



2020 Fidelity Assessments: Virtual Document Review

Due to precautions regarding the COVID-19 pandemic, fidelity assessments will be conducted virtually including document review. Sites will be asked to prepare documents prior to the assessment to be shared with and reviewed by the assessor, the HeadsUp Data Coordinator.

When preparing documents, please be sure to do the following:

- Prepare and appropriately label all documents so they can be easily identified by the assessor
- If necessary, de-identify all documents containing Protected Health Information (PHI)
 - PHI includes names, dates of birth, addresses, phone numbers, emails, etc.
 - De-identification can be done manually through strikeouts or cropping
- If you are scanning hard-copy documents, please make sure quality is sufficient and the document is legible
- Make sure appointment lists are labeled by participants' FEP IDs

Sites have options to submit the document review portion of the virtual fidelity assessment:

Penn+Box Upload (preferred)

Prepare all necessary documents prior to the fidelity assessment and upload to your site's designated folder in Penn+Box. In your site's folder in Penn Box, there will be sub-folders provided for each section of the document review. Please be sure that all documents are labeled and placed in the appropriate folder.

Email

Prepare all necessary documents prior to the fidelity assessment and send via email to the assessor (megan.westfall@pennteam.upenn.edu). Please be sure that all documents are labeled appropriately, with clarity on both the section of document review which is relevant to and the document name.

Live Review via Teleconference

Prepare all necessary documents prior to the fidelity assessment and share with the data coordinator live during a teleconference meeting via GoTo Meeting. Site coordinator/director will be required to share their screen during the teleconference to present the necessary documents. Documents will need to be available on the computer screen, zoomed when necessary, and legible to the assessor. Video presentation of hard-copy documents will not be acceptable. The live presentation of documents will follow the order of the provided checklist. Site coordinators/directors should anticipate the live review to take approximately 3 hours.



Required Documents Checklist		
<input checked="" type="checkbox"/>	Document	Description
<input type="checkbox"/>	Outreach Materials	Provide a few examples of materials used for regular outreach efforts in the community/catchment area served by your program (i.e. program brochure, website, fact sheets, etc.) and a list of completed outreach appointments since January 2020 (or other outreach tracking document). Virtual outreach meetings are acceptable and should be listed.
<input type="checkbox"/>	OMHSAS Grant Proposal	Original (and, if applicable, updated for 2020) Community Mental Health Services Block Grant RFI application.
<input type="checkbox"/>	Job Descriptions and Staff CVs	Original posted job description (duties and qualifications) and CVs for each current staff member. Please provide any available certificates or licenses for staff that have completed specialized training in CBT, Multi-Family Group or IPS if applicable. ^a
<input type="checkbox"/>	Psychoeducation Materials	Provide 2 examples of curriculum/materials for psychoeducation to participants and families/caregivers (power points, handouts, etc.) Also provide a list of psychoeducation groups, dates of meetings, and topics covered from the last 3 months.
<input type="checkbox"/>	Treatment Planning Documents	Provide a <u>blank</u> version of the Bio-psychosocial (BPS), treatment plan, relapse prevention plan and any consents that are used at admission and at follow-ups.
<input type="checkbox"/>	Protocol/Documents for Discharge Process	Document outlining programs protocol for discharging participants due to disengagement as well as the procedures completed for general discharge (make referral, send letter, etc.) and any document templates.
<input type="checkbox"/>	Other Relevant Documents	Attendance at team meetings, staff productivity standards ^b , and any other relevant documents



<input type="checkbox"/>	List of Appointments	<p>The identified primary contact will provide the assessor with a list of FEP IDs of participants who have been actively enrolled in the program in the year 2020 (exclude Step Down participants). The primary contact will then be provided with a list of ten randomly selected participants from the list of active participants in 2020. Please provide an electronic copy from the EHR of all contact with the participant (and their family/caregiver) with each staff member within the three months prior to the date of the site visit and for the months of January through March 2020 ---in particular, psychiatrist, SEES, and therapists appointments. Also please provide medication lists from all psychiatrist appointments in the last 3 months. Please also note how many months each participant has been enrolled in your FEP program. Remove all identifying PHI before submitting.</p>
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^a Do NOT include salaries.

^b Do NOT include any completed staff performance evaluations.