

Fidelity Monitoring

To ensure *delivery fidelity*, all newly trained facilitators must be observed leading a Bingocize® session by a designated member of the licensed organization. Here are the steps.

1. The organization will designate a member to observe the new Bingocize facilitator no later than the end of the second week of the 10-week workshop to ensure delivery fidelity. The observer should be an experienced Bingocize® facilitator and/or trained and certified in at least one other evidence-based program.
2. The observer will use the Bingocize® Fidelity Checklist to ensure delivery fidelity.
3. The observer will complete the fidelity checklist using the fillable pdf or paper/pencil version.
4. The observer should schedule a time after the session to review the fidelity checklist items with the new facilitator and provide a copy to the certified facilitator.
5. The observer will email the pdf version or scan and email the completed fidelity checklist to Bingocize@wku.edu. Make sure to add “fidelity check: (name of trainer)” to the subject line.
6. The fidelity checklist will be reviewed by a Bingocize® representative from WKU’s Center for Applied Science in Health & Aging (CASHA). If any major deficiencies are identified by CASHA, a meeting will be scheduled with the reviewed facilitator for further feedback.



Fidelity Check

Date of Session: _____ Date of Review _____

Reviewer Name _____

Facilitator Name: _____ Session #: _____

Bingocize® Workshop: Exercise-only Falls prevention education Nutrition education

Bingocize® *Online* was used to deliver all or part of the workshop? YES NO

Workshop was delivered: Face-to-Face Remotely Face-to-Face & Remotely

Location of Session: _____ # of Participants: _____

Type of facility: _____

Session Set-Up and Environment:

1. Room set up with appropriate chairs and tables (or clipboards in place of tables, if preferred)
2. Room had adequate light and was free of distracting noise and clutter. If the environment is very noisy, measures were taken by the facilitator to ensure the participants could hear them (i.e., used a speaker)
3. There was adequate room to safely do the exercises

Session Facilitation:

1. Facilitator greeted participants
2. Facilitator read the session introduction to the participants
3. Facilitator followed the prepared session format
4. Facilitator reviewed "Take-home" cards (if applicable)
5. Facilitator conducted brainstorms so that all participants were engaged and respected others' suggestions
6. Take-home cards were assigned at the end of the session (if applicable)

Exercises:

1. Exercises were done correctly
2. If needed, modifications were shown and practiced and advancements were encouraged, shown and/or practiced

Health Education:

1. The Facilitator read the questions and answer responses and waited for participants to give answers rather than giving answers themselves.
2. The Facilitator encouraged socialization among the participants
3. The facilitator asked participants to identify how they hope to change/improve behaviors during the program

Facilitator:

1. Used plain language and talked at a slow pace

- 2. Invited feedback
- 3. Fostered a welcoming environment and gained trust of the participants
- 4. Kept the group focused
- 5. Used optimism and positive talk
- 6. Reminded participants of the time and date of the next session

What went well during the session?

What some are some areas that need improvement?

What is your overall assessment of the facilitator?

Follow-up:

- Immediate – Next Session (Check areas that need improvement):
- | | |
|---|---|
| <input type="checkbox"/> Session Set-Up and Environment | <input type="checkbox"/> Session Facilitation |
| <input type="checkbox"/> Exercises | <input type="checkbox"/> Health Education |
- Does not need a follow-up anytime soon