| Tiered Fidelity Inventory v2.1 Administration Tips |
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| Before Administration:* Determine which tiers will be reviewed
* Schedule date and define expectations
* Time: 30-60 min per tier reviewed
* People: *Required members: a*dministrator, external coach, team lead

Tier I: RTI2-B TeamTier II: Tier II Team, CICO coordinatorTier III: Special education teacher, school psychologist, behavior specialist, counselor, social worker* Materials: Supporting documents, copies of TFI for team members or computer and projector to use PBIS Assessments
* Walkthrough Tool: to be completed by the external coach prior to TFI administration
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| During Administration:* Paper copy given to each member or projected on a screen for everyone to see
* External coach walks through each tier with team
* For each item: review purpose, data sources, and standard
* All team members vote to whether the item is 0=not implemented, 1=partially implemented, or 2=fully implemented
* Majority vote is recorded following an opportunity for discussion
* External Coach facilitates discussion of each item
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| After Administration:* Action Plan Development
	+ - May be done at same time or at a later meeting
		- 20 min per tier reviewed
* Enter data into PBIS Assessments
* Create Reports
	+ - Total Scale: All three tiers totaled together
		- Subscale: Tier I and/or Tier II and/or Tier III
		- Sub-subscale: Tier I: Teams, Implementation, Evaluation; Tier II: Teams Interventions, Evaluation; Tier III: Teams, Resources, Assessment, Support plan, Monitoring and adaptation
		- Individual Items
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