**IMPLEMENTATION FIDELITY (Meeting)**

**Procedural Fidelity**

School ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer 2/Reliability:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time\_\_\_\_\_ End Time\_\_\_\_\_ Total Time\_\_\_

|  |  |  |
| --- | --- | --- |
| **Training** | | |
| **Session #2** | **Completed** | **Quality** |
| 1. Team members were present | Y N | 1 2 3 |
| 1. There was a meeting agenda | Y N | 1 2 3 |
| a) I-Connect was on the agenda | Y N | 1 2 3 |
| b) I-Connect was addressed as a non  agenda item | Y N | 1 2 3 |
| 1. Student data was reviewed | Y N | 1 2 3 |
| 1. New students using I-Connect discussed | Y N | 1 2 3 |

Total Fidelity Score\_\_\_\_\_ Total Quality Score\_\_\_\_\_

Total Score Possible\_\_\_\_\_ Total Score Possible\_\_\_\_\_

Total Score divided by Total Possible = % yes\_\_\_\_\_ Average\_\_\_\_\_



**Quality Specifications**

Team Present: 1 = Either one or zero members were present

2 = Two or more members present but not all

3 = All members present

Meeting Agenda: 1 = Meeting may or may not have had a leader. No organized Start, Middle, or End were led.

2 = Meeting had a leader and 1-2 of the three possible criteria Start, Middle, or End

3 = Meeting had a leader who conducted organized Start, Middle, and End

Start: Leader welcomes members and presents objectives

Middle: Agenda topics are addressed/discussed

End: Leader thanks members, summarizes meeting, and schedules next meeting

Student Data: 1 = Student data was not addressed

2 = Student data was addressed but not actual numbers/accounts

3 = Student data was addressed with records/numbers

New Students: 1 = New students who may need I-Connect was not addressed

2 = New Students who may need I-Connect was addressed but no

suggestions/discussions about specific children ensued

3 = New students who may need I-Connect were addressed/discussed

