

This report is to be completed within one week of the first session you observe. After completing the report, please email the report to your Team Lead and to the Training Director at Families & Schools Together at <mailto:fasttrainers@familiesandschools.org>.

FAST Trainer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

FAST Intern: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SCHOOL AND/OR SITE DEMOGRAPHICS:**

Program Dates      Phase I: \_\_\_\_\_ Site Visit I: \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Team \_\_\_\_\_

Contact: \_\_\_\_\_

**ATTENDANCE:**

For each category listed below, please indicate the number of people in attendance at this session.

**NOTE:** Remember that the site must graduate a minimum of five families to be eligible for Team Certification.

Families: \_\_\_\_\_

Parents/Care-giver: \_\_\_\_\_

Children: \_\_\_\_\_

Team Members: \_\_\_\_\_

Volunteers: \_\_\_\_\_

School Personnel: \_\_\_\_\_

Other Visitors: \_\_\_\_\_ Who were the visitors? \_\_\_\_\_

Please comment on the level of ethnic and socio-economic matching between the team members and the attending families. Do families appear comfortable interacting with the team? Does the team appear comfortable interacting with families? Please share your observations.

**RECRUITMENT/RETENTION:**

What recruitment strategies were successful?

Were there challenges to successfully recruit families? If so, what were they?

How were team members involved in recruitment?

If five or fewer families were in attendance, describe the team’s recruitment plan as discussed during the debriefing. What recruitment strategies will each team member participate in to support these efforts?

**SITE & FACILITIES OVERVIEW:**

Indicate with an X where the following areas are provided and if each area meets the needs of all families participating at this FAST® site.

<b>Facilities</b>	<b>N/A</b>	<b>Meets Needs</b>
Signage & Welcome Area		
Kitchen/Dinner Area		
Family Tables		
Kid’s Time Area		
Childcare Area		
One on One Time Area		
Main Room		
Resource Table		
Playground		
Bathrooms		
Transportation		
Parking		
Safe Environment		

If anything in the above list was not found to “meet needs,” how will that change in the future? Please describe what the team plans to do to ensure that all facilities “meet needs.”

**OVERVIEW OF QUALITY OF IMPLEMENTATION:**

When completing this section of the site visit report, be mindful of the details outlined within the Quality of Implementation Checklist (QIC). It is important to review the details and document them based on trainer observations during the site visit. Strengths and challenges should be assessed according to the core components outlined under each section within the QIC and within integrity outlined within the Program Integrity Checklist.

**\*\*\*NOTE\*\*\***

Table-based coaching is an integral part of the FAST implementation. Table-based coaching is defined as individual guidance and support from a team member to a FAST parent consistently and throughout the session.

**Independent Youth Group**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**FAST Welcome**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Principal's/FAST Parent Graduate's Welcome**

Did principal attend? What role did s/he play, if present? Did FAST Parent graduate attend? What role did s/he play, if present?

**Flag Activity**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Meal**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**FAST® TRADITIONS: FAST Hello**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Music/FAST® Song**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions

**Buddy Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Parent Group**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Youth Rap Group (during Parent Group)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**One-on-One Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Family Connections Board Game**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Kids Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Lottery**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Announcements, Closing Circle & Rain**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Parent Empowerment**

Did the team effectively empower parents? If yes, how was this demonstrated?

Challenges of parent empowerment

Comments or suggestions to support parent empowerment by the team



**Debriefing**

Please list the team members present for debriefing.

Was anyone missing? If so, please explain.

Was adequate time given to debrief with the team?

When was debriefing conducted (i.e. evening of FAST, next day)?

**The following areas must be discussed with the team during debriefing. Initial each area to verify they were discussed.**

- *Advanced Feeling Charades* \_\_\_\_\_
- *Documenting observations of parents for affirmations* \_\_\_\_\_
- *Moving from recruitment to retention after week 3. (No families can join after week 3)* \_\_\_\_\_
- *Following up with families if pre-surveys were not completed. Make sure to discuss who will ensure that pre-surveys are completed.* \_\_\_\_
- *Complete Student Key for Teachers and inform teachers of students participating in FAST* \_\_\_\_\_

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