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| **PA STANDARDIZED PROGRAM EVALUATION PROTOCOL (SPEP™)**  **QUALITY MEASURES CHECKLIST 7.0** | | |
| SPEP™ ID#: | | Assessment Time: |
| Contact Time: | | Timeframe of Selected Cohort: |
| Organization Name: | | Service Classification Meeting Date: |
| Program Name: | | Quality of Service Interview Date: |
| Service Name: | | Lead County: |
| Lead SIS: | | Lead JPO: |
| Sources of Information: | | |
| **20 Measures possible - Each item is worth one.** | | |
|  | | |
| Written Protocol: | | |
|  | 1. Does a manual or written protocol exist that describes the service? | |
|  | *Notes:* | |
|  | 2. If a manual or written protocol exists, does it outline in specific detail (process, topic, lesson, session) what should be addressed during service delivery? | |
|  | *Notes:* | |
|  | 3. Is the type of youth most appropriate for this service identified in writing? (YLS Risk Factors, Criminogenic Needs, etc.) | |
|  | *Notes:* | |
|  | 4. Is there documentation that the manual or written protocol describing the service is used or referenced during service delivery? | |
|  | *Notes:* | |
|  | 5. Is there documentation that the manual/written protocol reviewed and updated at predetermined timeframes? | |
|  | *Notes:* | |
| \_\_\_\_\_\_\_/5 TOTAL MEASURES POSSIBLE FOR WRITTEN PROTOCOL | | |
| Staff Training: | | |
|  | 6. Is there a documented minimum education or equivalent experience requirement to deliver the service? | |
|  | *Notes:* | |
|  | 7. Is there a written policy that identifies any specialized training or certification required to deliver the service? | |
|  | *Notes:* | |
|  | 8. Is there documentation that all staff who deliver the service received the specialized training or certification? | |
|  | *Notes:* | |
|  | 9. Is there documentation that ongoing or booster training occurs at predetermined timeframes? | |
|  | *Notes:* | |
|  | 10. Is there documentation that the supervisor is trained to deliver the service? | |
|  | *Notes:* | |
| \_\_\_\_\_\_\_/5 TOTAL MEASURES POSSIBLE FOR STAFF TRAINING | | |
| Staff Supervision: | | |
|  | 11. Do supervisors monitor staff delivering the service to assess fidelity and quality? | |
|  | *Notes:* | |
|  | 12. Is there documentation that the supervisor is monitoring service delivery? | |
|  | *Notes:* | |
|  | 13. Is there documentation that monitoring occurs at predetermined timeframes? | |
|  | *Notes:* | |
|  | 14. Do all staff receive written feedback regarding service delivery? | |
|  | *Notes:* | |
|  | 15. Do performance evaluations, in part, reference fidelity and quality of service delivery? | |
|  | *Notes:* | |
| \_\_\_\_\_\_\_/5 TOTAL MEASURES POSSIBLE FOR STAFF SUPERVISION | | |
| Organizational Response to Drift: | | |
|  | 16. Are there written policies/procedures in place to identify departure from the fidelity and quality of service delivery? | |
|  | *Notes:* | |
|  | 17. If written policies/procedures exist, is there documentation that they are utilized? | |
|  | *Notes:* | |
|  | 18. If written policies/procedures exist, do they include an “if-then” approach or specific corrective action steps to address departure from the fidelity and quality of service delivery? | |
|  | *Notes:* | |
|  | 19. Is data collected on the fidelity and quality of service delivery? | |
|  | *Notes:* | |
|  | 20. If data is collected on the fidelity and quality of service delivery, is it evaluated and used to adapt or improve the service delivery? | |
|  | *Notes:* | |
| \_\_\_\_\_\_\_/5 TOTAL MEASURES POSSIBLE FOR ORGANIZATIONAL RESPONSE TO DRIFT | | |
| \_\_\_\_\_\_\_/20 TOTAL MEASURES POSSIBLE FOR ALL FOUR QUALITY OF SERVICE CATEGORIES | | |
| Quality Scores Associated with SPEP™ Points:  Low 0-6 measures (5 SPEP™ Points)  Medium 7-13 measures (10 SPEP™ Points)  High 14-20 measures (20 SPEP™ Points) | |  |