Section II

ATTACHMENT - C: Data Collection Instrument Part 1 - Word version

SURVEY OF STATE and TERRITORIAL ASTHMA PROGRAM EVALUATORS

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Introduction

Program evaluation offers a set of tools and skills for ensuring that public health programs operate as effectively as possible. As evaluators, we can use a similar approach to ensure that our evaluation practice produces information that is useful and accurate and that our methods meet the standards for quality and propriety. We recognize that there are varying levels of evaluation experience among state grantee evaluators, but know that many of your public health skills are also common to evaluation.

Purpose

This self-assessment instrument is designed to support the professional development of evaluators by identifying our strengths and needs and by stimulating reflection, both individually and with our fellow evaluators. The self-assessment is intended for use by asthma program evaluators practicing at the state, territory, and national levels. Together we can identify opportunities for you to advance your evaluation skills, share them with others or recommend additional evaluation resources that could enhance your evaluation practice. Please be aware that this instrument is intended solely for the identification of your training, technical assistance and resource needs and will not to be used for personnel evaluation. We have organized the self-assessment in two parts. Section I provides an opportunity for you to assess your skills and experience carrying out a variety of evaluation related activities. This section is for your own personal use and professional reflection. Section I Summary Sheet asks you to reflect on what you learned from your self-assessment including: summarizing your strengths and needs, indicating evaluation methods or approaches you would like to learn more about, identifying skills you would like to build on and skills you would like to share with others. We ask that you share the Section I Summary Sheet with your Evaluation Technical Advisor, as it will help us tailor the types of resources and support we provide you, including planning for future trainings and materials development. Section II has questions about your organization and asks that you assess its experience with and attitudes toward evaluation. We ask that you fill this section out and return it to your ETA. We will use this information to understand your needs and the context in which you work. We may also be able to assist you in building evaluation capacity in your organization.

Follow-Up

Once you have completed Section I Summary Sheet and Section II, please contact your ETA to schedule a confidential discussion of your assessment. Together we can identify opportunities for you to advance your evaluation skills and share them with others. Your ETA can also recommend additional evaluation resources that can assist you in becoming a more effective evaluator.

Public reporting burden of this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information

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Additional Resources:

A resource document entitled "Self-Assessment Follow Up" is available from your ETA upon completion of this instrument. The Self-Assessment Follow Up provides details about where to obtain information on a number of topics presented in this self-assessment instrument—including resource documents available in print and online, as well as professional development training opportunities.

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Plea	se tel	l us a	little	bit a	bout	yoursel	f.
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Pie	ase	ten us a nitie bit about yoursen.
	1.	For what state/territory do you serve as evaluator? Please enter two character abbreviation.
	2.	What is your position in the asthma control program (check all that apply)? Evaluator – state employee Evaluator – contractor/consultant Program Manager Principal Investigator Other (please specify):
	3.	How long have you been working in the asthma or respiratory health field? < 1 year 1 to <2 years 2 to 5 years >5 years
3.		
	4.	Which of the following best describes your level of experience in program evaluation? Relatively no experience, need comprehensive training Little experience or background, need training on most topics Moderate experience, need refresher courses and more advanced skill training Advanced experience, need training or information on emerging topics

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7	Evaluator	Compe	TANCIAS
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For each of the items below, mark the box that best represents your personal opinion. Please note, this list represents a fairly comprehensive set of evaluation skills and knowledge. It is not expected that you will be experienced or skilled in all of them. At the end of this survey, you will be asked to identify the areas in which you have the greatest need.

 ····•	
I have a working	k

1. Knowledge

	I have a working knowledge of				
		Not at all	I have only a general knowledge	I have used or could use these	I have taught or could teach these
a.	American Evaluation Association Guiding Principles for Evaluators				
b.	Joint Committee Program Standards (developed by the Joint Committee on Standards for Educational Evaluation)				
C.	CDC Framework for Program Evaluation in Public Health				
d.	Multiple approaches to evaluation (e.g., participatory, theory-driven, empowerment)	٥	-	-	
2. Please indicate you experience with the following evaluation activity:					
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	Involving stakeholders in the	П	П	П	П

5.					
1. F	Please indicate your experience facilitating	g constructive	e interpersonal	interactions, i	ncluding:
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	establishing and maintaining teamwork				
b.	facilitating groups				
c.	demonstrating cross-cultural competence				
d.	resolving conflict				
2. F	Please indicate your experience with carry	ing out the fo	ollowing evaluat	ion activities:	
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	writing evaluation plans				
b.	designing data collection				
c.	budgeting for evaluations				
d.	contracting for evaluations				
e	staffing evaluations				
f.	establishing and maintaining databases				
6.					
1 [Please indicate your experience with mana	naina eveluet	ione genecially		
±. [Touse manuale your experience with mane	Wou tech assis	ld like Have nnical gener stance knowled this about t	e Have al done or dge used	Have taught or could teach this
a.	ethical issues that arise				
b.	political issues that arise				
C.	general management of evaluations				

2. P	2. Please indicate your experience with carrying out the following evaluation activities:						
	, ,	_	Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this	
a.	preparing IRB packages						
b.	creating a program logic model						
C.	using logic models to guide the developm evaluation questions		0				
7.							
	1. Please indicate to what extent you agree with the following statements about your program, unit or department within your organization.						
		Strongly Disagree		-	Somewhat Agree	Strongly Agree	
a.	Currently available information tells us what we need to know about the effectiveness of our program						
b.	Currently available information tells us what we need to know about the efficiency of our processes						
C.	Existing systems manage and disseminate information for those who need and can use it	۔		_	٥		
d.	Employees have access to the information they need to make decisions regarding their work				_		
e.		_					
f.	There would be support among employees if we tried to do more (some) evaluation work						
g.	Doing (more) evaluation would make it easier to convince managers of needed changes		_	_	_		

8.					
1. PI	ease indicate your experience implemen	ting various e	valuation desi	gns, specifica	ally:
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	experimental				
b.	quasi-experimental				
C.	non-experimental				
	ease indicate your experience analyzing	qualitative da Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	designing evaluations using mixed methods evaluations				
b.	developing data collection instruments				
C.	adapting existing data collection instruments for evaluation purposes				
9.					
1. PI	ease indicate your experience analyzing	qualitative da Would like technical assistance on this	ta, including: Have general knowledge about this	Have done or used this	Have taught or could teach this
a.	developing coding systems (e.g. interand intra-rater reliability checks, developing codebooks)				
b.	applying appropriate analysis approaches to qualitative data (e.g. grounded theory, comparative analysis)				
C	coding for themes and natterns	П	П	П	П

2. P	2. Please indicate your experience using data from a variety of sources for evaluation purposes:					
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this	
a.	insurance/hospital records					
b.	program documents (policies, meeting minutes, promotional materials)				П	
•	surveillance systems					
C.	surveillance systems		u			
3. P	lease indicate your experience using dat	a from a varie	ty of sources f	or evaluation	purposes:	
	, ,	Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this	
a.	synthesizing evaluation findings with stakeholders	_				
b.	writing user-friendly evaluation reports					
10.						
1. P	ease indicate your experience tailoring 6	evaluation find	lings to the fo	llowing audier	nces:	
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this	
a.	media					
b.	state partners					
C.	program staff			۵		
d.	community groups					
e.	legislators/advocacy groups/policy	П	П	П	П	

2. Please indicate your experience using the following techniques to communicate evaluation findings:						
	Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this		
a. posters						
b. presentations						
c. reports						
d. newsletters						
e. developing action plans based on evaluation recommendations						
11.						
1. Please indicate your experience with:						
	Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this		
a. developing action plans based on evaluation recommendations						
2. In addition to the skills listed previously, evaluating programs? If so please list the		ss any other s	kills that you	find useful in		
12.						
1. Please indicate your experience with collecting quantitative data using:						
			g:	-		
	ecting quantita Would like technical assistance on this	tive data using Have general knowledge about this	g: Have done or used this	Have taught or could teach this		
a. observations	Would like technical assistance	Have general knowledge	Have done	or could		
a. observationsb. record abstractions	Would like technical assistance on this	Have general knowledge about this	Have done or used this	or could teach this		
	Would like technical assistance on this	Have general knowledge about this	Have done or used this	or could teach this		

2. PI	2. Please indicate your experience analyzing quantitative data using:						
		Would like technical assistance on this	Have general knowledge about this	Have done or used this	Have taught or could teach this		
a.	inferential statistics						
b.	descriptive statistics						
3. PI	ease indicate your experience analyzing	quantitative d Would like technical assistance on this	lata using: Have general knowledge about this	Have done or used this	Have taught or could teach this		
a.	observations						
b.	interviews						
C.	focus groups						
d.	case studies						
e.	documents						
13. P	rofessional Practice and Experience						
1. P	lease indicate your experience with the f	following profe Would like technical assistance on this	essional devel Have general knowledge about this	opment activi Have done or used this	ties: Have taught or could teach this		
a.	building relationships or networks to enhance evaluation practices						
b.	participating in evaluation trainings						
C.	accessing professional development opportunities in evaluation in my community						
d.	identifying appropriate evaluation tools and materials						

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2. Please indicate your level of evaluation experience	e:			
	Would like technical assistance on this	Have general knowledge about this	Have done or used this	Could teach or have taught this
a. using evaluation findings to plan new programs				
b. using evaluation findings modify programs				
c. using evaluation findings to demonstrate program impacts				
d. using evaluation findings to:				
14. Organizational Practices and Readiness for Learn	ing			
In the following section please reflect on the asthma program with which you work. When considering these questions, think about how open the program is to supporting evaluation in general, to conducting evaluations, and to using evaluation findings in making decisions. Please answer the following questions in terms of the program, unit, or department with which you work and that you know best, not the larger organization.				

1. Please indicate to what extent you agree with the following statements about your program, unit, or department within your organization:

		Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree
a.	My organization has evaluator positions or position descriptions that include evaluation as an essential job function					
b.	Organization leaders support and value program evaluation					
C.	Organization leaders integrate evaluation findings into the strategic planning process					
d.	Organization leaders motivate staff to integrate evaluation into their work					
e.	Program evaluation routinely drives continuous improvement of programs					
f.	Organizational funds are routinely dedicated to evaluation (beyond my salary)					

g.	Organization leaders support training to improve evaluation skills			_		
h.	Our performance review system values evaluation and offers promotions or rewards for evaluation work					
i.	My organization has systems in place to change policies and procedures based on evaluation findings and recommendations					
j.	Staff with evaluation expertise are available within my organization to assist me	🗖				
k.	Organizational support is available for technology systems, including software that can be used to manage and analyze evaluation data (e.g., Excel, SPSS)	_		_	_	
15. T	echnical Assistance Needs					
 Please identify your greatest needs for technical assistance, whether in developing your own evaluation competencies or in building support for evaluation in your organization or building evaluation capacity. 						

Section II ATTACHMENT – C: Data Collection Instrument Part 2

1. Assessment of NACP Evaluation Technical Assistance

This portion of the survey assesses the evaluation technical assistance provided by the National Asthma Control Program (NACP) to evaluators working with state asthma programs. Questions cover both the one-on-one technical services offered by your ETA as well as other evaluation resources provided by the NACP.

The information that you provide will be used to improve evaluation technical assistance and to make internal decisions about the extent to which various services are needed. We ask that you provide honest feedback about the individualized support you have received to date and the type of assistance you think is most helpful to the work you do.

For this section, we have taken every effort to create a survey that will not allow us to identify you or the state asthma program for which you provide evaluation services

	1.	Over the past year, check the level of interaction you have typically had with your ETA.
		Daily
		Weekly Biweekly
		Biweekly Monthly
		Quarterly
		No interaction in past year
		Other (please specify):
2.		
	 2. 	Which of the following statements best represents your views regarding the level of interaction you have typically had with your ETA? This is too much interaction This is just the right amount of interaction This is not enough interaction Other (please specify): Please describe the ideal level of interaction with you ETA.
		Please describe the ideal level of interaction with you LTA.

Sectio 3. Has there been anything that prevented you as you would like?		g with your ETA	as frequently
No Yes (describe below)			
3.			
1. For the following topics, please indicate whether advice and resources, or if topic not discussed,		vided you with a	dequate
	Adequate Advice/Resource s Provided	Inadequate Advice/Resource s Provided	Not applicable (N/A)
a. Evaluation planning			
b. Evaluation implementation			
c. General Problem Solving	🗖		
d. Evaluation planning	🗖		
e. Emerging Stakeholders	🗖		
f. Describing the Program	🚨		
g. Focusing the Design	🗖		
h. Gathering Credible Evidence	🗖		
i. Interpreting Findings/Justifying Conclusions	🗖		
j. Ensuring Use/Disseminating Findings	🗖		
4.			
Please rate the general quality of the interaction	ns vou have had	with vour assig	ined ETA.
Poor	,	, ,	,
Fair			
Good Excellent			
Explain rating below: (optional)			
Explain rating below. (Optional)			

2. In general, my ETA has been able to:				
	,	Yes	No	Not applicable (N/A)
a. Help me better understand evaluation				
b. Direct me towards helpful resources				
c. Help me solve difficult technical problems				
e. Provide helpful insights about how to address evaluation issues as they have emerged in m practice	у			
e. Other (please specify)				
_				
5.				
Which of the following general resources have	ave you used	? Please	rate their	
	ave you used Very Helpful	? Please Somewha Helpful		N/A
Which of the following general resources have	Very Helpful	Somewha	at	N/A
Which of the following general resources have utility.	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of Asthma Webinars	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of Asthma Webinars C. Quarterly Evaluation Conference Calls d. Learning and Growing through Evaluation	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of Asthma Webinars Quarterly Evaluation Conference Calls d. Learning and Growing through Evaluation Manual	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of Asthma Webinars Quarterly Evaluation Conference Calls d. Learning and Growing through Evaluation Manual	Very Helpful	Somewha Helpful	at	N/A
Which of the following general resources have utility. Asthma Evaluation Listserv Using Evaluation to Reduce the Burden of Asthma Webinars Quarterly Evaluation Conference Calls d. Learning and Growing through Evaluation Manual	Very Helpful	Somewha Helpful	at	N/A

6.		
	1.	Please provide any additional details about how we can improve our provision of evaluation technical assistance.