



Steps to Completing the TiSET



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Preparing for Your Self-Evaluation

- Select your self-evaluation team
- Create a timeline for completing the self-evaluation

Communicate the Goals of the Survey to All Staff and People you Serve

- The clinic/program staff should understand the purpose of and the steps to completing the self-evaluation
- The clinic/program staff should understand that the self-evaluation is part of an ongoing quality improvement process
- Emphasize that the self-evaluation is a Continuous Quality Improvement (CQI) tool, not an audit
- The clinic/program staff should understand who will receive the final assessment report

Methodology

- Gather information from a variety of sources
- Observe the milieu and physical settings, team meetings, group treatment meetings
- Review documentation, e.g. EHR records (a sampling), policy and procedure manuals, brochures
- Identify staff and people you serve whom you want to interview. Potential interviewees could include the clinic/program directors, supervisors, direct care staff, prescribing clinicians, support staff, and people who smoke

Item Response Coding

- Each item includes decision rules and cut off scores that help determine rating
- Ratings are based on what you are doing now, not what you hope to do in the future
- Try to resolve any discrepancies among information sources
- The self-evaluation team comes to a consensus for rating each item

Entering Your Ratings

- CPI will email you the link to submit ratings for the TiSET
- Enter the rating for all 20 items in each the six dimensions on the form and hit the submit button
- If you have any questions while conducting your self-evaluation you can contact us at any time by emailing TCTTAC Project Director Nancy Covell: Nancy.Covell@nyspi.columbia.edu

The Self-Evaluation Report

- Once your Qualtrics rating form is received CPI will analyze it, draft a report and email it back to you
- The report will include a graph of your results in comparison with the average rating of all other participating programs in your agency (where relevant) for each of the six dimensions
- The report will also include CPI's recommendations for areas of potential improvement
- The self-evaluation team decides who should receive the report - CEO/Executive Director? Staff? People you serve? Self-evaluation team?
- The self-evaluation team also decides next steps to take