

# Understanding Dad™

## FIDELITY CHECKLIST

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### Instructions

This checklist will help you ensure that the facilitator(s) of this session conducts it with fidelity. You can use this checklist with any session in the program. As a result, you can use this checklist to ensure that facilitators conduct all of the sessions in the program with fidelity. You can also use this checklist as a teaching aid to provide feedback to the facilitator(s) on ways to improve their facilitation.

Most of the data in this checklist is self-explanatory. There are, however, a few nuances to be aware of in Section 2: Activities.

- While conducting the pre-session procedures helps to maintain fidelity, the facilitator(s) does not have to conduct them to conduct the session with fidelity. As long as they conduct the activities as designed, they can maintain fidelity.
- Recording the start and end times for an activity is simply a training tool. A facilitator(s) does not need to stick to the suggested time for an activity to maintain fidelity as long as they conduct all of the procedures. If the facilitator(s) fails to complete a session, recording the start and end times for all of the activities can help the facilitator(s) with their pacing of the session to ensure they can complete the entire session with future groups.
- Regarding the use of all training materials, the facilitator(s) may use/substitute a white board or other visual aid for a flip chart.
- The facilitator(s) may include content and training tools not included in the curriculum, as long as doing so does not prevent them from covering all of the curriculum content.
- The checklist includes the maximum number of activities in a single session; therefore, you need to enter data only for the number of activities in the session you observe.

To prepare to observe this session, you should complete your own pre-session procedures!

- Bring a copy of the Understanding Dad™ Facilitators Manual so that you can follow along. You won't be able to observe and complete the checklist without it.
- Bring a pad of paper or device (e.g. laptop) on which to take notes. Taking notes will help you add depth to your observation and help you explain some of the data you enter. If the facilitator(s) does not cover all of the procedures in order, for example, you can note which procedure(s) they didn't cover.
- Bring a watch or stopwatch to record the start and end times for the session and each activity.
- In Section 1: Session, prefill as much information as you can.
- In Section 2: Activities, prefill the session number portion of the activity number. If you will observe Session 2, for example, enter a "2" before ".1," ".2," etc.

### Section 1 / Session:

- Number & Name
- Date
- Organization
- Facility/Location
- Observer
- Facilitator
- Co-Facilitator
- Number of Moms
- Start Time
- End Time

### Section 2 / Activities:

- Did the facilitator(s) prepare for the activities by conducting all of the pre-session procedures?  
 **Yes**     **No**
- Did the facilitator(s) conduct all of the activities?  
 **Yes**     **No**
- Did the facilitator(s) conduct all of the activities in order?  
 **Yes**     **No**

- Regardless of how many activities the facilitator(s) conducted, did they conduct them correctly?

**Yes**     **No**

- Did the Moms use the Mother's Handbook?

**Yes**     **No**

- **Activity \_\_\_\_\_1**

- Timing

**Start Time:** \_\_\_\_\_, **End Time** \_\_\_\_\_

- Did the facilitator(s) conduct all of the procedures?

**Yes**     **No**

- Did the facilitator(s) conduct all of the procedures in order?

**Yes**     **No**     **Partial**

- Did the facilitator(s) use all of the training materials?

**Yes**     **No**

- Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?

**Yes**     **No**

- If applicable, did the facilitator(s) cover the Critical Point(s)?

**Yes**     **No**     **N/A**

- Did the facilitator(s) instruct the Moms to use the Mother's Handbook at the correct time(s) during the activity?

**Yes**     **No**

- **Activity \_\_\_\_\_2**

- Timing

**Start Time:** \_\_\_\_\_, **End Time** \_\_\_\_\_

- Did the facilitator(s) conduct all of the procedures?

**Yes**     **No**

- Did the facilitator(s) conduct all of the procedures in order?  
 **Yes**     **No**     **Partial**
- Did the facilitator(s) use all of the training materials?  
 **Yes**     **No**
- Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?  
 **Yes**     **No**
- If applicable, did the facilitator(s) cover the Critical Point(s)?  
 **Yes**     **No**     **N/A**
- Did the facilitator(s) instruct the Moms to use the Mother's Handbook at the correct time(s) during the activity?  
 **Yes**     **No**
- **Activity \_\_\_\_\_3**
  - Timing  
**Start Time:**\_\_\_\_\_, **End Time**\_\_\_\_\_
  - Did the facilitator(s) conduct all of the procedures?  
 **Yes**     **No**
  - Did the facilitator(s) conduct all of the procedures in order?  
 **Yes**     **No**     **Partial**
  - Did the facilitator(s) use all of the training materials?  
 **Yes**     **No**
  - Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?  
 **Yes**     **No**
  - If applicable, did the facilitator(s) cover the Critical Point(s)?  
 **Yes**     **No**     **N/A**
  - Did the facilitator(s) instruct the Moms to use the Mother's Handbook at the correct time(s) during the activity?  
 **Yes**     **No**

- **Activity \_\_\_\_\_.4**
  - Timing  
**Start Time:**\_\_\_\_\_, **End Time**\_\_\_\_\_
  - Did the facilitator(s) conduct all of the procedures?  
 **Yes**     **No**
  - Did the facilitator(s) conduct all of the procedures in order?  
 **Yes**     **No**     **Partial**
  - Did the facilitator(s) use all of the training materials?  
 **Yes**     **No**
  - Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?  
 **Yes**     **No**
  - If applicable, did the facilitator(s) cover the Critical Point(s)?  
 **Yes**     **No**     **N/A**
  - Did the facilitator(s) instruct the Moms to use the Mother’s Handbook at the correct time(s) during the activity?  
 **Yes**     **No**
  
- **Activity \_\_\_\_\_.5**
  - Timing  
**Start Time:**\_\_\_\_\_, **End Time**\_\_\_\_\_
  - Did the facilitator(s) conduct all of the procedures?  
 **Yes**     **No**
  - Did the facilitator(s) conduct all of the procedures in order?  
 **Yes**     **No**     **Partial**
  - Did the facilitator(s) use all of the training materials?  
 **Yes**     **No**

- Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?  
 **Yes**     **No**
- If applicable, did the facilitator(s) cover the Critical Point(s)?  
 **Yes**     **No**     **N/A**
- Did the facilitator(s) instruct the Moms to use the Mother's Handbook at the correct time(s) during the activity?  
 **Yes**     **No**
- **Activity \_\_\_\_\_.6**
  - Timing  
**Start Time:** \_\_\_\_\_, **End Time** \_\_\_\_\_
  - Did the facilitator(s) conduct all of the procedures?  
 **Yes**     **No**
  - Did the facilitator(s) conduct all of the procedures in order?  
 **Yes**     **No**     **Partial**
  - Did the facilitator(s) use all of the training materials?  
 **Yes**     **No**
  - Did the facilitator(s) include/use content or tools/materials not included in the curriculum that prevented them from covering all of the curriculum content?  
 **Yes**     **No**
  - If applicable, did the facilitator(s) cover the Critical Point(s)?  
 **Yes**     **No**     **N/A**
  - Did the facilitator(s) instruct the Moms to use the Mother's Handbook at the correct time(s) during the activity?  
 **Yes**     **No**