



Wraparound Evaluation and Research Team

Collaborator's Agreement for Use of the Wraparound Fidelity Index, version 4

[Name of organization or project]: _____
will serve as a collaborating site for the Wraparound Fidelity Index, version 4 (WFI-4).

[Name of primary contact person]: _____
will be the primary contact from our organization/project and the Wraparound Evaluation and Research Team.

As a collaborating site, we understand that we will have access to the following materials:

- The four WFI-4 respondent forms plus Demographics form,
- WFI-4 User's Manual,
- WFI-4 Data entry shells in Excel and SPSS format,
- WFI-4 Interviewer training presentation in Power Point format, and
- WFI-4 Interviewer Training Toolkit (with audio recorded WFI-4 sample/practice administrations, corresponding WFI-4 score sheets, and trainee debrief materials)

We also understand that we will have access to any new or revised supports for the WFI-4. This includes use of the *WFI-4 Online Data Entry and Reporting System*, which will be launched in early 2008.

We understand that we will have unlimited use of the WFI-4, the supporting materials described above, any revisions to the WFI-4 supporting materials, and, once available, the Data Entry and Reporting System so long as we agree and adhere to the following terms:

1. We agree that we will adhere to the basic User's qualifications and interviewer training protocols, as described in the WFI-4 Manual and WFI-4 Training Toolkit.
2. We agree to employ administration and scoring procedures precisely according to instructions provided in the WFI-4 Manual.
3. We agree to maintain confidentiality of WFI-4 data and all fidelity assessment results.
4. We agree to assume responsibility for obtaining approval from any Institutional Review Boards (IRB) or Human Subjects Research Committees that are relevant to our organization, program, and/or evaluation project.
5. We agree to be responsive to requests from WERT for feedback on the feasibility and utility of the WFI-4 and its supporting materials.
6. We agree to pay an initial user fee of \$800 and annual site license fee of \$500 (plus \$200 for any additional sub-sites for which we require support) to allow the Wraparound Evaluation and Research Team to continue to manage and oversee the WFI-4 project. We understand that we will be invoiced for both amounts after submitting this collaborator's agreement, and annually thereafter in order to be authorized to continue to use the WFI-4 and its supporting materials.

Signature of Authorized Representative

Date

WFI-4 Collaborator's Agreement

*Mail to: Wraparound Evaluation and Research Team, c/o April Sather
UW Division of Public Behavioral Health and Justice Policy, 2815 Eastlake Avenue East, Suite 200, Seattle, WA 98102
Or FAX to: 206-685-3430*

**Wraparound Fidelity Index, Version 4
 Collaborator Information for Pilot Sites**

Note: If you prefer to send this information by email, feel free to email to
wrapeval@u.washington.edu

Name of WFI-4 Contact	
Title	
Organization	
Webpage	
Address 1	
Address 2	
City	
State	
ZIP Code	
Phone Number (with Area Code)	
E-mail Address	
Fax Number	
Name of Project or Organization to be Evaluated using WFI-4	
Population served by Project	
Names of unique sites or subprograms that will use the WFI-4 and will require individual training toolkits and User IDs <i>(list all that apply; if more than 6, please use back of form or send in a separate email)</i>	1
	2
	3
	4
	5
	6
Estimated total number of youth/families to be assessed using WFI-4 (across all sites)	
Approx. data collection start date	
Brief description of overall evaluation and/or how the WFI-4 data will be used	

WFI: QUALIFICATIONS FOR USE

The WFI was designed to be a straightforward interview that could be used by any site interested in collecting information on wraparound implementation. Nonetheless, proper use requires competency in different areas depending on the individual's role in using the WFI-4.

Administration

The WFI-4 Demographics, Wraparound facilitator, Caregiver, Youth, and Team Member forms were designed to be administered by a trained interviewer. Interviewers must be trained to criteria on administration and scoring of the WFI-4 using the WFI-4 Training Toolkit, which includes audio-recorded sample WFI-4 administrations. In general, interviewers must have:

- Training and/or experience conducting interviews with respondents whose ages, languages, and backgrounds are similar to WFI respondents (i.e., youth receiving services; parents and caregivers of these youth, and service providers);
- Competence and familiarity with the WFI forms, the user's manual, and the wraparound process;
- Adequate knowledge to explain the interview process, intended uses for WFI data, and limits to confidentiality.

Scoring

Individuals responsible for scoring must follow instructions on the WFI-4 forms and in the *WFI-4 User's Manual* to assure accurate scoring. Scoring is fairly straightforward for most items, because the scale directly corresponds to the answers given by respondents (e.g., "Yes" = 2, "Sometimes/Somewhat" = 1, "No" = 0). However, for some items interviewer judgment is necessary. All paper forms should be checked carefully before final scoring and submission for data entry.

Our research team provides electronic files to simplify data entry and data management to all our collaborators. These files are available in Microsoft Excel® and SPSS® formats. To use these files it is the collaborator's responsibility to have purchased and know how to use these software programs. Those responsible for managing interviews, data entry, and data management should have training and experience in those areas.

Management and Coordination

It is essential that the person or persons responsible for coordinating the evaluation using the WFI-4 have appropriate experience and training in quality assurance and/or evaluation activities. At a minimum, they must have a thorough knowledge of the *WFI-4 User's Manual* and forms, uses for the data, and any limits to confidentiality. They must also ensure adequate training and supervision of interviewers. Ideally, these individuals should also be skilled in getting the key stakeholders from the community and/or program(s) invested in the WFI evaluation (if they are not already), getting approval for the evaluation, identifying interviewers and respondents, and distributing information statements and/or obtaining consents from respondents.

Interpretation

The proper clinical, quality assurance, program evaluation, and research use and interpretation of the WFI-4 require knowledge of theory and methodology of assessment using structured interviews, as well as supervised training in working with the youths and families of interest. The training required may differ depending to the ways in which the data are to be used. However, no amount of prior training can substitute for professional maturity and a thorough familiarity with the procedures and cautions presented in the *WFI-4 User's Manual*.