**APPENDIX: FIDELITY SAMPLE**

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| Session Date: \_\_\_/\_\_\_/\_\_\_ Rater:\_\_\_\_\_\_\_\_\_\_\_\_ Cohort: \_\_\_\_\_\_\_\_\_***Reviewed by study staff* - Session 9: MOVE!+UP Fidelity Assessment** |

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| **Scoring - 0: Did not cover** = this topic or focus point did not happen at all  **1: Partially covered** = this happened to some extent  **2: Fully covered** = the goal was met fully for all participants **N/A:** Not applicable |
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| **A. Weigh-in, Arrival, and Copying of logs (10 min)**1. \_\_\_\_ Reminded group members about recording of sessions.
2. \_\_\_\_ Copied logs, remaining page 4s, and pg 46.
3. \_\_\_\_ Completed weight log, and asked them to record weight in AP #1.
4. \_\_\_\_ Provided logs, and other materials.
5. \_\_\_\_ Wrote key check-in questions on board.
6. \_\_\_\_ Provided any additional support needed in remaining time.
7. **[\_\_\_\_MIN]** Record number of minutes spent in this section.

**B. Check-In (13 min)**1. \_\_\_\_ Asked Veterans to answer key check-in questions. Read the questions.
2. \_\_\_\_ Summarized takeaways.
3. **[\_\_\_\_MIN]** Record number of minutes spent in this section.

**C. Session Content (34 min)**1. \_\_\_\_ Reviewed session 8 content, including review of sugar handout
2. \_\_\_\_ Introduced session content overview, including review of key messages (pg 111).
3. \_\_\_\_ Discuss community engagement, explain how community walk is an example.
4. \_\_\_\_ Asked ppts to complete writing exercise on pg 112.
5. \_\_\_\_ Discussed community engagement, why important, barriers and successes when pursuing lifestyle changes, and how to increase engagement.
6. \_\_\_\_ Asked ppts to review community engagement tips handout on pg 113. Asked some to share.
7. \_\_\_\_ Discussed dining out. Asked ppts to review dining out tips handout on pg 114. Asked one volunteer to share.
8. \_\_\_\_ Reviewed pg 115 and thought challenging strategy. Asked who has been using it and how.
9. \_\_\_\_ Draw thought > behavior > emotion boxes on board. Asked for one volunteer to share an example of a goal they did not accomplish.
10. \_\_\_\_ Using the thought challenging exercise, demonstrate thought challenging process on board. Summarize takeaways and encourage practice.
11. \_\_\_\_ Reviewed pg 116 and problem-solving strategies. Asked for one volunteer to share an example of a problem they faced. Demonstrate problem-solving process on board. Summarize takeaways and encourage practice.
12. **[\_\_\_\_MIN]** Record number of minutes spent in this section.

**D. Community Walk Review (3 min)**1. \_\_\_\_ Asked to use problem-solving and thought challenging to discuss barriers to weight loss and activity/diet goals.
2. \_\_\_\_ Reminded them about core details of the walking portion of the sessions including reviewing Community Walk, Map of Jefferson Park handouts AS NEEDED.
3. \_\_\_\_ Reminded to meet back in the room following walk at 9:35 to start at 9:40.
4. **[\_\_\_\_ MIN]** Record number of minutes spent in this section.

**E. Community Walk (40 min)** a. **\_\_\_\_\_\_ left room at 9/met at coffee cart 9:05; returned to room by 9:37 at latest to begin at 9:40****F.**  **Walk Review and Action Plan Assignment (20 min)** 1. \_\_\_\_ Asked how it went with thought challenging and problem-solving, and checked-in on how feel.
2. \_\_\_\_Reviewed instructions for Action Plan and reminded ppts to use pgs 34, 44 and 46.
3. \_\_\_\_ Asked to complete in-class Action Plan items 2-4 using thought challenging and problem-solving.
4. \_\_\_\_ Walked around room and provided feedback for ppts while they completed exercises.
5. \_\_\_\_ Provided feedback for examples given by one volunteer on goals and behavioral strategy.
6. \_\_\_\_ Asked for volunteer to share a goal and provided feedback. Asked who has needs in #4.
7. \_\_\_\_ Reminded ppts about looking up info on pgs 192-194, to do after action report, and logging.
8. \_\_\_\_ Briefly reviewed key messages from group, summarized takeaways, and answered final questions.
9. **[\_\_\_\_ MIN]** Record number of minutes spent in this section.

**G. Managing the Session** 1. \_\_\_\_ Came prepared and organized.
2. \_\_\_\_ Facilitated discussion and interaction using open-ended questions.
3. \_\_\_\_ Used reflections and summaries.
4. \_\_\_\_ Elicited clarification of participants’ engagement by seeking feedback, asking for questions.
5. \_\_\_\_ Addressed issues like tangential discussions respectfully, without disrupting content.
6. \_\_\_\_ Provided time frames at the beginning of each section to help with time management.
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| **Comments Regarding Reasons for Non-Fidelity in A-G (record specific time stamp location if example of something facilitator(s) did that could be improved upon):****Comments Regarding Things Done Well in A-G (record specific time stamp location if there’s a specific example of something done well):****Comments Regarding Suggestions for Changes to Procedures, Materials, and/or Manual:****Describe adverse events those that occurred; include those that occurred during the session, and those that were reported by participants outside of session.**  |