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| **RENEW Coaches Integrity Tool (RCIT)**  (Malloy, Francoeur, Drake, Cloutier, O’Rourke, Flammini, & Hearn, 2017; Francoeur, Cloutier, & Jones, 2021) |
| Instructions: The RENEW Coaches Integrity Tool (RCIT) is designed to: 1) assess quality and fidelity of coaching in the RENEW practice, 2) assess the professional development needs of a RENEW Coach, and 3) provide evidence toward attainment of RENEW Coach Certification at least annually.  The RCIT is completed by a UNH IOD RENEW Trainer to evaluate the readiness of a prospective RENEW Coach. The UNH IOD RENEW Trainer should observe (in-person or video-recorded) one RENEW Overview Presentation and at least one hour of active coaching (1:1 or with Implementation Team).  Fidelity of implementation is achieved when the score is 75% or higher in **each** domain. Domains under 75% may guide discussion for improvement and additional training and mentoring. |
| Prospective RENEW Coach being observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prospective RENEW Coach’s Organization/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  UNH IOD RENEW Trainer Administering the RCIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | | **Date RCIT administered**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | **RENEW Overview Presentation**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Active coaching observation**  Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

| **Domain 1: Facilitator Performance Feedback and Coaching** | | | | | | | |
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| **#** | **Skill** | **Description** | | **1**  Area of Need | **2**  Developing | **3**  Proficient | **4**  Exceptional |
| **1** | **Professionalism** | * Schedules meetings in advanced, e.g., monthly coaching meetings, Implementation Team meetings * Arrives on time for each coaching meeting, prepared with coaching materials and relevant data * Understands, follows, and coaches Facilitators on following school/agency protocol around interacting with youth (e.g., privacy, safety, maintaining, appropriate boundaries, mandated reporting, etc.) * Verbal and written communication is consistently respectful and professional |  | |  |  |  |
| **2** | **Performance Feedback** | * Conducts monthly 1:1 coaching meeting with each Facilitator, using active listening and reflective communication strategies * Feedback provided is direct, timely, aligns with specific Facilitator skills and competencies, and is incorporated into each coaching meeting * Prompts Facilitators to use RENEW Facilitator Reflection Tool during all four phases of the RENEW Process to reflect on their own performance, as well as to guide feedback * Provides constructive feedback around areas of need or opportunities for improvement during every coaching meeting * Recognizes and celebrates successes with Facilitators during every coaching meeting |  | |  |  |  |
| **3** | **Coaching Process** | * Begins 1:1 coaching meetings with each Facilitator before the Facilitator completes initial RENEW training to ensure the Facilitator has identified a youth to work with within two weeks of completing training * Works with Facilitators to ensure logistics are addressed, e.g., obtaining supplies, securing meeting space, orienting families and obtaining consent, etc. * Is familiar with Facilitators’ caseloads, including critical challenges or barriers associated with individual youth, as well as Facilitator support needs. * Conducts regular observations of Futures Planning and Youth Team meetings, at least one of each per Facilitator per youth until Facilitator reaches fidelity. * Effectively coaches Facilitators through all four phases of the RENEW process (Engagement and Futures Planning; Team Development, Planning, and Facilitation; Implementation and Monitoring; Transition to Less Intensive Supports). * Guides Facilitators to revisit RENEW Maps, revise or add goals as appropriate. * Advises Facilitators on ensuring RENEW youth goals are aligned with other treatment or service plans, e.g., IEPs, 504 plans, mental health treatment plans, etc. |  | |  |  |  |
| **4** | **Use of RENEW Coaching Tools** | * Prompts Facilitators to use required tools in their practice (including Youth/Team Action Plan – see RENEW Facilitator Tools Req. and Optional document). * Ensures Facilitators are enrolled in the RENEW Facilitator Learning Portal, access it regularly, and use the most recently updated materials and tools available on the Portal. * Administers RENEW Integrity Tool (RIT) with each Facilitator within 3-4 months of youth enrollment, then every 6 months thereafter * Administers RENEW Implementation Checklist (RIC) at least 2x/year * Models use of Mapping to problem-solve with Facilitators |  | |  |  |  |
| **5** | **Support for Facilitators’ Professional Development** | * Uses the Facilitator Reflection Tool to plan appropriate professional development activities with Facilitator * Uses the RIT to identify and support each Facilitator’s professional development needs and goals * Supports Facilitators to attain certification, if that is an identified goal * Facilitates group Facilitator booster sessions that are focused on process and skill development (not youth and family issues) |  | |  |  |  |
| **Fidelity score for Domain 1:** Total points \_\_\_\_\_\_\_ /20 possible points = \_\_\_\_\_\_\_% | | | | | | | |

| **Domain 2: Data Use** | | | | | | |
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| **#** | **Skill** | **Description** | **1**  Area of Need | **2**  Developing | **3**  Proficient | **4**  Exceptional |
| **1** | **Knowledge and Understanding of Data** | * Knows and understands:   + How RENEW Implementation Checklist (RIC) data are collected and shared.   + How RIC data inform program structures to support Facilitators’ work.   + How RENEW Implementation Tracker (4 phases of RENEW/process/timelines) data are collected and shared.   + How RENEW youth outcome data (e.g., youth achieving benchmarks) are collected and shared.   + How RENEW fidelity (i.e., Facilitators adhering to the model per the RIT) data are collected and shared. * Understands and communicates the purpose and importance of RENEW data collection to supervisors, Facilitators, Implementation Team members, and other stakeholders. |  |  |  |  |
| **2** | **Collection of Data** | * Establishes and thoroughly documents a clear data collection process and timeline, trains new Facilitators on this process, and revisits it regularly (e.g., booster trainings, “data parties,” etc.). * Ensures all Facilitators have access to data collection system, while protecting confidentiality. * Administers the RENEW Implementation Checklist (RIC) with the Implementation Team at least twice a year. * Administers the RIT with each Facilitator for each youth, within 3 months of enrollment (or signing of RENEW Roles & Responsibilities Agreement), then every 6 months thereafter. * Collects quarterly youth-specific outcome and Implementation Tracker (process) data in a timely manner. * Collects and compiles additional data as directed by Implementation Team (e.g., CANS), if/when applicable. |  |  |  |  |
| **3** | **Use and Sharing of Data** | * Compiles, analyzes, and presents data for regularly scheduled reviews with Facilitators (monthly) and Implementation Team (quarterly). * Works with Implementation Team to strategically identify which youth outcome data to collect and share with the organization and other stakeholders, based on what data are meaningful to youth progress. * Uses RIC data (2x/year) and Action Plan monthly with Implementation Team to celebrate successes, as well as identify areas of need to problem-solve around. * Uses Implementation Tracker data (i.e., monitoring implementation across the 4 phases of RENEW) at monthly Implementation Team meetings to make decisions and identify actionable steps. * Gives Facilitators feedback that is data-based, observable, and leads to actionable steps. * Summarizes and presents data in a way that others can understand. |  |  |  |  |
| **Fidelity score for Domain 2:** Total points \_\_\_\_\_\_\_ /12 possible points = **\_\_\_\_\_\_\_%** | | | | | | |

| **Domain 3: Implementation and Programmatic Support** | | | | | | |
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| **#** | **Skill** | **Description** | **1**  Area of Need | **2**  Developing | **3**  Proficient | **4**  Exceptional |
| **1** | **Implementation Team Support** | * Works with Implementation Team to establish mission, schedule, roles/ responsibilities, standing agenda items, decision-making process, etc. * Facilitates effective, efficient monthly Implementation Team meetings. * Facilitates the development of a current action plan for the school/agency implementation of RENEW, and reviews and updates the plan monthly. * Works with Implementation Team annually to review eligibility criteria and referral process, as well as to establish implementation goals. * Has basic knowledge of best practices that enable good implementation, as well as common implementation barriers. |  |  |  |  |
| **2** | **Programmatic Support** | * Communicates and collaborates with other organizations that are important to youths’ success, e.g., schools, community mental health centers, child protection agencies, vocational rehabilitation, and other community-based organizations. * Plans ahead around community/stakeholder outreach, e.g., connects with schools in late summer to prepare for upcoming school year, or plans ahead in spring for summer supports. * Understands how RENEW is funded and supported (context specific). * Communicates effectively with directors/ administrators. * Advocates for Facilitators (e.g., resources, FTE, scheduling support, etc.). * Encourages the completion of community and agency/school resource mapping and updates annually with Implementation Team. * Ensures Facilitators are connected with ongoing professional development resources. * Reaches out for technical assistance from UNH IOD trainers as needed. * Participates in RENEW Coaches Community of Practice/ RENEW Professional Learning Community regularly to learn from other RENEW practitioners. |  |  |  |  |
| **3** | **Problem Solving** | * Analyzes concerns, gaps, and challenges using a systematic problem-solving process. * Works with Facilitators to problem-solve around youth/family issues when appropriate. * Advises Facilitators on assisting youth in crisis through the RENEW process, e.g., by reviewing RENEW Maps, convening the youth’s team, revising goals. * Knowledge of internal agency/ school programs, services, and relationships. * Knowledge of key external programs and services such as behavioral health, primary care, school, and vocational rehabilitation, among others |  |  |  |  |
| **Fidelity score for Domain 1:** Total points \_\_\_\_\_\_\_ /12 possible points = **\_\_\_\_\_\_\_%** | | | | | | |

| **Domain 4: Education and Outreach** | | | | | | |
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| **#** | **Skill** | **Description** | **1**  Area of Need | **2**  Developing | **3**  Proficient | **4**  Exceptional |
| **1** | **Delivering RENEW Overview Presentations** | * Delivers RENEW Overview presentation that is brief and succinct, covering the RENEW Logic Model, population/context, 4 Phases of RENEW, expected outcomes, and steps towards implementation and referrals. * Uses RENEW Overview presentation materials developed by UNH IOD, adding relevant context-specific information as appropriate. * Delivers overview presentation with energy and passion to maintain audience engagement. * Uses case examples, personal experience, and/or anecdotes as appropriate to deepen understanding. * Invites and successfully fields questions and/or discussion from the audience. |  |  |  |  |
| **2** | **Fostering Awareness of and Support for RENEW** | * Regularly orients staff and stakeholders to RENEW * Ensures internal agency/school stakeholders are aware of and engaged in RENEW by regularly communicating updates, and reaching out as appropriate to involve them. * Frequently reaches out to external stakeholders in order to promote collaboration, resource sharing, and understanding of each other’s systems. * Can give a 1–2-minute summary of the purpose, process, expected outcomes, and benefits of RENEW (“elevator speech”). |  |  |  |  |
| **Fidelity score for Domain 1:** Total points \_\_\_\_\_\_\_ /8 possible points = **\_\_\_\_\_\_\_%** | | | | | | |

**RCIT Summary Scores by Domain**

*NOTE: Implementation with fidelity is a score of 75% or higher in each category.*

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| **Domain** | **Score** | **Domain %** |
| 1. Facilitator Performance Feedback and Coaching | \_\_\_ /20 |  |
| 1. Data Use | \_\_\_ /12 |  |
| 1. Implementation and Programmatic Support | \_\_\_ /12 |  |
| 1. Education and Outreach | \_\_\_ /8 |  |

**Coach Development Plan**

| **Domain** | **Strengths** | **Professional Development Action Items** |
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| 1. Facilitator Performance Feedback and Coaching |  |  |
| 1. Data Use |  |  |
| 1. Implementation and Programmatic Support |  |  |
| 1. Education and Outreach |  |  |