

RENEW Trainer Fidelity Tool (RTFT)

(Cloutier, Francoeur, 2020)

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Instructions: The RENEW Trainer Fidelity Tool (RTFT) is designed to: 1) assess quality and fidelity of Training in the RENEW practice, 2) assess the professional development needs of a RENEW Trainer, and 3) provide evidence toward attainment of RENEW Trainer Certification.

The RTFT is completed by a Certified RENEW Trainer to evaluate the readiness of a prospective RENEW Trainer. The Certified Trainer should observe (in-person or video-recorded) one RENEW Overview Presentation and one complete RENEW Facilitator Training Institute (3 in-person days or 5 virtual modules).

The Certified RENEW Trainer meets with the Prospective Trainer after Day 1/Modules 1-2 and again after Day 2/Modules 3-4 to review the form and check on the Prospective Trainer's progress. Once the training is completed, the Certified RENEW Trainer completes the form, then initiates another meeting with the Prospective Trainer to review the form in depth.

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 Trainer being observed: _____

Prospective RENEW Trainer's Organization/Employer: _____

Certified RENEW Trainer Administering the RTFT: _____

This observation is for:

| | | | |
|--|--|---|---|
| Date RTFT administered Date: _____ | <input type="checkbox"/> RENEW Overview Presentation Date: _____ | <input type="checkbox"/> RENEW FTI – in-person Dates: _____ | <input type="checkbox"/> RENEW FTI – virtual Dates: _____ |
|--|--|---|---|

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| Domain 1: Training Preparation | | | | | | |
|---|---|---|----------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 1 | Materials and Technology | <ul style="list-style-type: none"> Materials are the most current RENEW training materials available from UNH Institute on Disability. Technology is set up and tested prior to training to ensure it is in good working order. | | | | |
| 2 | Accessibility and Accommodations | <ul style="list-style-type: none"> Training site is physically accessible . Microphones are always used if training more than 15 participants, if any participant discloses a hearing difficulty, or if room acoustics seem questionable. Printed materials are accessible. Accommodations are provided as requested (e.g., hiring interpreters or providing materials in alternative formats). | | | | |
| 3 | Training Space Setup | <ul style="list-style-type: none"> Training space is arranged appropriately (e.g., adequate wall space with flip chart paper hung in advance, tables in groups, markers, Post-Its, & tape on tables, etc.) | | | | |
| 4 | Preparing Participants | <ul style="list-style-type: none"> Trainer ensures participants are enrolled in online RENEW Facilitator Learning Portal (Canvas) 7+ days in advance of training. An email reminder with training dates, times, locations, and expectations (homework/pre-readings) is sent to participants 6-7 days in advance. | | | | |
| 5 | Tracking Trainees | <ul style="list-style-type: none"> Trainer ensures a roster of trainees is documented in a secure location. | | | | |
| Fidelity score for Domain 1: Total points _____ /20 possible points = _____% | | | | | | |

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| Domain 2: Presentation Skills | | | | | | |
|---|---|---|----------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 6 | Norms/Expectations Established | <ul style="list-style-type: none"> Trainer establishes norms/expectations at the beginning of the first session. Trainer reviews norms with participants and checks for consensus/ agreement at the beginning of each training session. Norms are used to redirect participants who are not following them. | | | | |
| 7 | Audience Engagement | <ul style="list-style-type: none"> Trainer demonstrates an energetic, lively pace and effective use of non-verbal communication. Trainer uses humor effectively and respectfully. Trainer demonstrates a sense of passion about the training topic. Trainer demonstrates awareness of participants' level of engagement and make adjustments accordingly. | | | | |
| 8 | Attention to Participants' Needs | <ul style="list-style-type: none"> Trainer ensures participants are following along and accessing materials as needed during the training. Trainer frequently checks for understanding and adjusts pace accordingly. Trainer attends to participants' physical comfort (e.g., regular breaks, adequate physical space, etc.) when possible and appropriate. | | | | |
| 9 | Reviews and Reinforces Content | <ul style="list-style-type: none"> Trainer frequently reviews major concepts to deepen participants' learning, without seeming redundant. | | | | |
| 10 | Use of Case Examples, Personal Experience, and Anecdotes | <ul style="list-style-type: none"> Trainer uses relevant case examples to illustrate concepts. Trainer draws upon personal experience and/or anecdotes to deepen participants' understanding of training concepts, but not in a way that seems excessive or inappropriate, or that sidetracks the training. | | | | |
| Fidelity score for Domain 2: Total points _____ /20 possible points = _____% | | | | | | |

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| Domain 3: Presentation of Training Content | | | | | | |
|--|---|--|----------------------|-----------------|-----------------|------------------|
| # | Skill | Description | 1 Area of Need | 2 Developing | 3 Proficient | 4 Exceptional |
| 11 | Accuracy of Content | <ul style="list-style-type: none"> Trainer uses training slides and other materials provided by UNH IOD, fully and in the correct sequence. | | | | |
| 12 | Intended Learning Outcomes | <ul style="list-style-type: none"> Trainer clearly states the intended learning outcomes at the beginning of the training. Trainer checks for learning throughout each session and adjusts as needed to ensure intended learning outcomes are achieved. | | | | |
| 13 | Knowledge of RENEW Process and Tools | <ul style="list-style-type: none"> Trainer demonstrates understanding of the RENEW process: orientation, mapping, team development, progress monitoring, and transition. Trainer emphasizes the importance of using outcome and fidelity data throughout the process. Trainer demonstrates understanding of The RENEW Theory of Change and how it is measured. Trainer demonstrates understanding of how and why to use the Youth Team Action Plan. | | | | |
| 14 | Mastery/Deep Understanding | <ul style="list-style-type: none"> Trainer addresses participants' questions accurately and thoroughly. Trainer uses their knowledge and experience to expand upon key concepts, rather than just reading from the PowerPoint. Trainer is able to refer to research that supports major training concepts. Trainer engages participants in reflective learning to promote their understanding of the practice. Trainer uses their knowledge and experience to make connections between theory and practice. | | | | |
| 15 | Knowledge of Systems | <ul style="list-style-type: none"> Trainer communicates how program structures can support implementation and sustainability of RENEW. | | | | |

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|--|---|--|--|--|--|
| | <ul style="list-style-type: none"> Trainer emphasizes the importance of external coaching to ensure fidelity of implementation. Trainer acknowledges the importance of following school or agency protocol to assist youth in crisis. | | | | |
|--|---|--|--|--|--|

Fidelity score for Domain 3: Total points _____ /20 possible points = _____%

Domain 4: Post-Training Activities

| # | Skill | Description | 1 Area of Need | 1 Developing | 3 Proficient | 4 Exceptional |
|----|--|---|----------------------|-----------------|-----------------|------------------|
| 16 | Supporting Implementation Readiness | <ul style="list-style-type: none"> Trainer follows up with participants to ensure they have what they need to begin implementing. Trainer provides participants with information on setting up an Implementation Team and how to get connected with a RENEW Coach. | | | | |
| 17 | Evaluation Administration and Follow-Up | <ul style="list-style-type: none"> Trainer ensures that participants promptly receive training evaluation. Trainer ensures evaluation data is reviewed and incorporated into making training improvements. Trainer follows up with their Certified RENEW Trainer about concerns and/or suggestions that emerge from evaluation data. | | | | |
| 18 | Evaluation Data | <ul style="list-style-type: none"> Training evaluation data indicate an overall participant satisfaction rate of 75% or higher. | | | | |

Fidelity score for Domain 4: Total points _____ /12 possible points = _____%

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RTFT Summary Scores by Domain

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

| Domain | Score | Domain % |
|-------------------------------------|---------|----------|
| 1. Training Preparation | ___ /20 | |
| 2. Presentation Skills | ___ /20 | |
| 3. Presentation of Training Content | ___ /20 | |
| 4. Post-Training Activities | ___ /12 | |

Trainer Development Plan

| Domain | Strengths | Professional Development Action Items |
|-------------------------------------|-----------|---------------------------------------|
| 1. Training Preparation | | |
| 2. Presentation Skills | | |
| 3. Presentation of Training Content | | |
| 4. Post-Training Activities | | |

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Prospective Trainer – Training Prep Checklist

** applies to in-person training only*

| Item | Details | ✓ In Place | Notes |
|---|--|------------|-------|
| Materials, supplies, technology, space | RENEW Manuals and Pocket Guides Printed handouts* Seating plan* Tech tested Supplies*: flip chart paper, markers, Post-Its, tape | | |
| Accessibility and accommodations | Venue* Printed materials* Digital materials Specific requests | | |
| Preparation of training participants | Learning Portal Email reminder/s | | |
| Tracking trainees | Trainee roster | | |