

MODEL FIDELITY TOOLS; T4C

File Content List

Participant File Content List:

- Referral form
- Intake form
- Full PDRA
- Additional assessments (risk, needs, responsivity)
- Parental consent
- Pre/post Tests (i.e. How I Think Questionnaire, Youth Outcome Questionnaire)
- Homework
 - (1) Skill to Practice homework sheets (lessons 2-5, 11-15)
 - (2) Thinking Reports (lessons 6-10)
 - (3) Problem Solving homework sheets (16-24)
- Attendance
 - (1) Missed dates must be recorded, as well as the date the group is made up; if it is not made up, documentation should reflect this
- Participation /case notes

Important information to be recorded:

- Program start date
- Program discharge date
- Discharge status (successful/unsuccessful)
- Reason for unsuccessful discharge
- Incidents of rewards/incentives or disciplinary action/sanctions

Additional tools (if a form: does not necessarily have to be present, but could record whether tool was disseminated):

- Pre/post-assessments: How I Think Questionnaire, Youth Outcome Questionnaire
*For quality assurance, data should be collected within a week prior to group commencement, and one week after group conclusion.

Parental buy-in:

- Verification of receipt of parent orientation/handbook, other tools (i.e. provide summary of lesson reviewed; sign off on homework)
- Consent forms

Program File Content List (to be maintained by supervisor, program director)

- Group evaluation checklists
- Program materials (i.e. manual, forms)
- Program data
- Staff development data