

Appendix N

Performance Feedback Strategy

Performance Feedback

Performance Feedback aims to increase the implementer's implementation of all intervention steps through a discussion of treatment integrity and progress monitoring data, detailed review of difficult implementation steps, and collaborative problem-solving to address challenges to implementation. After the session, the implementer should have developed a new perspective of his or her implementation of the intervention and feel confident implementing the intervention steps moving forward, including steps that have previously been difficult to implement consistently.

Preparing for Performance Feedback

- Review general guidelines for preparing for an Implementation Support Strategy meeting and complete necessary planning steps (see Appendix E).
- Prepare for Performance Feedback to take one session outside of the implementation setting, but remember that it is typically provided on an on-going basis.
- Review the intervention implementation data and student outcome data.
- Prepare the Treatment Integrity Across Sessions Graph and Treatment Integrity Across Intervention Steps Graph and be prepared to share these figures, summarize the data, and answer questions on a constructive and supportive manner.

- Prepare the Progress-Monitoring Graph and be prepared to share and summarize the data.
- Review and re-familiarize yourself with the intervention and be prepared to explain the intervention steps as related to student outcomes and implementation data.

MATERIALS:

- Treatment Integrity Across Sessions Graph and Treatment Integrity Across Intervention Steps Graph
- Progress-Monitoring Graph

STEPS

1. Explain session purpose

2. Elicit implementer feedback about the intervention

3. Ask the implementer about student responsiveness

4. Review implementation data

TALKING POINTS

- Explain that you are meeting to discuss the intervention and its implementation and evaluate student progress.
- Provide an overview of Performance Feedback. Tell the implementer you will look at data, identify areas that are going well, steps that seem to be challenging, and set goals for the next meeting.

- Ask implementer to evaluate the intervention process.
- Address any questions or concerns the implementer has regarding the intervention or implementation.

- Ask the implementer about his or her impressions of the student's progress and response to the intervention, focusing on desired student outcomes.
- Address any questions or concerns the implementer has regarding student progress.

- First, review the intervention implementation data by providing a summary of the Treatment Integrity Across Sessions Graph to the implementer.
- Next, review the Treatment Integrity Across Intervention Steps Graph with implementer. Explain the graph displays

	<p>the percentage of days each intervention step was implemented according to the intervention plan.</p> <ul style="list-style-type: none"> • Highlight intervention steps that were completed consistently and praise the implementer. • Review intervention steps that were consistently implemented.
5. Review progress-monitoring data	<ul style="list-style-type: none"> • Review the student progress-monitoring data by describing the Progress-Monitoring Graph to implementer. • Discuss student progress-monitoring data as they relate to the intervention implementation data, focusing on the relationship between the two graphs.
6. Review intervention steps and confirm implementer understanding	<ul style="list-style-type: none"> • Review the intervention steps that were not consistently implemented using the intervention plan for reference. • For each step, describe (a) the procedures for implementation, (b) when it is to be implemented, and (c) any materials needed. • Confirm that the implementer's understands the intervention steps reviewed.
7. Problem-solve strategies for implementation improvement	<ul style="list-style-type: none"> • Ask the implementer for feedback about the implementation of steps that have not been consistently implemented. • Based on implementer's feedback, work collaboratively to discuss strategies to address the challenges the implementer is experiencing implementing these steps.
8. Confirm implementer commitment to increasing implementation	<ul style="list-style-type: none"> • Confirm that the implementer feels prepared and committed to increase his or her implementation of the intervention, especially those steps that have not been implemented consistently.
9. Close the session	<ul style="list-style-type: none"> • Summarize the objectives of the session and highlight the link between progress monitoring data and treatment

integrity as well as the intervention steps review and problem-solving.

- Ask the implementer if he or she has questions.
- Close the meeting by reiterating your support and the implementer's commitment to implementation.

Appendix N

Performance Feedback

Treatment Integrity Protocol

To ensure PRIME Implementation Supports are delivered as planned, consultants should evaluate the treatment integrity of their delivery. Use the key below to rate the (a) adherence, (b) quality, and (c) implementer responsiveness on the Treatment Integrity Data Sheet (below) during or immediately following provision of a strategy.

Adherence is the degree to which the strategy steps are implemented as planned. To rate adherence, circle the descriptor that best describes how completely each step was delivered.

<i>Complete</i>	All aspects completed (100%)
<i>Substantial</i>	More than half of aspects completed (99-51%)
<i>Limited</i>	Less than half of aspects completed (50-1%)
<i>None</i>	No aspects completed (0%)

Quality refers to how well the strategy steps are implemented. Quality can be evaluated only if the step was implemented; rate on those steps for which adherence was rated as complete, substantial, or limited. To rate quality, circle the descriptor that best describes how well each step was delivered.

<i>Excellent</i>	Step was implemented skillfully as indicated by: <ul style="list-style-type: none">• Appropriate interaction and specificity,• Step smooth,• Appropriately paced,• Competently implemented (e.g., clearly responsive to teacher's unique needs)
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<i>Good</i>	Step implemented adequately, but in a less skillful manner; step somewhat flawed in at least 1 of the indicators under “excellent”
<i>Fair</i>	Step implemented poorly in a manner that is inadequate or seriously flawed in at least 1 OR somewhat flawed in at least 2 of the indicators under “excellent”
<i>Poor</i>	Step implemented poorly, with none of the indicators under “excellent”

Implementer Responsiveness refers to how actively engaged and cooperative the implementer was during the PRIME Implementation Support session. Two items related to implementer responsiveness are rated at the end of the session based on the percentage of time the implementer demonstrated these characteristics per the definitions below.

<i>Actively Engaged</i>	<p>The implementer is purposefully participating in the intervention process.</p> <p><u>Examples include:</u> Note taking, reading materials, intently listening, asking questions, nodding head, vocalizing understanding/interest (e.g., “okay”), making affirmative statements (e.g., “I will...”)</p> <p><u>Non-examples include:</u> Looking out the window, distracted by things unrelated to the current task, checking the clock</p>
<i>Cooperated</i>	<p>The implementer willingly and agreeably working jointly with the consultant during the intervention process.</p> <p><u>Examples include:</u> Reviewed presented data, actively participated in role plays, followed through with tasks asked of them</p> <p><u>Non-examples include:</u> Refusal to participate in intervention step(s), lacked elaboration when asked questions</p>

PERFORMANCE FEEDBACK: Treatment Integrity Data Sheet

Implementer:

Consultant:

Date:

Start time:

End time:

Strategy Steps	Adherence				Quality*					
	Complete	Substantial	Limited	None	NA	Excellent	Good	Fair	Poor	
1. Explain session purpose	3	2	1	0	NA	3	2	1	0	
2. Elicit implementer feedback about the intervention	3	2	1	0	NA	3	2	1	0	
3. Ask the implementer about student responsiveness	3	2	1	0	NA	3	2	1	0	
4. Review implementation data	3	2	1	0	NA	3	2	1	0	
5. Review progress monitoring data	3	2	1	0	NA	3	2	1	0	
6. Review intervention steps and confirm implementer understanding	3	2	1	0	NA	3	2	1	0	
7. Problem-solve strategies for implementation improvement	3	2	1	0	NA	3	2	1	0	
8. Confirm implementer commitment to increasing implementation	3	2	1	0	NA	3	2	1	0	
9. Close the session	3	2	1	0	NA	3	2	1	0	
Sum Columns										
Sum Adherence Columns					A	Sum Quality columns				A
Number of Applicable Steps x 3					B	Number of Rated Quality Steps x 3				B
Divide A / B					Divide A / B					
Adherence %					Quality %					

Implementer Responsiveness				
	Always 100%	Mostly >51%	Rarely ≤50%	Never 0%
Implementer was actively engaged .	3	2	1	0
Implementer cooperated with the intervention.	3	2	1	0

*Only complete if adherence step is rated complete, substantial, or limited