



# Fidelity Monitoring

Planning for Implementation, Improvement & Sustainability

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## Welcome!

- Intros, Goals/Objectives & Agenda
- Fidelity Monitoring System Overview
- Component 1 (Planning)
- Components 2-4 (with a break)
- Component 5 (CQI)
- What's in your toolbox?
- Q & A

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## Goals, Objectives

**Goal:** To assist project directors and coordinators in developing a fidelity monitoring system for their cooperative agreement.

**Objectives:** Participants in this workshop will be able to:

1. Describe the five components of a fidelity monitoring system
2. Identify tools that will be used in fidelity monitoring
3. Share ideas on using the fidelity monitoring system and tools with other people using similar program models

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## Fidelity Monitoring System Components

1. Establish a Fidelity Monitoring Plan
2. Collect Fidelity Monitoring Data
3. Review & Analyze Data
4. Provide Feedback on Regular Basis
5. Continuous Quality Improvement

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## Fidelity Monitoring System

- Why is it used?
  - Ensure the core elements of the intervention are maintained throughout the program.
  - Identify the needs of the youth and facilitator(s) and areas of improvement.
  - Create documentation to compare evaluation outcomes with the execution of the intervention.

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### Fidelity Monitoring Systems



Keep in mind:

- Who will monitor?
- What data collection method will be used?
- What tools will be used?
- When does this need to happen and how often?
- What does the data and review process look like?
- How will feedback be given, received, and integrated?

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### 1. Establish Fidelity Monitoring Plan

- Establish processes and procedures for monitoring fidelity
- Gather and finalize data collection tools
- Train all facilitators in the program
  - Including logic model, theory, and core components
- Identify and train observers

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### Building a Fidelity Monitoring Plan Line-up Activity

- On your table there are example steps to Fidelity Monitoring Planning on cardstock
- In groups, order the steps in the manner you see most appropriate

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### 2. Collect Fidelity Monitoring Data

- Attendance Data
- Sessions Implemented
- Facilitator Self-Assessment – Fidelity Monitoring Logs
- Observation Data
  - Fidelity Monitoring Logs (content)
  - Observation Form (quality)
- Fidelity Process Report Form (also for CQI – component 5)
- Other

Created by Jocelyn Martinez

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### 3. Review & Analyze Data

- Develop a plan for reviewing data on an ongoing basis
  - Who will input data into spreadsheet/other tool for analysis?
  - How often will data be entered into the spreadsheet?
  - Who will review the data?
  - How will the results be shared with others on the team?
- Regular review of data allows you to identify issues or challenges early and make necessary adjustments

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### 4. Provide Regular Feedback Based on Data

- More than just reviewing your data - also provide feedback to those implementing
- Develop a plan for providing feedback to facilitators on a regular basis
  - Who will provide feedback?
  - How will you provide feedback – written, one-on-one, other?
  - Where and when will you provide feedback?
  - How often will you provide feedback?
- Feedback is necessary to make adjustments

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### Activity with Program Fidelity Monitoring Logs

- Work in small groups to respond to the questions in the worksheet on **Program Fidelity Monitoring Logs**.
- Consider each of the following components when thinking of the **Fidelity Monitoring Logs**:

2. Collect Fidelity Monitoring Data

3. Review & Analyze Data

4. Provide Feedback on Regular Basis




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### Activity with Attendance Logs

- Work in small groups to respond to the questions in the worksheet on **Attendance Logs**.
- Consider each of the following components when thinking of the **Attendance Logs**:

2. Collect Fidelity Monitoring Data

3. Review & Analyze Data

4. Provide Feedback on Regular Basis




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### Activity with Observation Forms

- Work in small groups to respond to the questions in the worksheet on **Observation Forms**.
- Consider each of the following components when thinking of the **Observation Forms**:



2. Collect Fidelity Monitoring Data

3. Review & Analyze Data

4. Provide Feedback on Regular Basis




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### 5. Continuous Quality Improvement

- Overall purpose of monitoring fidelity is to continuously improve the quality of your program
- Collecting, reviewing, and discussing data collected allows you to:
  - Ensure content is provided as intended
  - Make adaptations as necessary
  - Improve program delivery and fit
  - Make adjustments as necessary to improve overall program




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### How Will You Know It's Working? (Continued Monitoring and/or Improvement)

- How closely did the team follow the fidelity monitoring plan?
- How useful were the fidelity monitoring tools?
- Does the team need more help monitoring the intervention?
- What areas need to be addressed before the next intervention?
- What changes are necessary to improve the implementation and program plan?




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### Activity with CQI: Fidelity Process Forms

- Work in small groups to practice responding to the questions in the **Fidelity Process Form**.
- Answer the additional questions at the bottom of this form.
- You do NOT turn these into OAH today – these are for practice purposes only, for this session today.




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## What's in your toolbox?



- Facilitators will distribute program-specific fidelity monitoring logs
- Work in program groups (i.e. TOP, BART) to discuss your program fidelity monitoring logs, or examples of other programs' logs.

## Wrap-Up and Closing

- Questions?
- Answers?
- Resources
- Review of tools, worksheets

