| 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: Tier I Team  Tier II: Tier II Team, CICO coordinator  Tier 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 |
| **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 |
| **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 |

