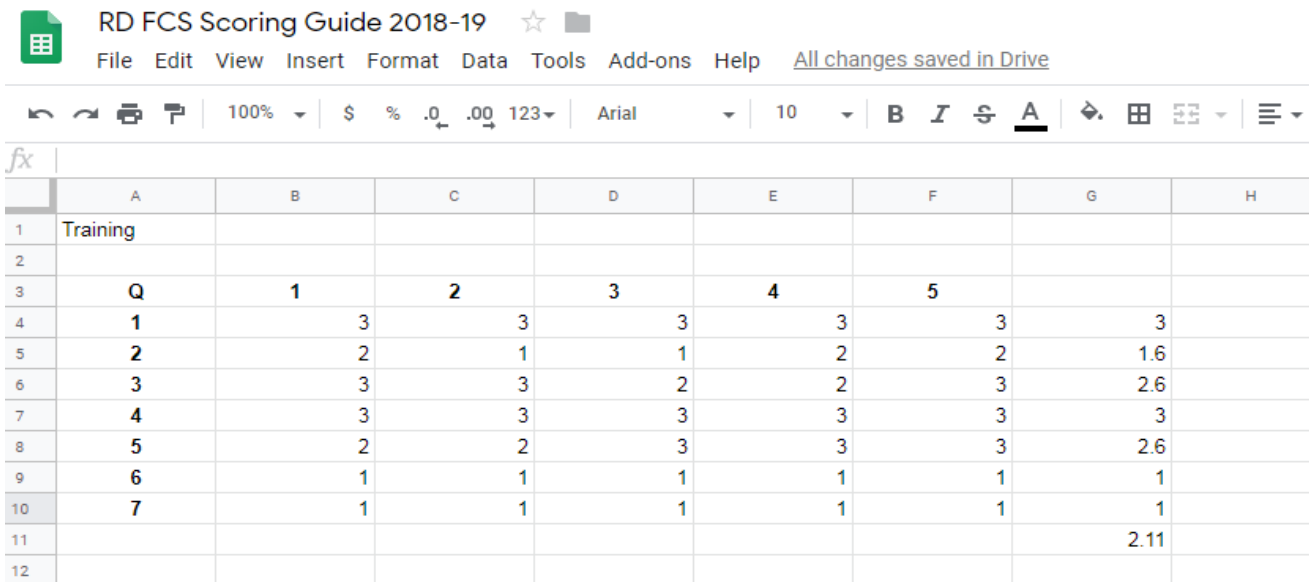


## Steps for formatting Data for FCS Scale

1. Step one, you need to have your team members complete the RDP Fidelity Continuum Scale
2. Once the forms are completed, gather them to create your Excel sheet
3. Label your Excel sheet "RD FCS Scoring Guide 2018-19"
4. You will have 3 Sheets or Tabs at the bottom of your Excel Sheet
  - a. Tab 1 - Training
  - b. Tab 2 - Circles
  - c. Tab 3 - Data
5. Training Sheet



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Training							
2								
3	Q	1	2	3	4	5		
4	1	3	3	3	3	3	3	
5	2	2	1	1	2	2	1.6	
6	3	3	3	2	2	3	2.6	
7	4	3	3	3	3	3	3	
8	5	2	2	3	3	3	2.6	
9	6	1	1	1	1	1	1	
10	7	1	1	1	1	1	1	
11							2.11	
12								

- a. You need to label Column A with 1-7 for the 7 questions of the FCS
- b. On the top row you are going to have number for each person's answers that completed the FCS scale
- c. Then you fill in the boxes with each person's score for the question they answered.
- d. Then in column G (for this one, yours will probably be different) you will create your formula.
  - i. The formula you will use is: Total number of points (ex. Q1 - 3+3+3+3+3) divided by the number of people (ex. Q1 5)  $15/3$  - your avg. for Q1 is 3.
- e. You will repeat this for each question.
- f. You will then add up all the totals for the 7 questions and divide by the number of questions.
  - i. The formula you will use is: Total of the avg. (ex. 3+1.6+2.6+3+2.6+1+1) then divide by the number of questions (7)
- g. You will need the total number of these avg. for the questions when you come fill in your totals at the end of the FCS scale



Q13. Scale Summary-Total Section Average Points. Sum of the Total Section Average for each of the three sections of the fidelity scale to determine your Implementation Level.

	Points
RDP Training	14.8
RDP Circles	42.4
School Data	7.2
TOTAL	64.4

- i.
- h. Our total from the Tab 1 - Training was 14.8 and you fill it in the RDP Training Box at the end of the FCS Scale.
- i. You then will repeat the same process for Tab 2 - Circles and Tab 3 - Data on each their own sheet.

If you have all of these data already figured out and put into your excel sheet it will make the process much quicker at the end.