

## School Fidelity Tool Administration Checklist and Notetaker

February 2025, Version 2

### Before the administration of the School Fidelity Tool:

- Form your Colorado Multi-Tiered System of Supports (COMTSS) School Implementation Team (ensuring a diverse representation of stakeholders) to participate in the School Fidelity Tool.
- Build team readiness by reviewing the COMTSS component modules on the [COMTSS Online Academy](#).
- Schedule a 90-minute block of time for the administration of the School Fidelity Tool.
- Read the instructions to the School Fidelity Tool.
- Identify a facilitator and notetaker.
- Agree on a voting process.

### During the completion of the School Fidelity Tool:

- Project and/or have printed copies of the School Fidelity Tool for participants to read.
- Consensus is attained when at least 70% of participants agree and when all participants can live with and publicly support the decision.
- Skip items that do not have consensus and return to them at the end.
- During discussion, administrators are encouraged to share their opinions last to promote participation.
- Take notes in the note catcher as necessary to support prioritization and action planning.





## Things to keep in mind about the School Fidelity Tool:

- This is a baseline score. Low scores are to be interpreted as “not in place YET.”
- The School Fidelity Tool supports school teams to understand what COMTSS looks like in practice
- In using the School Fidelity Tool for action planning, a focus on the component of Team-Driven Shared Leadership should be prioritized with Data-Based Problem Solving and Decision-Making being prioritized next.

## Colorado Multi-Tiered System of Supports School Fidelity Tool Note Catcher

### Team-Driven Shared Leadership

Notes:

### Data-Based Problem Solving and Decision-Making

Notes:





## Family, School, and Community Partnerships

Notes:

## Comprehensive Screening and Assessment System

Notes:

## Layered Continuum of Supports

Notes:

