Regional Director Fidelity Checklist by Vice President

Overview

This document is intended to be used by a Vice President to assess the quality in leadership by Regional Directors. Please use one sheet per Regional director; label the region, and date completed. Maintain a copy at all times. This document should be completed every 6 months for each Regional director.

The topics for review include:

* rapport with school administrators, providers, clientele, and vice president;
* maintenance of documents for clients and supervisees, and coordination of services.

Demographics

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| Name of Vice President: |  |
| Name of Regional director: | Region: |
| Date completed: | Administrator interviews: |
| If applicable: List of Schools in the Regional director's area? | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Scale

Use the following table to rate the occurrence of responsibilities carried out by Regional directors. N/A = Not applicable to the Regional director; 0= does not occur, 1= rarely occurs, 2= seldom occurrence, 3= half the time, 4= most of the time, 5= all of the time.

School Administrators

For the School Administrators section, schedule a private meeting, and interview the administrator in the absence of the Regional director to obtain an accurate rating.

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| Questions | Scale  |
| 1. Does the Regional director speak with administration bi-monthly or more?
 | N/A 0 1 2  |
| 1. Does the Regional director discuss updates or changes in current and prospective providers on the campus?
 | N/A 0 1 2  |
| 1. Does the Regional director discuss with administrator's barriers to treatment?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in coordination services for all children enrolled at the school?
 | N/A 0 1 2  |
| 1. Does the Regional director attend meetings to discuss problem resolutions for current or prospective situations? (I.e. if the cops are called for or on a client on the premises)
 | N/A 0 1 2  |
| 1. Does the Regional director listen to the concerns of administration?
 | N/A 0 1 2  |
| 1. Does the Regional director advocate & Explain scientifically proven ABA procedures to administrators?
 | N/A 0 1 2  |
| 1. Does the administrator feel that significant progress has been made across the clientele population at the school? (for clients 1+ months of receiving services?)
 | N/A 0 1 2  |
| 1. Does the administrator have any concerns about the coordination or execution of ABA services within the school?
 | N/A 0 1 2  |
| 1. Does the Regional Director provide the school with marketing materials for ABA services?
 | N/A 0 1 2  |
| 1. Does the regional director return the phone calls of administrators promptly?
 | N/A 0 1 2  |
| 1. Does the Administrator feel the Regional director is reliable?
 | N/A 0 1 2  |
| 1. Does the administrator feel that the regional director is consistent?
 | N/A 0 1 2  |
| 1. Does the administrator feel that the regional director resolves their concerns in a timely and professional manner?
 | N/A 0 1 2  |
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Clients

For the client section review all applicable documents, documentation maintenance platforms, interview of random select clients, or include direct observations.

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| Questions | Scale |
| 1. Does the Regional director review the clientele sheet to ensure reflection of current and updated information?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in lead case assignment?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in request authorization for new clients?
 | N/A 0 1 2  |
| 1. Does the Regional director respond to the concerns and requests by parents of clients? (I.e. request to change providers, concerns on services by providers, etc.)
 | N/A 0 1 2  |
|  | N/A 0 1 2  |
| 1. What percentage of client are being serviced within the region?
 | % |

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Clinical Directors & Providers

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| Questions | Scale |
| 1. Does the Regional director assist in the coordination of clients for new providers?
 | N/A 0 1 2  |
| 1. Does the Regional director maintain a list of providers in the region?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in assigning a supervisor for supervisees seeking BACB certification?
 | N/A 0 1 2  |
| 1. Does the Regional director obtain supervision contracts for supervisees and supervisors?
 | N/A 0 1 2  |
| 1. Does the Regional director listen to the concerns of the providers in their region?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in resolving problems between providers, providers and administrators, providers and clients?
 | N/A 0 1 2  |
| 1. Does the Regional director speak with all providers within their area on a frequent basis?
 | N/A 0 1 2  |
| 1. Does the Regional director assist in training incoming providers on Web ABA/ billing notes, emailing secure files, accessing email, scheduling sessions with clients, and FSBA policies and procedures in the home and school settings?
 | N/A 0 1 2  |
| 1. Distribute information to providers or clinical directors on upcoming or renewal authorizations
 | N/A 0 1 2  |
| 1. Does the regional director return phone calls of providers or clinical directors in prompt manner?
 |  |
| 1. Does the regional director return the phone calls of clinical directors or providers promptly?
 | N/A 0 1 2  |
| 1. Does the clinical director or providers feel the Regional director is reliable?
 | N/A 0 1 2  |
| 1. Does the Clinical director or providers feel that the regional director is consistent?
 | N/A 0 1 2  |
| 1. Does the clinical director or providers feel that the regional director resolves their concerns in a timely and professional manner?
 | N/A 0 1 2  |
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Assessment by Vice President

For the "Assessment by Vice President" section; please include objective interactions with Regional director.

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| Questions |  |
| 1. Does the Regional director speak with the Vice President on a daily, weekly, monthly, bi-monthly basis?
 | Daily Weekly Monthly Bi-weekly Bi-monthly |
| 1. Does the Regional director request help or additional training on areas pertaining to the job?
 | N/A 0 1 2  |
| 1. Attends and engages in Regional director trainings?
 | N/A 0 1 2  |
| 1. Uses or distributes recommended materials by Vice President or FSBA Leadership?
 | N/A 0 1 2  |
| 1. Does regional director respond to the phone calls , emails or concerns of the Vice President or leadership promptly?
 | N/A 0 1 2  |
| 1. Does the Vice President or Leadership feel that the regional director is reliable?
 | N/A 0 1 2  |
| 1. Does the Vice President or Leadership feel that the regional director is consistent?
 | N/A 0 1 2  |
| 1. Does the Vice President or Leadership feel that the regional director resolves their concerns in a timely and professional manner?
 | N/A 0 1 2  |

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Concerns by Regional Director

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| Concerns by the Regional Director | Resolutions |
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Overall Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ possible points

Reviewed with Regional Director? Yes No

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Vice President Initials: \_\_\_\_\_\_\_\_\_

Regional Director Initials: \_\_\_\_\_\_\_\_