

Fidelity Checklist

The Fidelity Checklists provided through this Guide highlight most items that should be monitored on an ongoing basis. Use this checklist to monitor prevention strategies, and if necessary, modify strategies to better suit the program. Keep in mind, making updates or changes to the Fidelity Checklist should not alter the way the program was intended to be implemented.

While a Fidelity Checklist is a tool used during the Implementation step of the Strategic Prevention Framework, it is recommended to utilize the checklist during the Planning step to best inform the process and ensure the EBP can be delivered with full fidelity.

Fidelity Checklists may be completed by coordinators, supervisors or coalition members involved in strategy planning and implementation.

To learn more about fidelity, see the Iowa HHS Prevention Guide.

Evidence-based practice waiver & adaptation requests

All prevention professionals are strongly encouraged to select an EBP from the Agency approved list. In the event an EBP is not included on the pre-approved list, prevention professionals may request approval for consideration of another EBP by emailing bsaprevention@hhs.iowa.gov and details will be provided.

Subsequently, all selected evidence-based practices, programs and policies must be implemented with fidelity to ensure the desired outcomes are achieved. Fidelity is defined as the degree to which a program is implemented according to its design. Prevention professionals may request consideration of a modification and/or adaptation to a practice, program or policy by emailing bsaprevention@hhs.iowa.gov and details will be provided.

Common adaptations may include the following:

- Deletions or additions (enhancements) of program components.
- Adaptations in the nature of the components that are included.
- Changes in the manner or intensity of administration of program components called for in the program manual, curriculum, or core components analysis; and
- Cultural or other adaptations required by local circumstances.
 - SAMHSA's resource guide for Adapting Evidence-Based Practice for Under-Resourced Populations is available [here](#).

However, adaptations are not encouraged when the purpose is to make it easier or more convenient to implement the program; to stick to what is familiar or fun; to drop controversial topics; or because educators lack appropriate time, training, or preparation.

Adaptations that would not be allowed include the following:

- Shortening a program (reduce the number of sessions or the length of sessions).
- Reducing or eliminating activities that personalize risk or practice skills.

- Competing with or diluting the program's goals.
- Replacing interactive activities with lectures or individual work.

The Evidence-Based Practice Review Team, which is a subcommittee of the Agency-led Evidence-Based Practice Workgroup, will review all waiver and adaptation requests and provide a response in a timely manner. Once a determination has been made, the Agency Project Director/Coordinator will notify the prevention professional of the decision.

Note: Submission of an EBP Adaptation Form or EBP Waiver Request Form does not constitute approval. Agency funded prevention professionals are encouraged to identify alternative prevention strategies to utilize in the event the EBP Adaptation Request Form or EBP Waiver Request Form is denied.

Key Steps to Consider When Planning for Prevention Strategies

Plan for a balanced action plan

In collaboration with the community stakeholders, prevention professionals should plan for a balanced action plan that utilizes a mix of individual and environmental strategies as well as serves Iowans across the lifespan. Having a balanced action plan that uses multiple prevention strategies will likely produce the best outcomes.

Plan for and build capacity

Key stakeholders must be identified and engaged in the planning process. This includes the population of focus, members of any disparate populations and those whose knowledge and permission are key to planning and implementation. Depending on the service, this may include school personnel, retailers, parents and law enforcement.

In addition to community stakeholders, prevention professionals should strive to engage a coalition/subcommittee in their prevention efforts.

Capacity Building

Create a capacity-building plan to continually engage community stakeholders.

Some ideas include:

- ▶ Build support for this strategy from community members, school districts and youth serving organizations.
- ▶ Focus on how the service can lead to reducing alcohol, tobacco and illicit drug use, problem gambling and/or suicide within the population of focus.
- ▶ Gain support from parents, educators, youth, and the community at-large.
- ▶ Hold individual meetings with those who are in key positions to affect change such as educators and administrators.
- ▶ Meet with groups and recruit individuals to participate in focus groups. Identified groups will vary depending on the population of focus identified; and include representatives from across the lifespan within the coalition.

Media Advocacy

Plan to build support and capacity for the priority and the strategies being implemented by creating a media advocacy plan. Media advocacy differs from media campaigns. Media campaigns serve to support and promote the work of EBPs identified by providing information related to the

priority issue. Media advocacy works to educate the community about the progress of each strategy in simple terms and promote opportunities for engagement and involvement in prevention services.

A media advocacy plan may involve:

- ▶ Press releases
 - County data regarding the priority and support of the strategies
 - Promoting the work of the coalition
 - Goals of the strategies and planned outcomes
 - Implementation of the strategies
 - Service and outcome status
- ▶ Fact sheets
- ▶ Email signature lines containing the vision of the coalition and priority resources
- ▶ Website landing pages
- ▶ Public Service Announcements
- ▶ Participation in community events

Plan for Fidelity

- ▶ Use the fidelity checklists provided, and any provided by the program/strategy developer, to ensure the EBP is implemented with fidelity. Delivering an EBP with fidelity increases the likelihood that the EBP's stated outcomes will occur.

Dosage and Frequency

- ▶ Dosage and frequency will be determined once the population of focus (grade/age/specific group and location) are selected during creation of the Strategic Plan.
- ▶ The dosage needs to be enough to reach a "tipping point" to make change for the focus population.

Plan for Evaluation

- ▶ Identify who will conduct evaluation efforts including data collection, interpretation and sharing of results.
- ▶ Identify needed permissions. This includes reviewing any Agency required pre/post survey instruments provided and securing needed permissions such as those from school/organization staff to conduct and parent permission for students to participate.

Plan for Sustainability

- ▶ Involve stakeholders throughout the process so they understand the Strategic Prevention Framework, EBP selection process and how implementing EBPs with fidelity builds capacity for sustaining effective prevention approaches and outcomes.
- ▶ Sustainability is more likely to be achieved if it is considered from the beginning. As the selection process is being considered in the Planning step, it can be helpful to consider core components, costs and level of time and effort that will be needed to sustain the service when funding ends.
- ▶ Sustainability planning should begin as early as the Capacity and Planning steps with efforts throughout implementation to work towards creating formalized agreements, including creating a Memorandum of Understanding, if applicable, that outline specific costs and responsibilities.

In summary, once prevention professionals and their community stakeholders have thought about the variety of key steps to consider when selecting a prevention service, now is the time to put the planning into action. On the next page, the Iowa HHS Evidence-Based Program/Policy Selection Checklist includes the key steps that need to occur once an EBP has been selected. In collaboration with community partners, continue to take a deeper dive into each of the steps. The last column of the checklist is for notes where your prevention professionals will identify strengths, opportunities and potential gaps to address prior to implementation.

Note: See the next page for the Evidence-Based Program/Policy Selection Checklist. This tool is to be used in collaboration with coalitions and community partners.

Iowa HHS Evidence-Based Program/Policy Selection Checklist

Name:

Date the checklist was completed:

**Complete a new checklist for each EBP selected*

Key Steps	Description of Key Steps
Identify Stakeholders	<p>Identifying and engaging the right stakeholders helps assure that you will have the capacity needed to choose the service with the best fit and then have the resources for implementation.</p> <p>Begin with a group of knowledgeable stakeholders including community members of diverse or disparate populations and those who are impacted by the identified intervening variables and underlying conditions, including both those in the population of focus and agents of change.</p> <p>As you move through the EBP selection process, you will need to engage additional stakeholders. For example, if the coalition is considering implementing a change in Social Host, you will need to engage the City or County Attorney. If considering choosing a curriculum to be implemented in the local schools, you will need to engage school district staff who can give permission for programming to happen in the schools and help with scheduling and survey administration.</p> <p>The Prevention Collaboration in Action toolkit is a great resource for identifying and engaging stakeholders.</p>
Provide Training	<p>Once stakeholders are engaged, provide training on the process. Having context and understanding for the EBP selection process builds capacity for engagement as well as sustainability. Those involved should have a basic understanding of the SPF and the EBP selection process including how to test for best fit and consider implementation fidelity. The Agency will have resources available for training local stakeholders that can be utilized.</p>
Review Planning Documents	<p>Everyone engaged in prevention service selection and providing support for implementation should understand the Strategic Plan with a focus on the Logic Model and how the coalition arrived at the intervening variables and underlying conditions.</p>
Identify Potential Strategies	<p>Once stakeholders understand the intervening variables and underlying conditions for each priority area, they can begin to go through the EBP Guide to select potential strategies.</p> <p>Appendix A contains a summary chart of EBPs approved for each priority area and intervening variable. Each funding opportunity will differ in the types of allowable</p>

practices, programs and policies that may be permissible for use per grant expectations.

Each Agency funded prevention professional must refer to their awarded prevention funding opportunity Request for Proposal (RFP), specific contract requirements or guidance documents for more details.

Go Through Best Fit Steps for Each Service After potential strategies have been identified, the coalition or committee should walk through the “best fit” steps for each service.

Review Fidelity Guidelines As you are reviewing each service for fit, it is also important to consider what will be needed to implement each service with fidelity. This can inform if you will have the capacity and resources needed to implement this service in a way that will be most likely to lead to expected outcomes.

If you do not currently have the capacity or resources, you will need to determine if it is reasonable to expect that you can take the time to secure or build them and still have enough time to implement the strategy successfully or if you will need to choose another service.

Apply for Permission to Make Adaptations (if Applicable) After working through the EBP Guide and the “best fit” process, it may be determined the coalition would adapt a service to make it a better cultural or practical fit. The Agency has outlined a process for requesting permission to make planned adaptations to an EBP.

Commit to Strategies Once you have been through all the steps and determined if you will be able to make any adaptations, if applicable, you can make a final selection of which strategies you will implement.

Engage Additional Partners as Needed As you move through this process, you may realize that there are stakeholders or partners that need to be engaged for successful planning and implementation. Remember that the SPF is a circle because while you move initially through each step in progression, you often need to go back and gather more assessment data or build additional capacity for strategies to be successful.

Outline Fidelity Process Once strategies have been decided upon, work to determine how you ensure that it is implemented with fidelity using the fidelity checklists provided in this guide, in addition to any fidelity guidance provided by the strategy developer or research.