



Implementation Fidelity Assessment Checklist

Instructions

Use this checklist as you develop your project. Although it is a checklist, the purpose of its use is not to “check” every item. Rather, the goal of this tool is encourage thoughtful reflection and consideration of critical aspects of the implementation an assessment project. Checking all the items on this list will not guarantee a perfect project, but the discussions you have regarding each item will help you improve your project. Finally, the tool is not designed to be used alone - it is best discussed with a team.

Implementation Fidelity Assessment is a Good Choice

- Part of a comprehensive assessment plan.
- Program can be observed or reviewed by an auditor or self (program is not already completed).
- Can clearly define the intended goals for the program and the program design.

Pre-assessment

- Plans for the program are clear and organized.
- Have well-defined outcomes intended for the program.
- Identify auditors (or self-audit).
- Pre-meeting with auditors to explain the intended outcomes and design of the program.
- Finalize the template for carrying out the assessment.

Conducting Implementation Fidelity Assessment

- Auditor tracks time of events as implemented.
- Auditor looks for unintended outcomes or events.
- Auditor evaluates adherence to planned program.
- Auditor evaluates quality (clarity, compelling, appropriateness, responsiveness, exposure) of planned program.
- A meeting is scheduled after the program to discuss findings.

Interpreting Results

- If find high fidelity but low achievement of outcomes, rework program.
- If find low fidelity then identify ways to improve the implementation of the program.

Other Tips

- Consider how to respect staff members' concerns about being evaluated or perceptions of evaluation.
- Store results for use in planning before the event is offered again.