

The following materials are helpful for team leader to have ready at the ACT, ACT/IDDT or IDDT MiFAST visit:

- ☐ Any copies of curriculum for any of groups or family work, make sure to bring up front (explanation, table of contents of curriculum)
- ☐ Any brochures, collateral material that informs about ACT/IDDT team
- ☐ Copies of admission criteria and discharge criteria from ACT/IDDT services
- ☐ Information or policies on what the team does if consumers are not responding to interventions

Data that should be collected for team fidelity review date:

People Served:

- ☐ Total number of people served currently on ACT/IDDT
- ☐ Total number of people served in the last 6 months on the ACT/IDDT team
- ☐ Total number of people that left the ACT/IDDT team in the last 6 months

Staff composition:

- ☐ Total number of staff, and FTE dedicated to the ACT/IDDT team for each position
 - ☐ Team Leader
 - ☐ Nurse
 - ☐ Physician
 - ☐ Case Manager
 - ☐ Clinician
 - ☐ Peer Specialist/Recovery Coach
 - ☐ Support Staff
 - ☐ Other staff (what role/function?)
- ☐ How long each team member has served on the ACT/IDDT team in their current capacity
 - ☐ Team Leader
 - ☐ Nurse
 - ☐ Physician
 - ☐ Case Manager
 - ☐ Clinician
 - ☐ Peer Specialist/Recovery Coach
 - ☐ Other staff

Other Measures:

- ☐ For penetration, will want to know how many total are SPMI at agency, of that how many COD, of that how many served in ACT/IDDT?
- ☐ For stage-matched treatment, how many ACT/IDDT clients are in each of four stages (engagement, persuasion, active tx., relapse prevention)?
- ☐ For group services, of clients on ACT/IDDT team, how many are attending a group on a weekly basis?
- ☐ For self-help liaising, of ACT/IDDT clients in active treatment or relapse prevention stage, how many are regularly utilizing self-help services (e.g. 12 step, DBSA)?
- ☐ For family services, among ACT/IDDT clients, how many does ACT/IDDT team have regular contact with the family, and what services are being provided to the family?
- ☐ A copy of any report(s) on quality of life data or outcome measures you track?