

School-wide PBIS Tiered Fidelity Inventory Administration Fidelity Checklist

This checklist is to be used during an observation of the administration of the School-wide PBIS Tiered Fidelity Inventory version 2.1 (SWPBIS TFI) or as a self-reflection tool after administration. Table 1 is adapted from the SWPBIS TFI Manual from the OSEP Technical Assistance Center on Positive Behavioral Interventions and Supports.

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 SWPBIS TFI Administration Fidelity Checklist

Protocol Steps	Yes	No	N/A
1. Respondents Invited: Adequate time is scheduled to complete the SWPBIS TFI and all team members received an invite.	Y	N	N/A
2. Materials Prepared in Advance: Gathering of data sources is prompted in advance of administration. Print copies of the SWPBIS TFI are available for all participants.	Y	N	N/A
3. Overview: 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. Data Entry: Ensure person identified as recorder has access to PBIS Assessment and the MiMTSS Data System to enter scores/notes.	Y	N	N/A
5. Use of Data Sources: Pre-correct for the use of data sources to ensure accurate self-assessment. For any item scored as a 2, a data source is needed to substantiate it.	Y	N	N/A
6. Administration: Each item is read aloud, providing any clarification, including definitions of key terms. After the Administrator reads the item and highlights differences in scoring, the Facilitator provides any needed clarification on the item, then prompts the vote. Respondents vote simultaneously and publicly to neutralize influence during the voting process (e.g., hold up 2 fingers to vote “fully in place,” 1 finger to vote “partially in place,” or a closed hand to vote “not in place” or holds up a card with the number 0, 1, or 2).	Y	N	N/A

Protocol Steps	Yes	No	N/A
7. Administration: Facilitator tallies the votes and notes agreement or discrepancies for each question.	Y	N	N/A
8. Consensus: If complete agreement is reached move on to the next question. If not, the Facilitator invites an open, brief discussion of the reasons for differences in scoring. The group is asked to vote again. The vote can occur multiple times at the discretion of the Facilitator. The goal is to reach consensus. Consensus means that the minority voters can live with and support the majority decision on an item. If the minority persists in not being able to live with the majority vote, the Facilitator encourages further discussion at a later time and the majority vote is recorded so that the results can be scored and graphed.	Y	N	N/A
8. Recording: Recorder documents each scoring decision and notes in the MiMTSS Data System, projected for all participants to see when possible.	Y	N	N/A
9. Data Summary: After the last question has been answered, the recorder selects the Behavior Fidelity tab in the MiMTSS Data System dashboard to display graphs of total, scale and sub-scale scores.	Y	N	N/A
10. Review: While viewing the graphs, Facilitator highlights that moved in a positive direction and celebrates progress toward 80% or better scale scores.	Y	N	N/A
11. Action Planning: Facilitator will prompt a discussion regarding when the team will generate the SWPBIS TFI item report and analyze data to inform improvements.	Y	N	N/A
12. Accuracy Check: Based on product reviews of data sources, Administrator/Facilitator identifies items which were scored inaccurately by the team and determines steps to take to increase accuracy of future administrations.	Y	N	N/A
13. Conclusion: Administrator/Facilitator thanks the team for their openness and sharing in the discussion.	Y	N	N/A

Comments/Notes:

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