Fidelity Assessment: Preparation Checklist for Local System Managers

* Share information with local practitioners and contract agencies about fidelity assessment and encourage participation in state webinars and other learning opportunities in order to increase awareness and preparation for implementation *(May 31 – October 1\*)*
* Identify qualified observers in your local system *(June)*
* Determine how and by whom observation will be conducted *(June - July)*
  + What would you need to put in place in order to use video for observation?
  + Of the qualified observers, who will you actually use?
  + Is there any option/advantage to pooling resources regionally or across a couple of local systems if observers are in short supply or travel distances are an issue?
  + If observer is not supervisor, how will communication occur between practitioner, observer and supervisor following observation?
* Add requirements to contracts with provider agencies and independent providers, as needed, to ensure fidelity assessment requirements are met *(June - July)*
  + Require self-assessments
  + Designate responsibility for observation, as appropriate
  + Specify responsibility for reporting to local lead agency at least annually (results of observations if conducted by the contractor, number of practitioners that completed all requirements or at least a written and signed assurance that all requirements were completed by all practitioners)
  + Do you share practitioners with other local systems? If so, coordinate with those LSMs to determine the best way to meet fidelity assessment requirements for these shared practitioners.
* Determine how you will track that fidelity assessment requirements are met in your local system *(July - August)*