**SNAP® Fidelity Adherence Monitoring**

**Purpose:** It is the intent of this policy is to describe Fidelity Adherence which refers to the extent in which the intervention was implemented as intended per the Child Development Institute (CDI), the Department of Juvenile Justice (DJJ), and The Florida Network of Youth & Family Services (The Network) standards.

**Policy:** A Fidelity Adherence Monitoring Checklist will be completed for both the youth and parent group for each group session and staff supervision using the Facilitator Competency Goal Sheet. The score obtained on the Fidelity Adherence Monitoring Checklist will be entered into NetMIS for the corresponding youth/parent group. The Facilitator Competency Goal Sheet will be uploaded to the OneDrive.

A SNAP® Boys/Girls/for youth and SNAP® Parents Group Adherence Checklist is used to measure and monitor treatment adherence to the group manuals and assess the SNAP® group leaders for quality and consistency of skills in delivering the SNAP® groups. Facilitator Competency refers to the skills deployed during a SNAP® group session and throughout the course of a group cycle to support youth skill acquisition as intended per CDI, DJJ, and The Network standards.

**Procedure and/or Process:**

During each group session, **both** of the youth and parent groups are required to be videotaped and uploaded to OneDrive and/or SharePoint within three (3) business days of the actual group.

Fidelity Adherence Checklists for the youth and the parent group can be completed live during group by an additional staff that has completed the SNAP® Facilitator Training or afterwards by watching the recorded group videos.

A designated SNAP® team member who observes the group live or taped completes the Fidelity Adherence Checklists. They are also used to complete ongoing fidelity checks by the SNAP® developers, CDI, to determine level of adherence to the treatment manual and quality of the service being delivered.

The score obtained on the Fidelity Adherence Checklists are required to be entered into NetMIS within three (3) business days. Fidelity must be completed/recorded and uploaded as evidence to support billing for services. Any incomplete recordings that do not capture at least twenty (20) minutes of children’s groups that are ratable using the Fidelity Adherence Checklist as evidence of fidelity. The Network is to be notified in writing of any instance where a parent or child SNAP® group session has not been fully recorded and/or uploaded into the specified OneDrive folder.

A Facilitator Competency Goal Sheet will be completed by all SNAP® group facilitators prior to delivery of their first sessions in **August** and again in **January**. This includes completion of the self-assessment section to determine skill deficits and identifying a competency area of focus.

The facilitator’s goal will be self-evaluated weekly and reviewed with a supervisor at minimum monthly from **August to December**, and again from **January to May**. This goal can be adjusted and modified if completed or more pertinent goal is identified, but must continue to be in alignment with the above-identified timeline.

All facilitator Competency Goal Sheets completed during the **August to December** period must be uploaded on or before the last day of December, and all Facilitator Competency Goal Sheets completed during the **January to May** period must be uploaded on or before the last day of May into the specified OneDrive.

Please Note: SNAP® Youth Justice groups do not include a parent or sibling group component.