

RENEW Integrity Tool (RIT) PART I

Facilitator Fidelity

(Malloy & Drake, 2012)

Instructions: This data collection tool is designed to 1) assess fidelity of implementation of the RENEW model, 2) assess the professional development needs of RENEW facilitators, and 3) assess the quality of RENEW service delivery.

The first RIT should be done with a facilitator after 6 months of providing services to youth, and then annually thereafter. Phase 4 questions should not be scored unless one or more youth are ready to transition out of RENEW services. The RIT should be completed for all youth for whom the facilitator has enrolled between the previous 3-15 months.

The RIT is completed at the Facilitator level by a RENEW staff member who interviews the facilitator, collects or views data and artifacts, and interviews youth and family members.

Facilitator: _____

Agency/School: _____

Date RIT Completed: _____ Project (If applicable): _____

First RIT: _____ Annual RIT: _____ Number of youth served since project started: _____

Number of currently active youth with this facilitator (youth included in this RIT): _____

Dates Facilitator Received

Training: _____

Enrollments:

Period beginning (mo./year) _____/_____ and ending (mo./year): _____/_____

How many youth have been approached to enroll in RENEW? _____

Of those, how many youth agreed to participate? _____ How many youth completed the futures plan maps?

How many youth formed individualized RENEW teams? _____ How many youth achieved at least one major goal? _____

Phase 1: Engagement and Mapping	Fully Implemented (4)	Mostly (3)	Somewhat (2)	Minimally (1)	Never (0)
1. The facilitator can describe, in measurable terms, the agency/school's eligibility criteria for RENEW	The facilitator describes with 80%-100% accuracy the school/agency's eligibility criteria for RENEW	The facilitator describes with 50%-79% accuracy the school/agency's eligibility criteria for RENEW	The facilitator describes with 25%-50% accuracy the school/agency's eligibility criteria for RENEW	The facilitator describes with accuracy fewer than 25% the school/agency's eligibility criteria for RENEW	The facilitator cannot describe any of the school/agency eligibility criteria for RENEW
2. Every youth on the facilitator's caseload that met the eligibility criteria for RENEW was enrolled in RENEW.	The facilitator engaged and enrolled in RENEW 80%-100% of the eligible youth on his or her caseload who was eligible.	The facilitator engaged and enrolled in RENEW 50%-79% of the eligible youth on his or her caseload who was eligible.	The facilitator engaged and enrolled in RENEW 25%-49% of the youth on his or her caseload who was eligible.	The facilitator engaged and enrolled in RENEW fewer than 25% of the youth on his or her caseload who were eligible.	The facilitator did not enroll in RENEW any youth on his or her caseload who were eligible.
3. The facilitator completed all required RENEW training sessions.	The facilitator completed 100% of the initial and booster sessions of RENEW required training.	The facilitator completed 80%-99% of the RENEW required training sessions and boosters.	The facilitator completed 60%-79% of the RENEW required training sessions and boosters.	The facilitator completed 40%-59% of the RENEW required training sessions and boosters.	The facilitator completed fewer than 39% of the RENEW required training sessions and boosters.
4. The RENEW facilitator participated in ongoing coaching (at least 1 X per month) from a trained RENEW coach including sharing futures plans, action plans, tracking forms, and service data.	Facilitator was fully prepared and fully participated in 80%-100% of every scheduled meetings with the RENEW coach.	Facilitator attended, participated in and was prepared for between 50% and 79% of the scheduled coaching meetings	Facilitator attended, participated in and was prepared for between 25% and 49% of the scheduled coaching meetings	Facilitator attended, participated in and was prepared for fewer than 25% of the scheduled coaching meetings	There were no coaching meetings or the facilitator participated 0% of the time.
5. The youth who was referred and his or her parent received a full orientation to the RENEW process.	There is documentation that 80%-100% of the youth and family members received a full orientation –	There is documentation that 50%-79% of the youth and family members received a full orientation –	There is documentation that 25%-49% of the youth and family members received a full orientation –	There is documentation that fewer than 25% of the youth and family members received a full orientation –	There is documentation that 0% of youth and family members received a full orientation –
6. Every youth who enrolled and his or her parents	There are the proper signed		There are the proper signed		There are no signed consents on file for

signed school/agency consent documents required to participate in RENEW.	consents on file for 100% of the youth and their family members		consents on file for fewer than 100% of the youth and their family members		the youth and their family members
7. The Roles and Responsibilities agreement was discussed with each youth who enrolled in RENEW & signed.	The Roles and Responsibilities agreements were signed and on file for 80%-100% of the youth enrolled.	The Roles and Responsibilities agreements were signed and on file for 50% - 79% of the youth enrolled.	The Roles and Responsibilities agreements were signed and on file for 25%-49% of the youth enrolled.	The Roles and Responsibilities agreements were signed and on file for fewer than 25% of the youth enrolled.	There are no signed Roles and Responsibilities agreements on file for the youth enrolled.
8. The facilitator's schedule allowed for youth to choose the mapping meeting times, frequencies and locations.	The meetings were held at times, frequencies, and locations chosen by 80%-100% of the youth	The meetings were held at times, frequencies and locations chosen by 50%-79% of the youth	The meetings were held at times, frequencies and locations chosen by 25%-49% of the youth	The meetings were held at times chosen by the youth less than 25% of the youth	The meetings times were always chosen by the staff/facilitator.
9. Each youth chose who would participate in his or her mapping meetings.	Individuals invited to the mapping meetings were chosen by the youth 100% of the time	Individuals invited to the mapping meetings were chosen by the youth 75%-99% of the time	Individuals invited to the mapping meetings were chosen by the youth 50%-74% of the time	Individuals invited to the mapping meetings were chosen by the youth 25%-49% of the time	Individuals invited to the mapping meetings chosen by the youth fewer than 25% of the time
10. The first futures plan mapping meeting was held within 3 weeks after the Roles and Responsibilities Agreement was signed.	There is documentation that the first mapping meeting took place within 3 weeks for 100% of the youth	There is documentation that the first mapping meeting took place within 3 weeks for 75-99% of the youth	There is documentation that the first mapping meeting took place within 3 weeks for 50%-74% of the youth	There is documentation that the first mapping meeting took place within 3 weeks for 25%-49% of the youth	There is documentation that the first mapping meeting took place within 3 weeks for fewer than 25% of the youth
11. The initial futures planning process was completed within 30 days.	There is documentation that the mapping process was completed within 30 days for 100% of the youth	There is documentation that the mapping process was completed within 30 days for 75% -99% of the youth	There is documentation that the mapping process was completed within 30 days for 50%-74% of the youth	There is documentation that the mapping process was completed within 30 days for 25%-49% of the youth	There is documentation that the mapping process was completed within 30 days for less than 25% of the youth
12. Mapping was conducted	There is	There is	There is	There is	There is

on flip chart paper (or similar visual) and all maps were completed: History, Today, Strengths/Accomplishments, People, Preferences, Dreams, Fears, Goals, Next Steps.	documentation that flip charts (or similar visual) were used and all MAPS were completed for 90%-100% of the youth.	documentation that flip charts (or similar visual) were used and all MAPS were completed for 75%-89 % of the youth	documentation that flip charts (or similar visual) were used and all MAPS were completed for 50%-74% of the youth	documentation that flip charts (or similar visual) were used and all MAPS were completed for 25%-49% of the youth	documentation that flip charts (or similar visual) were used and all MAPS were completed for fewer than 25% of the youth
13. The youth identified his or her strengths, goals, roadblocks, and needs for support and help.	The maps show that 80-100% of youth identified his or her strengths, goals, roadblocks, and support needs.	The maps show that 75-89% of the youth identified his or her strengths, goals, roadblocks, and support needs.	The maps show that 50-74% of the youth identified his or her strengths, goals, roadblocks, and support needs.	The maps show that 25%-49% of the youth identified his or her strengths, goals, roadblocks, and support needs.	The maps show that fewer than 25% of the youth identified his or her strengths, goals, roadblocks, and support needs.
14. At the end of the initial mapping process, the youth and facilitator identified specific objectives, next steps, and criteria for successful outcomes.	There is a documentation of specific goals, objectives, next steps, and criteria for success for 90%-100% of the youth	There is a documentation of specific goals, objectives, next steps, and criteria for success for 75%-89% of the youth	There is a documentation of specific goals, objectives, next steps, and criteria for success for 50%-74% of the youth	There is a documentation of specific goals, objectives, next steps, and criteria for success for 25%-49% of the youth	There is a documentation of specific goals, objectives, next steps, and criteria for success for fewer than 25% of the youth
15. The youth attended every mapping meeting, or notified the facilitator if he or she wanted to cancel the meeting.	Youth were in attendance at 100% of mapping meetings				Youth were in attendance at fewer than 100% of the mapping meetings.
TOTAL SCORES					
Fidelity SCORE for Engagement:					
1. Total Points: _____ Divided by 60 possible total points= _____ %					

2. Initial Plan Development	Fully Implemented (4)	Mostly (3)	Somewhat (2)	Minimally (1)	Almost Never (0)
16. The youth and facilitator worked together to identify and invite people who are critical to the accomplishment of the goals to be part of the youth's team.	There is documentation that the youth and facilitator worked together to identify and invite people who were critical to the accomplishment of the goals 90%-100% of the time	There is documentation every youth and facilitator worked together to identify and invite people who were critical to the accomplishment of the goals 75%-89% of the time	There is documentation every youth and facilitator worked together to identify and invite people who were critical to the accomplishment of the goals 50%-74% of the time	There is documentation every youth and facilitator worked together to identify and invite people who were critical to the accomplishment of the goals 25%-49% of the time	There is documentation every youth and facilitator worked together to identify and invite people who were critical to the accomplishment of the goals less than 25% of the time
17. The parent/caregiver was invited to be a member of the youth's team	Every youth's parent/caregiver was invited to the youth's meetings 90%-100% of the time.	Every youth's parent/caregiver was invited to the youth's meetings 75%-89% of the time.	Every youth's parent/caregiver was invited to the youth's meetings 50%-74% of the time.	Every youth's parent/caregiver was invited to the youth's meetings 25%-49% of the time.	Every youth's parent/caregiver was invited to the youth's meetings fewer than 25% of the time
18. Every parent/caregiver viewed the futures plan as presented by the youth.	90%-100% of the parents/caregivers have viewed the futures plans and can articulate the goals in their child's futures plan	75%-89% of the parent/caregivers can articulate the goals of their child's futures plan	50%-74% of the parent/caregivers can articulate the goals of their child's futures plan	25%-49% of the parent/caregivers can articulate the goals of their child's futures plan	Fewer than 25% of the parent/caregivers can articulate the goals of their child's futures plan
19. The first individual youth team meeting was held within 3 weeks of map completion.	There is documentation that the first team meeting was held within 3 weeks for 100% of the youth	There is documentation that the first team meeting was held within 3 weeks for 75%-99% of the youth	There is documentation that the first team meeting was held within 3 weeks for 50%-74% of the youth	There is documentation that the first team meeting was held within 3 weeks for 25%-49% of the youth	There is documentation that the first team meetings held within 3 weeks for 25% of fewer of the youth
20. All people who attended the team meetings received an orientation to the	There is documentation that through team surveys that indicate that 90%-100% of team	There is documentation that through team surveys that indicate that 75%-89% of team	There is documentation that through team surveys that indicate that 50%-74% of team	There is documentation that through team surveys that indicate that 25%-49% of team	There is documentation that through team surveys that indicate that fewer than 25% of

process prior to the meeting, including what their roles were and how they could contribute.	members have a clear understanding of their roles in the meetings	members have a clear understanding of their roles in the meetings	members have a clear understanding of their roles in the meetings	members have a clear understanding of their roles in the meetings	team members have a clear understanding of their roles in the meetings
21. The youth developed the groundrules for the meetings.	There is evidence that 90%-100% of the youth developed the meeting groundrules (through observation or interviews)	There is evidence that 75%-89% of the youth developed the meeting groundrules (through observation or interviews)	There is evidence that 50%-74% of the youth developed the meeting groundrules (through observation or interviews)	There is evidence that 25%-49% of the youth developed the meeting groundrules (through observation or interviews)	There is evidence that fewer than 25 % of the youth developed the meeting groundrules (through observation or interviews)
22. The youth presented his or her MAPs and needs at the first individualized team meeting and as needed.	There is evidence that 80%-100% of the youth presented their MAPS to the team (through observation or interviews)	There is evidence that 60%-80% of the youth presented their MAPS to the team (through observation or interviews)	There is evidence that 40%-59% of the youth presented their MAPS to the team (through observation or interviews)	There is evidence that 20%-39% of the youth presented their MAPS to the team (through observation or interviews)	There is evidence that fewer than 20% of the youth presented their MAPS to the team (through observation or interviews)
23. The first team meeting resulted in a written Youth/Team Plan with goals, objectives, timeframes and persons assigned to each objective.	There are written Youth/Team plans with specifics for 80%-100% of the youth	There are written Youth/Team plans with specifics for 50%-79% of the youth	There are written Youth/Team plans with specifics for 25%-49% of the youth	There are written Youth/Team plans with specifics for fewer than 25% of the youth	None of the youth served have here are written Youth/Team plans.
24. Data was integrated into the Youth/Team plan.	Plans include measures of success and data points 80%-100% of the time	Plan include measures of success and data points 50%-79% of the time	Plan includes measures of success and data points 25%-49% of the time	Plan includes measures of success and data points fewer than 25% of the time	There are no plans with measures of success or data points.
25. The concerns of all team members, especially those	The concerns of team members were evident in 80%-100%	The concerns of team members were evident in 50%-79%	The concerns of team members were evident in 25%-49%	The concerns of team members were evident in fewer than	There is no evidence that concerns of team members were

of the youth and parent, were considered in the development of the Youth/Team Plan.	of the Youth/Team plans	of the Youth/Team plans	of the Youth/Team plans	25% of the Youth/Team plans	evident in the Youth/Team plans
26. The Youth/Team plan related directly to the expressed needs and goals of the youth.	Flip charts cross checked against the plan show that the goals of the youth are in 100% of Youth/Team plans	Flip charts cross checked against the plan show that the goals of the youth are in 75%-99% of the Youth/Team plans	Flip charts cross checked against the plan show that the goals of the youth are in 50%-74% of the Youth/Team plans	Flip charts cross checked against the plan show that the goals of the youth are in 25%-49% of the Youth/Team plans.	Flip charts cross checked against the plan show that the goals of the youth are in less than 25% of the Youth/Team plans
TOTAL SCORE					
SCORE for Initial Plan Development:					
Total Points = _____/44 total possible points= _____ %					

3. Plan Implementation and Refinement	(4) Fully Implemented	Mostly (3)	Somewhat (2)	Minimally (1)	Almost Never (0)
27. Meetings were scheduled and held frequently enough to accomplish the futures plan goals (as agreed upon by youth and team members)	There is documentation that shows that meetings were held as planned 80%-100% of the time (action plan activities are being met)		There is documentation that shows that meetings were held as planned 50%-79% of the time		There is documentation that shows that meetings were held as planned fewer than 25% of the time
28. The futures plan, including the youth's strengths, needs, and the goals were the focus of every meeting.	Meeting documentation shows that the youth's goals were the focus of 90%-100% of all meetings (action plans)	Meeting documentation shows that the youth's goals are the focus of 75%-89% of all meetings (action plans)	Meeting documentation shows that the youth's goals are the focus of 50%-74% of all meetings (action plans)	Meeting documentation shows that the youth's goals are the focus of 25%-49% of all meetings (action plans)	Meeting documentation shows that the youth's goals are the focus of fewer than 25% of all meetings (action plans)
29. The youth facilitated every meeting as much as he or she could and wanted.	Observation or survey shows that 80%-100% of the meetings were led by the youth	Observation or survey shows that 50%-79% of the meetings were led by the youth	Observation or survey shows that 25%-50% of the meetings were led by the youth	Observation or survey shows that fewer than 25% of the meetings were led by the youth	Observation or survey shows that no meetings were led by the youth
30. Youth were present and engaged at every meeting.	Documentation shows that every youth participated in 100% of the meetings		Documentation shows that youth participated in 50%-99% of the meetings		Documentation shows that every youth participated in fewer than 50% of the meetings
31. Team members followed through on their assignments.	There is documentation that action steps were completed 80%-100% of the time.	There is documentation that action steps were completed 60%-79% of the time.	There is documentation that action steps were completed 40%-59% of the time.	There is documentation that action steps were completed between 1% and 39% of the time.	There is documentation that none of the action steps ever completed.

32. The youth, facilitator, and team members developed and/or coordinated education-related activities and supports as identified in the Futures Plan	100% of the educational goals and needs of each youth were addressed by the team	80%-99% of the educational goals and needs of each youth were addressed by the team	60%-79% of the educational goals and needs of each youth were addressed by the team	40%-60% of the educational goals and needs of each youth were addressed by the team	Fewer than 39% of the educational goals and needs of each youth were addressed by the team
33. The youth, facilitator, and team members developed and/or coordinated the employment, work-based learning, and internship activities, as identified in the Futures Plan.	80%-100% of the vocational/employment goals and needs of each youth were addressed by the team	60%-79% of the vocational/employment goals and needs of each youth were addressed by the team	40%-59% of the vocational/employment goals and needs of each youth were addressed by the team	25%-39% of the vocational/employment goals and needs of each youth were addressed by the team	Fewer than 25% of the vocational/employment goals and needs of each youth were addressed by the team
34. Community resources are being accessed by and for the youth.	There is evidence that every youth has accessed at least one new activity, service or resource since starting the process	There is evidence that 75%-99% of youth has accessed at least one new activity, service or resource since starting the process	There is evidence that 50%-74% of youth has accessed at least one new activity, service or resource since starting the process	There is evidence that 25%-49% of youth has accessed at least one new activity, service or resource since starting the process	There is evidence that fewer than 25% or none of the youth has accessed at least one new activity, service or resource since starting the process
35. Behavior supports are provided as indicated by the youth's needs and plan.	The action plans document the provision of behavior supports for 100% of youth who need it	The action plans document the provision of behavior supports for 75%-99% of youth who need it	The action plans document the provision of behavior supports for 50%-74% of youth who need it	The action plans document the provision of behavior supports for 25%-49% of youth who need it	The action plans document the provision of behavior supports for fewer than 25% of youth who need it

36. Accomplishments of the youth and team are documented and recognized at every meeting.	Action plan and surveys or interviews show that youth and team progress was recognized at 80%-100% of the meetings.	Action plan and surveys or interviews show that youth and team progress was recognized at 50%-79% of the meetings.	Action plan and surveys or interviews show that youth and team progress was recognized at 25%-49% of the meetings.	Action plan and surveys or interviews show that youth and team progress was recognized at fewer than 25% of the meetings.	Action plan and surveys or interviews show that youth and team progress was never are recognized at the meetings.
37. A written action plan is developed at the end and reviewed at the beginning of every meeting, and is shared with all team members.	Written action plans are completed at the end of every meeting, distributed to members, and reviewed at the next meeting 80%-100% of the time	Written action plans are completed at the end of every meeting, distributed to members, and reviewed at the next meeting 60%-79% of the time	Written action plans are completed at the end of every meeting, distributed to members, and reviewed at the next meeting 40%-59% of the time	Written action plans are completed at the end of every meeting, distributed to members, and reviewed at the next meeting 25%-39% of the time	Written action plans are completed at the end of every meeting, distributed to members, and reviewed at the next meeting less than 25% of the time
38. The youth has had the same facilitator throughout the process	The facilitator has worked the same youth 100% of the time since the beginning of the process	The facilitator has worked the same youth 80%-99% of the time since the beginning of the process	The facilitator has worked the same youth 50%-79% of the time since the beginning of the process	The facilitator has worked the same youth 25%-49% of the time since the beginning of the process	The facilitator has worked the same youth less than 25% of the time since the beginning of the process
TOTAL SCORES					

TOTAL SCORE for Plan Implementation and Refinement;
 Number of Points Achieved: _____ / 48 total possible points= _____

TOTAL RIT SCORE:

Engagement: Points: _____ %

Initial Plan Development: Points: _____ %

Plan implementation and refinement: Points: _____ _____ %
TOTALS: Points: _____ / 152 = _____ % OVERALL RIT SCORE

Documents to Collect and Additional Items:

1. Youth/Team Plan
2. View MAPS
3. Facilitator Training and Booster Trainings Attended Dates:

4. FOR YOUTH WHO HAVE EXITED RENEW (This does not include youth who have been placed or related without previous notice)...	Fully Implemented (4)	Mostly (3)	Somewhat (2)	Minimally (1)	Never (0)
1. Youth exit RENEW in a positive manner	80%-100% of youth exited RENEW in a positive manner		50%-79% of youth exited RENEW in a positive manner		50% or more of youth dropped out of the process before having achieved their goals
2. Youth exit RENEW with a written set of goals and next steps	100% of youth who exited RENEW had a written set of goals and next steps	80%-99% of youth who exited RENEW had a written set of goals and next steps	50%-79% of youth who exited RENEW had a written set of goals and next steps	25%-49% of youth who exited RENEW had a written set of goals and next steps	Fewer than 25% of youth who exited RENEW had a written set of goals and next steps
3. Transitioning out of RENEW has been discussed with the youth and the team.	80%-100% of the youth who exited RENEW did so after agreement by the team	60%-79% of the youth who exited RENEW did so after agreement by the team	40%-59% of the youth who exited RENEW did so after agreement by the team	25%-39% of the youth who exited RENEW did so after agreement by the team	Fewer than 25% of the youth who exited RENEW did so after agreement by the team
4. The data show that the youth had met his or her goals and had sufficient resources to transition to a less intensive service or support system.	Team discussion and goal attainment show that 80%-100% of the youth who exited RENEW were ready for a less intensive service	Team discussion and goal attainment show that 60%-79% of the youth who exited RENEW were ready for a less intensive service	Team discussion and goal attainment show that 40%-59% of the youth who exited RENEW were ready for a less intensive service	Team discussion and goal attainment show that 25%-39% of the youth who exited RENEW were ready for a less intensive service	Team discussion and goal attainment show that fewer than 25% of the youth who exited RENEW were ready for a less intensive service
5. The youth exited with a designated point person who will continue to check in and monitor progress.	There is an identified point person who has the ability and time to check in a monitor the progress for 100% of the youth who exited	There is an identified point person who has the ability and time to check in a monitor the progress for 80%-99% of the youth who	There is an identified point person who has the ability and time to check in a monitor the progress for 50%-79% of the youth who	There is an identified point person who has the ability and time to check in a monitor the progress for 25%-49% of the youth who	There is an identified point person who has the ability and time to check in a monitor the progress for fewer than 25% of the youth

	RENEW	exited RENEW	exited RENEW	exited RENEW	who exited RENEW
TOTAL SCORE					
SCORE for Exiting RENEW:					
Total Points Achieved _____ / 20 points = _____ % Overall Fidelity Score for Exiting RENEW					

RENEW Integrity Tool (RIT) PART II Meeting Facilitation Observation

INSTRUCTIONS: This checklist should be completed with new facilitators and at least once a year by a supervisor or trainer to ensure that the facilitator is using best practices and high quality facilitation techniques. The checklist is completed by observing a facilitator in at least one futures planning meeting with a youth. This checklist may be used as part of a staff evaluation. This checklist includes a list of skills from descriptions and training frameworks for group facilitation (Patty Cotton, 2003; Sam Kaner & David Sibbet, 2000).

Facilitator _____ Observer _____ Date of Observation _____

Indicator and Behavior	Always Present (90%+) (3)	Sometimes Present (50-90%) (2)	Seldom or Present (less than 50%) (1)	Comments
The facilitator.....				
1. Is neutral; s/he does not take sides and does not express or advocate points of view during the process.				
2. Is aware of group and organization dynamics, in order to foster natural group strengths.				
3. Supports and ensures that the youth is respected and is the primary authority regarding his/her life decisions.				
4. Creates procedures for and effectively facilitates meetings (i.e. well-developed agendas, decision making methods, ground rules etc.)				
5. Uses clear and simple language that ensures that all individuals stay with the process rather than rush to premature solutions.				
6. Manages conflicts within the group and uses the incidents as				

learning opportunities for the process itself.				
7. Uses facial expressions and body language that expresses empathy and understanding (looks at the person speaking, summarizes, reflects, appropriately).				
8. Elicits positive responses from the youth (he/she wants to talk more, affirms that he or she has been heard, etc.)				
9. Asks open-ended questions and questions that promote exploration of ideas and insight				
10. Shows patience, let's silence occur, and does not talk to fill space				
11. Uses the flip charts recording to facilitate group and individual learning				
12. Records, summarizes and shares information such that it is accessible to and clear to everyone.				
13. The facilitator tells the youth what will happen, and next steps (orients and summarizes).				

<p>Meeting Facilitation Observation</p> <p>Total Number of Points Achieved: _____/39 Total Possible Points: _____%</p>
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