

Fidelity Monitoring Guidance for TPP Grantees

July 2011

Grantee Requirements Related to Fidelity & Fidelity Monitoring

- Maintain fidelity to the core components of the original program model – whether a replication of an existing evidence-based program or a demonstration of an innovative program.
 - Core components - characteristics determined by the program developer to be the key ingredients related to achieving the outcomes associated with the program¹
 - Content – what is being taught
 - Pedagogy – how the content is being taught
 - Implementation – the logistics responsible for creating the learning environment in which the program is taught
- *For Tier One Grantees* - Make minor adaptations, if necessary, to the original program to make it more relevant to the population being served, as long as the adaptations do not compromise or delete the program's core components. Grantees are also allowed to add-on activities to the original program model as long as the activity is well integrated, works in concert with the underlying program model, and does not alter the core components of the original program. All adaptations and add-on activities must be documented and the grantee must receive written approval from the OAH project officer (see *Adaptation Guidance for OAH Grantees sent June 27, 2011*).
 - Examples of minor adaptations - changing names or details in a role play, updating out-dated statistics, adjusting reading and comprehension levels, and making activities more interactive
- Develop a fidelity monitoring plan that will continuously monitor program implementation throughout the course of the grant to ensure programs are implemented with fidelity to the core components of the original program model.
- Collect and report on a uniform set of performance measures provided by OAH & ACYF. The performance measures include measures on reach and retention, dosage, fidelity, dissemination, soundness of evaluation (*C/D & Tier 2/PREIS only*), perceived impact of the program, and participant-level behavioral outcomes (*C/D & Tier 2/PREIS only*).

¹ Or, in the case of innovative demonstrations, outcomes expected to be associated with the program.

OAH Performance Measures for Fidelity & Dosage

Performance Measure	Question	Data Collection Tool
<u>Fidelity</u>		
% of sessions implemented	Across cohorts, what is the median % of sessions implemented?	Fidelity Monitoring Log & Attendance Log
% activities completed, based on facilitator self-assessment	For what percentage of sessions implemented do you have a completed fidelity monitoring log from the facilitator? For the sessions that you have a completed fidelity monitoring log, what is the median percentage of activities completed across sessions?	Fidelity Monitoring Log
% activities completed, based on observations	In the past program year, how many total sessions were implemented? In the past program year, how many sessions were observed by an independent observer for fidelity assessment? What is the median percentage of activities completed across sessions observed? What's the minimum percentage of activities completed across sessions observed? What's the maximum percentage of activities completed across sessions observed?	Fidelity Monitoring Log
% of observed sessions that score 4 or higher on a 5-point scale of overall quality	What percentage of sessions observed were rated either 4 or higher for overall quality?	Observation Form
% of grantees scoring 24 or higher on the 26-point fidelity process report form	What is the score on the fidelity process report form?	Fidelity Process Report Form
<u>Dosage/Adherence</u>		
Median % of total intended program sessions received by youth	What is the median % of total intended program sessions received by youth?	Attendance Logs
% of youth that receive at least 75% of intended program sessions	What % of youth received at least 75% of the intended program sessions?	Attendance Logs

Required Grantee Activities Regarding Collection of Performance Measure Data on Fidelity & Dosage

In order to collect data for the fidelity and dosage performance measures:

- All program facilitators must track participant attendance at each session.
- Grantees must track percentage of sessions implemented for each program cohort. This can be accomplished by using the fidelity monitoring log or the attendance log (with the dates and session number specified) or by another tracking form developed by the grantee.
- All program facilitators must complete a fidelity monitoring log after each session.
- Grantees must assign a staff person who is not a program facilitator to conduct random observations of at least 10% of all program sessions. All identified observers should be trained in the program model.
- Observers must complete a fidelity monitoring log and the OAH/ACYF observation form at each observed session.
- The grantee project director must complete the fidelity process report form once each year.

Tracking Participant Attendance

- Every facilitator must record student attendance at every program session.
- Facilitators should all use a standard form that is provided by the grantee. The form should capture student attendance at the initial session and student attendance at each additional program session. In order to report data for the TPP performance measures, facilitators will need to average each student's attendance for the overall program. OAH and ACYF are developing an attendance log that grantees can use to track student attendance data.
- Facilitators should be encouraged to complete the attendance log at the beginning of each session.
- Grantees should collect the attendance logs from all facilitators at the end of each cohort, or at least annually, whichever comes first.
- Grantees are expected to develop a system for reviewing the attendance logs and should work with the facilitators to address any attendance issues.
- OAH and ACYF will provide grantees with a tool for entering in data from the attendance logs. The tool will be structured to allow grantees to enter data on an ongoing basis and will allow grantees to summarize the data to report the TPP performance measures. Grantees should develop a plan for entering data from the logs on an ongoing basis, and should not wait until the end of the year to begin entering data to report for performance measures.

Facilitator Self-Assessment Using Fidelity Monitoring Logs

- Every facilitator must complete a fidelity monitoring log after each session of the program. Facilitators should be expected to complete the log immediately following the session.
- The fidelity monitoring log must include a list of all of the activities covered in the session, a place for the facilitator to check off whether or not each activity was implemented during the session, a place for the facilitator to note if any of the planned activities needed to be adapted during the session, and a place for the facilitator to write in information about any additional adaptations that needed to be

made during the session. It may also be helpful, though not required, to have the facilitator report on the level of participant engagement and any challenges encountered during the session.

- Tier 1 grantees are required to use the fidelity monitoring logs provided by the program developer. OAH has already gathered all of these logs from the developers. If you don't already have a copy of the logs for your program model, you can obtain a copy from your project officer. Grantees may adapt or add to the log if there is additional information that would be useful to collect, but must collect the required information outlined in the bullet above.

Exceptions include:

- Carrera replication grantees - will not need to complete a fidelity monitoring log, but will need to enter data after each session into the Carrera Management Information System (CMIS). Grantees will be able to work with Children's Aid Society staff to obtain the data needed for the TPP performance measure on % of activities completed based on facilitator assessment from CMIS.
 - TOP replication grantees - will need to develop their own fidelity monitoring logs for each of the sessions that they will be implementing. Each log must include a list of all of the activities covered in the session, a place for the facilitator to check off whether or not each activity was implemented during the session, a place for the facilitator to note if any of the planned activities needed to be adapted during the session, and a place for the facilitator to write in information about any additional adaptations that needed to be made during the session. Example logs that can be used as a model are available from your project officer.
 - What Could You Do replication grantees - will not need to complete a fidelity monitoring log, but will need to collect data from the computer used to administer the program on the % of activities completed as intended.
- Tier 2 grantees will need to develop a fidelity monitoring log for every session of their program. Each log must include a list of all of the activities covered in the session, a place for the facilitator to check off whether or not each activity was implemented during the session, a place for the facilitator to note if any of the planned activities needed to be adapted during the session, and a place for the facilitator to write in information about any additional adaptations that needed to be made during the session. Grantees should submit their completed logs to their project officer for review and approval.
- Grantees should collect fidelity monitoring logs from all facilitators on a regular basis and should be careful not to allow too much time between the session and the collection of the logs from the facilitators (i.e. after each session, once a week, once every two weeks).
 - Grantees are expected to develop a system for reviewing the fidelity monitoring logs and providing feedback to the facilitators on how they are maintaining fidelity on a regular basis. Grantees should not wait until after the program is over to review the fidelity monitoring logs because it's then too late to address any challenges the facilitators may be having in maintaining fidelity to the original program. These logs can and should be used as a teaching tool to further enhance program performance.
 - OAH and ACYF will provide grantees with a tool for entering in data from the fidelity monitoring logs. The tool will be structured to allow grantees to enter data on an ongoing basis and will allow grantees to summarize the data to report the TPP performance measures. Grantees should develop a plan for entering data from the logs on an ongoing basis, and should not wait until the end of the year to begin entering data to report for performance measures.

Example of How Grantees Would Summarize Fidelity Data about Activities Completed

Cohort 1		Cohort 2		Cohort 3		Across cohorts
Session #	% activities completed	Session #	% activities completed	Session #	% activities completed	
Session 1	85	Session 1	87	Session 1	89	
Session 2	92	Session 2	89	Session 2	91	
Session 3	100	Session 3	95	Session 3	93	
Session 4	88	Session 4	100	Session 4	90	
Session 5	90	Session 5	92	Session 5	100	
Session 6	98	Session 6	94	Session 6	94	
Median	91	Median	93	Median	92	92

Observations of Program Sessions

- Grantees are required to observe at least 10% of all of the program sessions being implemented each year. Grantees should plan to observe each facilitator and each session at least once.

For a few grantees, observing 10% of sessions may create an unnecessary burden given the length of the program, the number of sessions, or the number of program cohorts. Grantees that fit into this category and are concerned about not being able to observe 10% of all sessions should contact their project officer. OAH and ACYF will consider these requests on an individual basis and will try to work with these grantees to identify a reasonable minimum number of sessions that must be observed to meet the performance measure requirement.

- If possible, the observation should be conducted by someone independent from the grantee organization (i.e., the independent evaluator). If that is not possible, the grantee should select someone in the organization who is familiar with the program, but who is not a program facilitator, to conduct the observations. All observers should be trained in the program model before conducting observations.
- Observers are required to complete the fidelity monitoring log and should use the same fidelity monitoring log that is used by facilitators. This will enable grantees to compare agreement between the observer's log and the facilitator's log.
- Observers are also required to complete an observation form that measures the quality of the session delivery. Grantees will receive this observation form from OAH and ACYF. Grantees must use the observation form provided, but can add any additional information to the form that would be helpful for program monitoring purposes. Grantees will not be required to report any of the additional information collected to OAH or ACYF.
- Grantees should collect the observation forms from observers on a regular basis and should not allow much time between the observation and the collection of the observation forms (i.e. after each session, once a week, once every two weeks).
- Grantees are expected to develop a system for reviewing the observation forms on a regular basis. Grantees should plan to provide feedback to the facilitators on how they are maintaining fidelity. The feedback should occur shortly after the observation, if possible.
- OAH and ACYF will provide grantees with a tool for entering data from the observation forms. The tool will be structured to allow grantees to enter data on an ongoing basis and will allow grantees to

summarize the data to report for the TPP performance measures. Grantees should develop a plan for entering data on an ongoing basis, and should not wait until the end of the year to begin entering data to report for performance measures.

Fidelity Process Report Form

- OAH and ACYF have developed a fidelity process report form that assesses the degree to which various components needed for a complete fidelity monitoring plan are in place at the grantee organization.
- The grantee project director will be required to complete the fidelity process report form once each year.

Additional Tools Forthcoming from OAH & ACYF to Support Fidelity Monitoring Activities

OAH and ACYF are in the process of developing additional tools that will be useful to grantees as they begin to collect fidelity monitoring data for full implementation starting September 1, 2011. The tools are intended to help grantees track and summarize the fidelity monitoring data that is collected across facilitators, across sessions, and across program cohorts and report that data back to OAH and ACYF. Tools currently under development include:

- **Attendance Log** – used to collect individual data on youth attendance across sessions
- **Spreadsheet to Summarize Attendance Data across Cohorts** – used to summarize attendance data across program cohorts
- **Spreadsheet to Summarize Completed Fidelity Logs from Facilitators** – used to summarize information collected from the facilitator-completed fidelity monitoring logs on # of total activities in session, # of activities implemented as intended, and % of activities implemented as intended
- **Spreadsheet to Summarize Completed Fidelity Logs from Observers** – used to summarize information collected from the observer-completed fidelity monitoring logs on # of total activities in session, # of session activities implemented as intended, and % of activities implemented as intended
- **Spreadsheet to Summarize Completed Observation Forms on Quality of Session** - used to summarize information collected from the completed observations on the quality of the session