

RENEW Coaches Integrity Tool (RCIT)

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(Malloy, Francoeur, Drake, Cloutier, O'Rourke, Flammini, & Hearn, 2017; Francoeur, Cloutier, & Jones, 2021)

Instructions: The RENEW Coaches Integrity Tool (RCIT) is designed to: 1) assess quality and fidelity of coaching in the RENEW practice, 2) assess the professional development needs of a RENEW Coach, and 3) provide evidence toward attainment of RENEW Coach Certification.

The RCIT is completed by a UNH IOD RENEW Trainer to evaluate the readiness of a prospective RENEW Coach. The UNH IOD RENEW Trainer should observe (in-person or video-recorded) one RENEW Overview Presentation and at least one hour of active coaching (1:1 or with Implementation Team).

Fidelity of implementation is achieved when the score is 75% or higher in **each** domain. Domains under 75% may guide discussion for improvement and additional training and mentoring.

Prospective RENEW Coach being observed: _____

Prospective RENEW Coach's Organization/Employer: _____

UNH IOD RENEW Trainer Administering the RCIT: _____

| Date RCIT administered | RENEW Overview Presentation | Active coaching observation |
|------------------------|-----------------------------|-----------------------------|
| Date: _____ | Date: _____ | Date(s): _____ |

RENEW Coaches Integrity Tool (RCIT)

| Domain 1: Facilitator Performance Feedback and Coaching | | | | | | |
|---|-----------------------------|--|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 1 | Professionalism | <ul style="list-style-type: none"> Schedules meetings in advanced, e.g., monthly coaching meetings, Implementation Team meetings Arrives on time for each coaching meeting, prepared with coaching materials and relevant data Understands, follows, and coaches Facilitators on following school/agency protocol around interacting with youth (e.g., privacy, safety, maintaining, appropriate boundaries, mandated reporting, etc.) Verbal and written communication is consistently respectful and professional | | | | |
| 2 | Performance Feedback | <ul style="list-style-type: none"> Conducts monthly 1:1 coaching meeting with each Facilitator, using active listening and reflective communication strategies Feedback provided is direct, timely, aligns with specific Facilitator skills and competencies, and is incorporated into each coaching meeting Prompts Facilitators to use RENEW Facilitator Reflection Tool during all four phases of the RENEW Process to reflect on their own performance, as well as to guide feedback Provides constructive feedback around areas of need or opportunities for improvement during every coaching meeting Recognizes and celebrates successes with Facilitators during every coaching meeting | | | | |

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|---|-------------------------|---|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 3 | Coaching Process | <ul style="list-style-type: none"> • Begins 1:1 coaching meetings with each Facilitator before the Facilitator completes initial RENEW training to ensure the Facilitator has identified a youth to work with within two weeks of completing training • Works with Facilitators to ensure logistics are addressed, e.g., obtaining supplies, securing meeting space, orienting families and obtaining consent, etc. • Is familiar with Facilitators' caseloads, including critical challenges or barriers associated with individual youth, as well as Facilitator support needs. • Conducts regular observations of Futures Planning and Youth Team meetings, at least one of each per Facilitator per youth until Facilitator reaches fidelity. • Effectively coaches Facilitators through all four phases of the RENEW process (Engagement and Futures Planning; Team Development, Planning, and Facilitation; Implementation and Monitoring; Transition to Less Intensive Supports). • Guides Facilitators to revisit RENEW Maps, revise or add goals as appropriate. • Advises Facilitators on ensuring RENEW youth goals are aligned with other treatment or service plans, e.g., IEPs, 504 plans, mental health treatment plans, etc. | | | | |

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| Domain 1: Facilitator Performance Feedback and Coaching | | | | | | |
|--|---|---|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 4 | Use of RENEW Coaching Tools | <ul style="list-style-type: none"> Prompts Facilitators to use required tools in their practice (including Youth/Team Action Plan – see RENEW Facilitator Tools Req. and Optional document). Ensures Facilitators are enrolled in the RENEW Facilitator Learning Portal, access it regularly, and use the most recently updated materials and tools available on the Portal. Administers RENEW Integrity Tool (RIT) with each Facilitator within 3-4 months of youth enrollment, then every 6 months thereafter Administers RENEW Implementation Checklist (RIC) at least 2x/year Models use of Mapping to problem-solve with Facilitators | | | | |
| 5 | Support for Facilitators' Professional Development | <ul style="list-style-type: none"> Uses the Facilitator Reflection Tool to plan appropriate professional development activities with Facilitator Uses the RIT to identify and support each Facilitator's professional development needs and goals Supports Facilitators to attain certification, if that is an identified goal Facilitates group Facilitator booster sessions that are focused on process and skill development (not youth and family issues) | | | | |
| Fidelity score for Domain 1: Total points _____ /20 possible points = _____ % | | | | | | |

RENEW Coaches Integrity Tool (RCIT)

| Domain 2: Data Use | | | | | | |
|--------------------|--|---|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 1 | Knowledge and Understanding of Data | <ul style="list-style-type: none"> Knows and understands: <ul style="list-style-type: none"> How RENEW Implementation Checklist (RIC) data are collected and shared. How RIC data inform program structures to support Facilitators' work. How RENEW Implementation Tracker (4 phases of RENEW/process/timelines) data are collected and shared. How RENEW youth outcome data (e.g., youth achieving benchmarks) are collected and shared. How RENEW fidelity (i.e., Facilitators adhering to the model per the RIT) data are collected and shared. Understands and communicates the purpose and importance of RENEW data collection to supervisors, Facilitators, Implementation Team members, and other stakeholders. | | | | |
| 2 | Collection of Data | <ul style="list-style-type: none"> Establishes and thoroughly documents a clear data collection process and timeline, trains new Facilitators on this process, and revisits it regularly (e.g., booster trainings, "data parties," etc.). Ensures all Facilitators have access to data collection system, while protecting confidentiality. Administers the RENEW Implementation Checklist (RIC) with the Implementation Team at least twice a year. Administers the RIT with each Facilitator for each youth, within 3 months of enrollment (or signing of RENEW Roles & Responsibilities Agreement), then every 6 months thereafter. Collects quarterly youth-specific outcome and Implementation Tracker (process) data in a timely manner. Collects and compiles additional data as directed by Implementation Team (e.g., CANS), if/when applicable. | | | | |

RENEW Coaches Integrity Tool (RCIT)

| Domain 2: Data Use | | | | | | |
|---|--------------------------------|---|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 3 | Use and Sharing of Data | <ul style="list-style-type: none"> Compiles, analyzes, and presents data for regularly scheduled reviews with Facilitators (monthly) and Implementation Team (quarterly). Works with Implementation Team to strategically identify which youth outcome data to collect and share with the organization and other stakeholders, based on what data are meaningful to youth progress. Uses RIC data (2x/year) and Action Plan monthly with Implementation Team to celebrate successes, as well as identify areas of need to problem-solve around. Uses Implementation Tracker data (i.e., monitoring implementation across the 4 phases of RENEW) at monthly Implementation Team meetings to make decisions and identify actionable steps. Gives Facilitators feedback that is data-based, observable, and leads to actionable steps. Summarizes and presents data in a way that others can understand. | | | | |
| Fidelity score for Domain 2: Total points _____ /12 possible points = _____% | | | | | | |

RENEW Coaches Integrity Tool (RCIT)

| Domain 3: Implementation and Programmatic Support | | | | | | |
|---|------------------------------------|--|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 1 | Implementation Team Support | <ul style="list-style-type: none"> • Works with Implementation Team to establish mission, schedule, roles/ responsibilities, standing agenda items, decision-making process, etc. • Facilitates effective, efficient monthly Implementation Team meetings. • Facilitates the development of a current action plan for the school/agency implementation of RENEW, and reviews and updates the plan monthly. • Works with Implementation Team annually to review eligibility criteria and referral process, as well as to establish implementation goals. • Has basic knowledge of best practices that enable good implementation, as well as common implementation barriers. | | | | |
| 2 | Programmatic Support | <ul style="list-style-type: none"> • Communicates and collaborates with other organizations that are important to youths' success, e.g., schools, community mental health centers, child protection agencies, vocational rehabilitation, and other community-based organizations. • Plans ahead around community/stakeholder outreach, e.g., connects with schools in late summer to prepare for upcoming school year, or plans ahead in spring for summer supports. • Understands how RENEW is funded and supported (context specific). • Communicates effectively with directors/ administrators. • Advocates for Facilitators (e.g., resources, FTE, scheduling support, etc.). • Encourages the completion of community and agency/school resource mapping and updates annually with Implementation Team. • Ensures Facilitators are connected with ongoing professional development resources. • Reaches out for technical assistance from UNH IOD trainers as needed. • Participates in RENEW Coaches Community of Practice/ RENEW Professional Learning Community regularly to learn from other RENEW practitioners. | | | | |

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Domain 3: Implementation and Programmatic Support

| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
|---|------------------------|--|-------------------|-----------------|-----------------|------------------|
| 3 | Problem Solving | <ul style="list-style-type: none"> Analyzes concerns, gaps, and challenges using a systematic problem-solving process. Works with Facilitators to problem-solve around youth/family issues when appropriate. Advises Facilitators on assisting youth in crisis through the RENEW process, e.g., by reviewing RENEW Maps, convening the youth's team, revising goals. Knowledge of internal agency/ school programs, services, and relationships. Knowledge of key external programs and services such as behavioral health, primary care, school, and vocational rehabilitation, among others | | | | |

Fidelity score for Domain 1: Total points _____ /12 possible points = _____%

RENEW Coaches Integrity Tool (RCIT)

| Domain 4: Education and Outreach | | | | | | |
|---|---|---|-------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 1 | Delivering RENEW Overview Presentations | <ul style="list-style-type: none"> • Delivers RENEW Overview presentation that is brief and succinct, covering the RENEW Logic Model, population/context, 4 Phases of RENEW, expected outcomes, and steps towards implementation and referrals. • Uses RENEW Overview presentation materials developed by UNH IOD, adding relevant context-specific information as appropriate. • Delivers overview presentation with energy and passion to maintain audience engagement. • Uses case examples, personal experience, and/or anecdotes as appropriate to deepen understanding. • Invites and successfully fields questions and/or discussion from the audience. | | | | |
| 2 | Fostering Awareness of and Support for RENEW | <ul style="list-style-type: none"> • Regularly orients staff and stakeholders to RENEW • Ensures <u>internal</u> agency/school stakeholders are aware of and engaged in RENEW by regularly communicating updates, and reaching out as appropriate to involve them. • Frequently reaches out to <u>external</u> stakeholders in order to promote collaboration, resource sharing, and understanding of each other's systems. • Can give a 1–2-minute summary of the purpose, process, expected outcomes, and benefits of RENEW (“elevator speech”). | | | | |
| <p>Fidelity score for Domain 1: Total points _____ /8 possible points = _____%</p> | | | | | | |

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RCIT Summary Scores by Domain

NOTE: Implementation with fidelity is a score of 75% or higher in each category.

| Domain | Score | Domain % |
|--|---------|----------|
| 1. Facilitator Performance Feedback and Coaching | ___ /20 | |
| 2. Data Use | ___ /12 | |
| 3. Implementation and Programmatic Support | ___ /12 | |
| 4. Education and Outreach | ___ /8 | |

Coach Development Plan

| Domain | Strengths | Professional Development Action Items |
|--|-----------|---------------------------------------|
| 1. Facilitator Performance Feedback and Coaching | | |
| 2. Data Use | | |
| 3. Implementation and Programmatic Support | | |
| 4. Education and Outreach | | |