**SRAE Observation Protocol** Revised 1.21.21

**Protocol for ACT for Youth observations of virtual implementation of EBPs**

* ACT for Youth will observe evidence-based program delivery by each SRAE agency. ACT for Youth will observe each SRAE agency once a year. The “Virtual Facilitation Observation Form” will be used.
* ACT TA Provider will ask each SRAE Coordinator to send dates for one EBP cycle. ACT TA Provider will schedule an observation date and confirm date directly with the educator and the SRAE Coordinator. For virtual observations they will clarify online platform, technology support, and access.
* ACT TA Provider will attend virtual session and observe using the virtual facilitation observation form.
* After the observation, observer(s) will provide behavior-specific feedback to the educator.
* Within 2 days of the observation the observer submits the observation report electronically to the ACT for Youth Director of TA/Training.
* The ACT for Youth Director of TA/Training will review observation report and send it to the SRAE Coordinator and the DOH Program Advisor.
* If the score for the program session that is observed is 1 or 2 (3 = average), or if the assessment of any individual item is a 1 or 2, the ACT TA provider will contact the SRAE Coordinator to discuss strategies for improvement of the program facilitation and develop an improvement plan (see below).
* One month follow-up for those with assessments of 1 or 2: The educator will be observed by SRAE Coordinator using the same observation form. SRAE Coordinator will report progress in a follow-up meeting with the ACT TA Provider. Results of the meeting will be shared with the DOH Program Advisor.

**Protocol for Agency Internal Observations**

* Each SRAE agency will arrange to observe each educator implementing evidence-based programs at least twice a year. Different sessions should be observed on subsequent reviews.
* The SRAE Coordinator is responsible for doing the observation using the Virtual Facilitation Observation Form.Future observations should be done using the same form.
* The SRAE Coordinator utilizes the observation data to provide constructive feedback to the educator and integrate it into the educator’s professional development plans.
* The SRAE Coordinator will keep a file of completed observation forms for all educators for review during a site visit or possible submission to DOH, if requested.
* If the educator is part of a subcontracted agency, the subcontract supervisor will conduct the observation and provide a copy of the observation notes to the SRAE Coordinator. Any follow up, including professional development or improvement plan, will also be sent to the SRAE Coordinator.
* If any individual items on the observation form are rated 1 or 2, the SRAE Coordinator will work with the educator to address the professional development need.
* If the overall assessment of the program session is 1 or 2 (3 = average) the SRAE Coordinator will develop an improvement plan in conjunction with the educator. The ACT TA Provider will be available to assist and support professional development needs to improve the quality of program delivery. The educator will not implement an EBP cycle until the improvement plan is completed. Once this is done, the educator can co-facilitate the EBP with an experienced educator.
* One month follow-up for those with program session assessments below 3: The SRAE Coordinator will schedule another observation with the educator that needs to improve his/her performance using the same observation form. The SRAE Coordinator will keep completed form on file. If no further issues, the educator can again facilitate EBPs without a co-facilitator, if desired.
* The SRAE Coordinator will report on observations and progress reports in the bi-annual report to DOH.

ACT for Youth will schedule annual trainings for coordinators on how to conduct observations and develop facilitation improvement plans. All tools are available on the ACT website at <http://actforyouth.net/sexual_health/community/srae/observations.cfm>.