
WFI EZ

QUICK START GUIDE

The Wraparound Evaluation and Research Team (WERT) has completed the first version of the Wraparound Fidelity Index – Short form, or **WFI-EZ**, a brief, self-administered survey version of the WFI-4 interview. Versions of the WFI-EZ are available for facilitators, caregivers, and youths. All three versions can be completed either on paper or online and parallel one another in terms of structure and item content.

Although the first version of the WFI-EZ is now ready to use, some of the administration tools are still in progress—particularly 1) a complete and thorough user’s manual and 2) the online data and reporting system into which the WFI-EZ will be integrated. In the meantime, we’ve created this Quick Guide to help early adopter programs and initiatives understand the WFI-EZ and how to use it. Although we hope this answers a lot of your questions, please don’t hesitate to contact us if you need help or guidance.

Spencer Hensley can be reached at hensleys@uw.edu or 206.616.4988 and is more than happy to assist you.

PREPARING TO ADMINISTER THE WFI-EZ

Identifying Respondents

The facilitator to whom the WFI-EZ should be administered should usually be straightforward. However, if there have been multiple facilitators, the individual who was responsible for the majority of the wraparound facilitation effort (not necessarily the most recent facilitator) should be the respondent. Similarly, if there are multiple individuals who have served as facilitators (e.g., a care manager and a family partner have both served in this role over time), the person who did the most work as facilitator overall should be the respondent, regardless of their job title. If a parent or youth served as facilitator of their own team, he or she should complete the caregiver form.

Youth should only be given the WFI-EZ if they are 11 years old or older. For teams working with youths younger than 11, only the facilitator and caregiver forms should be administered. If there are multiple youths over 10 in the same family, the WFI-EZ could either be administered to the youth on whom the process was most focused, or both youths can complete the WFI-EZ (individually or as a team completing one form).

When there are two or more caregivers involved, both can complete their own form, they can complete the WFI-EZ as a team, or the primary caregiver can be the only respondent. If a youth is in foster or group care but a birth parent is involved, administer the WFI-EZ to the birth parent wherever possible. If parental rights have been terminated or a parent is uninvolved in the youth’s life, whoever acts as the primary caregiver (e.g., foster parent, relative caregiver, etc) should be administered the survey. For older youth who are not living with a parent, it is still valuable and highly recommended that data be collected from a caregiver figure, if one is involved with the wraparound team.

Obtaining Consent and Assent

You may need to obtain consent from participating caregivers, and assent from youth. Again, the youth version of the WFI-EZ is designed for youth at least 11 years old, though you may choose to only use older youth. If your WFI-EZ data collection is part of a research project (i.e., not just for quality improvement) or your site is associated with a college, university, or research center, approval for your evaluation from your local Institutional Review Board (IRB) or Human Subjects Research Committee may be necessary before beginning the evaluation process.

Approaching Families

It’s recommended that you make sure your families are informed about the WFI process. Keeping them informed helps motivate their participation. You might emphasize the purpose of the evaluation, the number of families being evaluated, and the confidentiality of their responses. Take the time to describe what the evaluation will be like for them, why the information is important, and answer any questions they may have. The WFI is an opportunity for the families to share their voices and bring positive change to the services in their community. The youth or caregiver should be allowed to complete the WFI-EZ using whatever method is easiest for them – sending an email link to the web survey, using a paper and pencil form that is completed confidentially in a private space in the office, or mailing back a form with confidentiality guaranteed are all options. The program may use the option of reading the questions in person or over the phone to ensure data is collected.

Approaching Facilitators

Facilitators (or care coordinators or case managers) also need to be “on board” for the evaluation. So it is similarly recommended that you take time to explain to the facilitators the scope and purpose of the evaluation and their involvement. Remind facilitators that WFI-EZ data will be used to provide comprehensive and (usually) confidential feedback about the services as they are being implemented (unless WFI-EZ data is being used in directive supervision). Data can help make the

case for the program's meeting standards of accreditation, or in requests for additional funding or support. The better facilitators understand the process, the more able they will be to inform and encourage the participation of families.

ID Numbers

It is absolutely **essential** that each family and facilitator be provided a unique ID number and that these numbers are reliably used. These numbers will maintain the confidentiality of participants from WERT, and enable sites to connect their data to outside sources of information. We have some recommended methods for ensuring that ID numbers are reliably used, described in the two sections below.

ADMINISTERING THE ONLINE VERSION

With the online version, it is particularly important that sites develop a specific protocol for ensuring that caregiver and youth data are reliably linked to ID numbers. We are happy to help you with your specific needs, but here is a standard approach that should work:

1. If a caregiver or youth is to complete the survey at home:
 - a. The site will send WERT the respondent's email address and ID Number (but no other identifying information)
 - b. We will send these respondents a unique link that will fill in the ID Number question for them automatically.
2. If a caregiver or youth is to complete the survey at a shared place, for example the site offices or within a team meeting.
 - a. The facilitator or staff member will open a link to the online survey and type that respondent's ID number in for them.
 - b. Just like the paper version, the respondent should then be given privacy while they complete the survey. And if they need assistance with the survey, it should be provided by someone who has **not** been involved with the family's services.

ADMINISTERING THE PAPER VERSION

If you would like to use the paper version of the WFI-EZ, administration is as easy as providing the respondent with the appropriate form, giving them a private place to complete it, and collecting the form back. If you need to assist a particular family or youth with the survey, please make sure someone who has **not** been involved with that family's services does so.

When using paper forms, we **strongly** recommend that you fill in the caregivers ID number for them.

BACKGROUND ON DEVELOPMENT

Last year, a pilot version of the WFI-EZ was developed. First, the research team used a multi-round process of input from experts to develop an item pool of indicators of model-adherent wraparound. Based on the results, we developed a pilot version of WFI-EZ and tested it in several sites across the country. Results were promising. Caregivers who used the measure overwhelmingly rated it as relevant to their services and easy to complete. Data analysis showed the WFI-EZ had strong internal consistency (Cronbach's Alpha = .937), and further analysis provided evidence which showed items are well-related to one another and that the measure is unidimensional. Additionally, total WFI-EZ scores and many item scores differentiated between wraparound sites implementing the full model vs. partial implementation sites ($p < .01$). WFI-EZ scores were also associated with satisfaction and outcome items included in the pilot survey.

Ultimately, analysis of results for individual items led us to reduce the number of core fidelity items to 25. We also assigned each item to one of 5 fidelity domains that are based on the theory of change for wraparound: Effective strategies, Effective teamwork, Family- and strengths-driven, Needs-based, and Natural and community supports. Internal consistency for each of these 5-item scales was found to be adequate; however, continued testing is needed to confirm the reliability, predictive validity, and usefulness of this subscale structure.