SAMPLE

Program Fidelity Checklist

Program Implementation Fidelity	X	Notes
All program facilitators and key stakeholders understand the relationship between implementing the program with fidelity and reaching the intended participant outcomes.		
SOPs have been developed for each agency.		
SOPs from various agencies align with one another.		
SOPs from various agencies align with the RFK NRC Procedures and Protocol Guide.		
SOPs are current and accurately reflect program activities and goals.		
All stakeholders agree upon a shared definition of the target population, which is defined in the SOPs.		
All procedures are clearly defined and understood by relevant stakeholders and staff.		
All key components of the program are being adhered to as intended per the SOPs.		
All key personnel expected to adhere to SOPs have been informed and trained in the necessary procedures to ensure high-quality program delivery.		
All program components were delivered & implemented in a timely manner as defined in the SOPs.		
All program components were delivered & implemented fully and completely as expected.		
All key stakeholders are actively engaged in the program and related meetings.		
Target population is being accurately identified.		
Target population is being exposed to the full program.		
The site / program facilitators have developed procedures to monitor the fidelity of program delivery.		
Communication/Messaging about the DIY Initiative to stakeholder agencies' personnel to raise awareness of the program is occurring.		
Communication has been established between program facilitators and data team.		

Data Readiness		
The site completed / finalized a logic model to help guide the evaluation		
Baseline data exist and could be extracted.		
Baseline data have been extracted and examined.		
A data action plan has been completed, and key stakeholders recognize that it is a dynamic reference source that may be updated as needed.		
All relevant stakeholders contributed to the development of the data action plan.		
The site explored their data systems for capacity to gather and systemize data reporting including responsibility (who will be pulling/compiling data), sources (identify all key systems from which data will be extracted), and periodicity (how often will the data be compiled and reported?).		
The site has discussed potential costs and resource demands of their data collection plan and adapted/modified the plan as needed.		
Evaluation Commitment/Readiness		
All evaluation activities (including the current fidelity checklist) will reflect professional integrity and transparency, with adherence to appropriate quality assurance/CQI processes that assure data accuracy and program fidelity.		

This checklist was developed by the NCJFCJ/NCJJ team to assess readiness of sites for DIY program evaluation. Items have been adapted from various sources, as well as constructed to meet the needs of this specific evaluation area.