**Stepping On Fidelity Coaching Sessions**

Stepping On is a high-level evidence-based program. To ensure outcomes are similar to those seen in the original research, fidelity is monitored. Fidelity is the degree to which an intervention is delivered as intended by the original researchers (Carroll et al 2007); in other words – how closely one is following the manual. While fidelity is monitored at various parts of the facilitator training, an additional component is a fidelity coaching session. This is an observation of one entire session of a Stepping On workshop ideally done in sessions 3, 4, or 5. The fidelity coaching session is an extension of the facilitator’s training and performed by a trained fidelity coach.

**Supplies:**

Stepping On Facilitator Manual

Stepping On Balance & Strength Exercise Manual

In-Person Fidelity Coaching Tool ([Submit Online](https://wiha.wufoo.com/forms/k1knk6ru1mrjzf6/))

Virtual Fidelity Coaching Tool ([Submit Online](https://wiha.wufoo.com/forms/q10q97uu10ikq1q/))

Stepping On Key Elements

**Steps:**

1. Facilitator attends and completes full facilitator training. A passing score is completion of all quizzes and practice facilitations with a score >70%. Those who receive between 70-79% will need to receive a fidelity coaching session, ideally during their first workshop.
2. Stepping On workshop is scheduled by facilitator.
	1. Facilitator completes [Workshop Notification Form](https://wiha.wufoo.com/forms/sli35100d8jbu3/).
	2. WIHA staff receives notification of upcoming workshop, checks to see if facilitator is on fidelity list, and notifies program lead.
	3. WIHA staff reaches out to fidelity coaches to schedule fidelity coaching session, depending on availability.
	4. WIHA staff coordinates communication between the fidelity coach and the workshop facilitator to schedule the fidelity coaching session (including approximately 30 minutes immediately following the workshop to review the observations).
		1. WIHA staff sends a blank copy of the fidelity monitoring form corresponding to the workshop delivery (in-person or virtual) and list of key elements to the facilitator and fidelity coach and confirms workshop location and time.
3. Fidelity coaching sessions can be completed in-person or virtually.
	1. To do a virtual fidelity coaching session, the facilitator should set up a meeting on a virtual platform (Zoom, Teams, etc.,) and invite the fidelity coach. During the workshop, the facilitator sets up a laptop so that the fidelity coach can see and hear the facilitators and participants throughout the workshop, including during the exercises.
		1. Note: Facilitator should turn off the “minimize background noise” setting in the virtual platform so the fidelity coach can hear better.
			1. How to: [Microsoft Teams](https://support.microsoft.com/en-au/office/reduce-background-noise-in-microsoft-teams-meetings-1a9c6819-137d-4b3b-a1c8-4ab20b234c0d) | [Zoom](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0059985) | [Webex](https://help.webex.com/en-us/article/n70a8os/Remove-background-noise-during-Webex-meetings-or-webinars) | [Google Meet](https://support.google.com/meet/answer/9919960?hl=en&co=GENIE.Platform%3DDesktop)
	2. For in-person coaching sessions, the fidelity coach sits in the room towards the back to observe the workshop.
4. The fidelity coach arrives to perform the fidelity coaching session at least 15 minutes before the start of class. For virtual fidelity coaching sessions, this is especially important to ensure the technology works and the fidelity coach can hear the facilitators.
	1. The workshop facilitator explains to the participants that the “visitor” is here to observe the class and support the facilitators to do the best job they can do and introduces the fidelity coach to the group.
	2. Note: Unless essential, fidelity coach does not interrupt facilitators or participate in the workshop.
5. The fidelity coach completes the fidelity coaching session, using the fidelity monitoring form corresponding to the workshop delivery format (in-person or virtual).
6. The fidelity coach meets with the facilitators immediately after the workshop to provide feedback about program fidelity and how they adhered to the key elements of the program.
7. When the fidelity coaching session is completed, the fidelity coach submits the fidelity monitoring form online within 2 weeks of the fidelity coaching session.
	1. WIHA staff will receive a copy and confirmation that the form was submitted, reviews the fidelity form to ensure satisfactory, and marks person as completed.

For questions or support, contact the Stepping On program lead at falls@wihealthyaging.org.