



# **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 Program Participants

- Staff and program participants should understand the purpose of and the steps to completing the self- evaluation
- Emphasize that the self-evaluation is part of a Continuous Quality Improvement (CQI) process and not an audit
- Staff and program participants 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 program participants whom you want to interview. Potential interviewees could include the clinic/program directors, supervisors, direct care staff, prescribing clinicians, support staff, and program participants 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

### Sharing Your Ratings with NYC TCTTAC

- You can either email a copy of the pdf or ask for a link to submit ratings for the TiSET
- 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](mailto:Nancy.Covell@nyspi.columbia.edu)

### The Self-Evaluation Report

- Once you have shared your TiSET ratings, the TCTTAC team 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 our 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