

Fidelity Worksheet

Instructions: Look to the program guidelines provided by the developer or administrator of the evidence-based program (EBP) you have selected to see what is outlined as necessary to deliver the program with fidelity. If the program has been listed as a pre-approved program by the Administration for Community Living (ACL), or otherwise identified by ACL or another government agency (such as the Centers for Disease Control and Prevention (CDC), or the Substance Abuse and Mental Health Services Administration (SAMHSA) as meeting [the standards for an evidence based program](#), then the program developers have included materials in their program manuals explaining how their program should be implemented. The literature showing the program works should outline the key aspects of the program that are necessary for success. You may also refer to resources available at the [Center for Healthy Aging](#) of the National Council on Aging (NCOA) for information on program requirements.

This Fidelity Worksheet and the companion Fidelity Monitoring Tool are designed to help you identify what the program developer guidelines require for fidelity, plan how you will meet those guidelines when you first implement the program, and plan how you will monitor fidelity over time. Most programs will provide specific guidelines for the essential elements of fidelity listed here. If there are elements not listed, feel free to add them where it makes the most sense to you.

As you review the materials, you will need to make some decisions about how often you will review fidelity, and how you will record the results of your review. This will allow you to build in a timeline for review, and also help educate people as they join your organization to understand what is needed to maintain fidelity.

PROGRAM GUIDELINES

Program	<i>Program name</i>
Is License required?	<i>Decision point: Who will be licensed? Will you track their contact and license number information?</i>
What training is required?	<i>e.g., Leaders must complete 3-4 hours in-person training to be certified by program developer/administrator</i>
How frequently?	<i>e.g., Training certification good for 2 years</i>
Who is responsible for training?	<i>Decision point: Will your entity or someone else pay for or provide training? If someone else, how will you know they are doing it?</i>

ESSENTIAL ELEMENTS OF FIDELITY

Training required of leaders	<i>Decision point: Will you track dates of certification? How frequently?</i>
Number of Leaders	<i>e.g., 2 leaders</i>
Length of course	<i>e.g., 6 weeks</i>
Number of sessions	<i>e.g., 2 30-minute sessions per week</i>
Class size	<i>e.g., 10-15 people</i>
Target population	<i>e.g., Community-dwelling older adults with arthritis</i>
Delivery mode	<i>e.g., In person with leader, self-paced</i>
Content required	<i>e.g., Exercise, health education, scripted content</i>
Materials for participants	<i>e.g., Participants provided workbook, resistance band</i>
Fidelity Checklist	<i>e.g., Program-provided fidelity checklist to be filled out by observer one class per session</i>

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REVIEW OF FIDELITY

Who is responsible for reviewing fidelity?	<i>Decision point: Will your entity or someone else be responsible for making sure the program is provided faithfully? Track their contact information and what documentation you would like to see from them.</i>
Timeline for review	<i>e.g., Annually, Close of session</i>
Number of class sessions observed	<i>e.g., 1 per session</i>
Documentation reviewed	<i>e.g., Completed fidelity checklists, Fidelity Monitoring Tool</i>

CONTACT INFORMATION

Program implementer		Fidelity reviewer	
Phone number		Phone number	
Email		Email	

ADDITIONAL INFORMATION

Include anything relevant that you would like to review in future	<i>Decision point: You may want to track additional information such as whether a program is new or well-established, whether a leader is experienced or new, whether issues with this program have been identified and rectified in the past, or recommendations for future supervision.</i>
Suggestions for future improvements	<i>Identify any issues discovered and propose solutions</i>