

R-TFI 2.0 Administration Fidelity Checklist

This checklist is to be used during an observation of the administration of the Reading Tiered Fidelity Inventory 2.0 or as a self-reflection tool after administration.

Directions: Review each step in table 1.0 and circle either Y, N, or N/A for Yes, step completed, No, step was not completed, or N/A, step was not applicable.

Table 1.0 R-TFI 2.0 Administration Fidelity Checklist

Protocol Steps	Yes	No	N/A
1. Respondents Invited: Adequate time is scheduled to complete the R-TFI 2.0 (1-2 hours per Tier, plus additional time for planning based on results), and all team members received an invite.	Y	N	N/A
2. Materials Prepared in Advance: The facilitator gathers data sources before the administration and ensures all team members have access. Print or electronic copies of the R-TFI 2.0 are available for all participants.	Y	N	N/A
3. Overview: The facilitator provides an overview of the purpose, roles, administration process, and scoring procedures (simultaneous and public voting). For first administration, pre-correct that today is a baseline, and scores will likely be low.	Y	N	N/A
4. Note Taker: Identify the note taker and provide access to the MiMTSS Data System (Michigan schools) or R-TFI Reporting System (all other schools) to enter scores and notes and display results.			
5. Use of Data Sources: Pre-correct data sources to ensure accurate self-assessment. A data source is needed to substantiate any item that scores a 2.	Y	N	N/A
6. Item Explanation: Each item is read aloud, clarifying, including definitions of key terms.	Y	N	N/A
7. Voting: After the facilitator reads the item and highlights differences in scoring, the facilitator says, “ready, set, vote,” and all respondents vote simultaneously using fingers or cards.	Y	N	N/A
8. Vote Tallying: The facilitator tallies the votes and notes agreement or discrepancies for each question.	Y	N	N/A

Protocol Steps	Yes	No	N/A
9. Consensus: If a complete agreement is reached, move on to the next question. If not, the facilitator invites a brief discussion and prompts a review of data sources. The group is asked to vote again to reach a consensus, defined as the minority can live with the majority decision.	Y	N	N/A
10. Scores and Notes: The note taker documents the final consensus score decision and enters any notes directly in the MiMTSS Data System or R-TFI Reporting System, displayed for all participants to see.	Y	N	N/A
11. Data Summary: After the last question has been answered, the recorder will display the results on the School Dashboard.	Y	N	N/A
12. Review: The facilitator will highlight scores that moved positively and celebrate progress toward 80%.	Y	N	N/A
13. Action Planning: Either after scoring or at another scheduled meeting, the facilitator works with the team to analyze results, develop or modify the Implementation Plan, and communicate with stakeholders about the results and next steps.	Y	N	N/A
14. Conclusion: The facilitator thanks the team for their openness and sharing.	Y	N	N/A
15. Monitor: The team reviews and provides status updates on the implementation and impact of the plan.	Y	N	N/A

Comments/Notes:

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