



SWIFT Fidelity Integrity Assessment (FIA) Administration Checklist

Name	Y=Yes N=No N/A= unsure or not applicable		
Observation Date			
1. Prepare the Team: Participants are invited, emailed the SWIFT-FIA, and given necessary information prior to the process.	Y	N	N/A
2. Set the Stage: Administrator ensured all participants have a copy of the SWIFT-FIA; provided an overview of the SWIFT-FIA, including its purpose, desired outcomes, and key administration steps; identified a Note Taker; and established/reviewed group norms.	Y	N	N/A
3. Administer the SWIFT-FIA: Each item and main idea were read aloud to the group while the document or focus area was projected for all to see. Repeated for each question.	Y	N	N/A
4. Read and Clarify: Participants independently read the Rubric Scoring Descriptions. Administrator addressed clarifying questions. Repeated for each question.	Y	N	N/A
5. Poll Team for Agreement: Participants polled to share their scores for each item.	Y	N	N/A
6. Dialogue the Differences and Re-poll for Consensus: Administrator summarized the polling results. If consensus was not reached, the Administrator encouraged dialogue and re-pollled until consensus was reached.	Y	N	N/A
7. Document Results: Note Taker recorded scores during administration and polling process. The Administrator entered final scores to swiftassessment.org or another tracking system.	Y	N	N/A
8. Wrap-up: SWIFT-FIA scores were displayed and debriefed with participants. Team reflected on the SWIFT-FIA and the process.	Y	N	N/A
9. Next Steps: Administrator collaborated with participants and other leaders to determine next steps (e.g., adjust Priority and Practice Planning, add results to the Data Snapshot, and develop a communication plan to share SWIFT-FIA results with stakeholders).	Y	N	N/A

SWIFT Center produced this document under U.S. Department of Education, Office of Special Education Programs Grant No. H326Y120005. OSEP Project Officers Grace Zamora Durán and Tina Diamond served as the project officers. The views expressed herein do not necessarily represent the positions or policies of the Department of Education. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred. This product is public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, please cite as SWIFT Center. (2016). *SWIFT Fidelity Integrity Assessment Administration Checklist*. Lawrence, KS: Author.