

*This report is to be completed within one week of the Phase III session. After completing the report, email to your Team Lead and to the Training Director at <mailto:fasttrainers@familiesandschools.org>.*

*If you are a FAST Trainer Intern, also send this to the FAST Trainer who is supervising you.*

FAST Trainer: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
FAST Intern: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**SCHOOL AND/OR SITE DEMOGRAPHICS:**

**Program dates:** Phase I: \_\_\_\_\_ Phase II: \_\_\_\_\_  
Phase III: \_\_\_\_\_

School: \_\_\_\_\_  
Principal: \_\_\_\_\_  
Team Contact: \_\_\_\_\_

**I. FAST® Team**

*1. In what ways did the FAST Team succeed in terms of: Communication, sharing responsibilities, working together, addressing conflict, supporting each other, and parent empowerment?*

*2. In what ways could the FAST Team improve in the areas outlined above?*

**3. Discuss Attendance:**  
(Reasons given for attendance issues; i.e., not all present or present only part of the day)

**II. Presence of Administrative Representatives**

***Administrators Attending***

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

*To what extent were administrators supportive of FAST?*

**III. Phase III Review**

- A. Responses to programmatic drift examples. *Did the team listen to each other's perspective with respect?*** Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "no," please explain your answer.*

- B. Presenting the Team Review report**

- 1) Did each team member have an opportunity to provide feedback when presenting the Team Report?** Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "no," please explain your answer.*

- 2) Was the team proud of their accomplishments?** Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "no," please explain your answer.*

- 3) Did the team refer to parents in a respectful manner?** Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "no," please explain your answer.*

**C. Presenting the Evaluation Report.**

Did the team understand how they played a role in the outcomes? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "no," please explain your answer.*

**D. Overall assessment of current team**

1) What were the strengths of the team?

2) What were the weaknesses of the team?

3) In what areas could the team improve next time?

**V. Program Component Review**

**A. Kids Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**B. Parent Group**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**C. Special Play Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**VI. Parent Empowerment**

A. Did the team speak respectfully when talking about parents? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If you answered "no," please explain your answer*

B. How often and in what way did the parent partner participate in the discussion?

C. How often and in what way did the parent partner participate in giving the Team Review?

D. Graduate parents and Phase III Training

1. How many graduate parents attended the Phase III? \_\_\_\_\_

2. Who greeted the parents? \_\_\_\_\_

3. Were parents introduced to other people? \_\_\_\_\_

4. Were parents welcomed with food and drink? \_\_\_\_\_

5. Where did they sit? \_\_\_\_\_

6. What was told to parents before coming? \_\_\_\_\_

7. How comfortable did parents appear? \_\_\_\_\_

8. How did the parents refer to the facilitating team? Did parents appear to see the team as partners? Please provide examples.

E. When discussing graduation, were there examples of parents being empowered as a group?

Yes \_\_\_\_\_ No \_\_\_\_\_

F. When were affirmations given to parents?

\_\_\_\_\_

G. Were examples mentioned of parents supporting each other outside group meetings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered “no,” please explain your answer.

H. Were there stories of self-improvement/ leadership outside of the program?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered “no,” please explain your answer

**VII. Curriculum**

<b>Component</b>	<b>Standard?</b>		<b>Innovations</b>	<b>Programmatic Drift</b>
	<b>Yes</b>	<b>No</b>		
<i>Family Flag</i>				
<i>Family Meal</i>				
<i>FAST Song</i>				
<i>Scribbles</i>				
<i>Feeling Charades</i>				
<i>Buddy Time</i>				
<i>Parent Group</i>				
<i>Special Play</i>				
<i>Kids Time</i>				
<i>Door Prize/Raffle</i>				
<i>Announcements/RAIN</i>				
<i>Special Presentation</i>				
<i>Graduation</i>				

What was done to address programmatic drift (components that did not adhere to the values, principles, or research base of the program)?

*VIII. Recruitment*

- A. Who was targeted? \_\_\_\_\_
- B. Were there any innovations in their targeting methods? \_\_\_\_\_
- C. Number identified: \_\_\_\_\_
- D. Number home visited: \_\_\_\_\_
- E. Number that came once: \_\_\_\_\_
- F. Number that graduated: \_\_\_\_\_
- G. If retention was less than 80%, please discuss what happened:
  
- H. Who did face-to-face visits? How many visits were conducted?

*IX. Special Session*

Topic
Activity
Multiple-family response
Parent group response
Team response
Recognized referrals

**X. FASTWORKS®**

A. Does the team anticipate problems in carrying out FASTWORKS?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "yes," please explain your answer.*

B. Do you anticipate any problems?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "yes," please explain your answer.*

C. Does your site have an existing FASTWORKS already running? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered "yes," please explain what your plans are to integrate this current graduating group of parents into the existing FASTWORKS group.*

D. Please specify plans developed for implementing FASTWORKS:

1. *Place:* \_\_\_\_\_

2. *Event:* \_\_\_\_\_

3. *Staffing:* \_\_\_\_\_

E. Review FASTWORKS components:

1. Do they agree to monthly meetings? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do they agree to \$100/ month for materials? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do they agree to parent decisions? Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments:**



**XI. Recommended Action**

<b>Certification Criteria</b>	<b>Yes</b>	<b>No</b>
Five or more families graduated		
5 or more survey sets completed		
Fidelity score on Program Integrity Checklist was within “Ideal” to “Adequate” range		
Evaluation Report results reflect fidelity of implementation		
Trainer site visit reports reflect observations supporting fidelity of implementation		

**Trainer Recommendation for Certification:**

Recommendation to certify: \_\_\_\_\_

Site ineligible for certification: \_\_\_\_\_

Provisional certification status recommended: \_\_\_\_\_

If provisional status is recommended, the trainer will develop an improvement plan with the team to outline the following:

- Areas that need improvement
- The team’s plan to improve implementation
- Timeline to make improvements
- The plan to document and validate that improvements and certification criteria have been met