-1327 (TTY)
 (8:30am to 5:00pm, Monday through Friday)
 Email: aging.ilsenior@illinois.gov
www.illinois.gov/aging**

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