



TOOLS FIDELITY CHECKS AND PROCESSES FOR ORGANIZATIONS

Tools At Community Support Partners

Tools of Choice Training-Fidelity Check

1: New Employees must complete the 18 hour Tools of Choice curriculum.

2: Trainer will complete monthly Fidelity Checks at each facility.

Trainer is required to do a Fidelity Check on each staff once every 6 months.

Fidelity Check Process:

The Trainer receives biweekly shift schedule to coordinate who needs a Fidelity Check at each facility.

Trainer goes to facility and observes staff interactions.

- Includes Positive – Negative Interactions Data Sheet and the Monetary Time Sample data Sheet.
- After the observation time, any necessary feedback is given to the staff (if an appropriate time is available depending on the Bx of the Individuals being served).
- All feedback given is put into written documentation, and signed by the staff being observed.
- Trainer writes up a report including:
 - o Date, time and facility the Fidelity Check took Place
 - o Staff observed
 - o Positive Feedback for staff based on performance
 - o Any future recommendations.

Organizational Process:

- The report is put into the Training section of the staffs file.
- The Data sheets are filed and organized by facility.
- A spreadsheet for each facility is updated to reflect which staff member has been observed / requires additional training.
 - o This includes date and the Tools staff show proficiency in.

Additional Tools refreshers can be scheduled if staff show less proficiency in a particular skill, or they may be required to attend any necessary modules and be “retrained” in the Tool.



Positive – Negative Interactions Observation Form 2.0 (revised March 2012)

| | | | | |
|--|---|--|---|---|
| Date: _____ to _____ Time: _____ to _____ Setting description (#): _____ # Individuals: _____ # Staff: _____ Observer: _____ | Use Reinforcement (Displayed by Staff/Caregiver) | Stay Close Random, Routine, Cool (Displayed by Staff/Caregiver) | Coercive Contingent Interaction (Displayed by Staff/Caregiver) | Coercive Non-Contingent Interaction (Displayed by Staff/Caregiver) |
| | Total _____ | Total _____ | Total _____ | Total _____ |
| Desirable Behavior (of Individual served) | | | | Total _____ |
| Undesirable Behavior (of Individual Served) | | | | Total _____ |

| | | | | |
|--|---|--|---|---|
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| | Total _____ | Total _____ | Total _____ | Total _____ |
| Desirable Behavior (of Individual served) | | | | Total _____ |
| Undesirable Behavior (of Individual Served) | | | | Total _____ |

Specific Examples for setting /individual observed

Desirable Behavior – desirable behaviors to increase or teach:

Undesirable Behavior – behaviors to decrease. junk (annoying, not harmful to self properties) and serious behavior (physical damage to self, others, property illegal):

Ratio of Positive to Negative Interactions for Observation 1: (Pos: Neg) _____

Ratio of Positive to Negative Interactions for Observation 2: (Pos: Neg) _____

Side 1

Instructions on side 2



DAY/DATE: _____ BEGIN TIME/END TIME: _____ OBSERVER: _____ LOCATION: _____
 Agency & Staff: _____

| | 1 | | | | | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | | | | | | |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 |
| P1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DAY/DATE: _____ BEGIN TIME/END TIME: _____ OBSERVER: _____ LOCATION: _____
 Agency & Staff: _____

| | 1 | | | | | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | | | | | | |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 | 10 | 20 | 30 | 40 | 50 | 60 |
| P1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DAY/DATE: _____ BEGIN TIME/END TIME: _____ OBSERVER: _____ LOCATION: _____
 Agency & Staff: _____

| | 1 | | | | | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | | | | | | |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
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| P1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

+ = Positive Interaction
 - = Negative Interaction
 x = Individual Left Area
 N = No Interaction



| HOUSE Name | Tools of Choice | Last Tools Fidelity Check |
|------------|-----------------|---------------------------|
| Staff | 7/11/2015 | 3/18/2015 |
| Staff | 6/18/2015 | 3/18/2015 |
| Staff | 7/11/2015 | 12/11/2014 |
| Staff | 1/31/2017 | 3/18/2015 |
| Staff | 6/18/2015 | 12/12/2014 |
| Staff | 10/3/2015 | 12/11/2014 |
| Staff | 12/12/2015 | 4/9/2015 |
| Staff | 6/18/2015 | 12/12/2014 |
| Staff | 3/25/2017 | |
| Staff | 7/11/2015 | 12/9/2014 |
| Staff | 9/25/2016 | 1/30/2015 |

Dates represent the EXPIRATION DATE.

| | |
|------------------------|-------------------------|
| 1 time training | |
| Pending/Scheduled | |
| Expires within 90 days | |
| Expired/do not have | |
| Remain Necessary | |
| | *** On Medical Leave*** |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



The following were observed during a Tools Fidelity Check on **DATE:**

Staff 1

Staff 2

Staff 3

As usual at the [REDACTED], the Rate of Interactions are less frequent as the individuals tend to be more independent. But the genuine nature of the interactions were very good! During the few moments of Junk displayed, the Staff did a good job of using the PIVOT tool with each other (Pivot to another person/activity) and the Junk was over before anything could escalate.

Individual Notes:

Staff 1: Very good at creating opportunities for Stay Close CRR.

Staff 2: Good use of encouragement (“you got this”).

Staff 3: Used non-verbal ways to Stay Close. Excellent.

Group Notes: The only thing I noticed, which I may be misinterpreting, is the use of Sarcasm. I couldn’t tell if they were in on the joke. I only noticed it twice in the time I observed, and the positive interactions FAR outweighed the coercive interactions.

Overall everyone showed a good implementation of the Tools.

