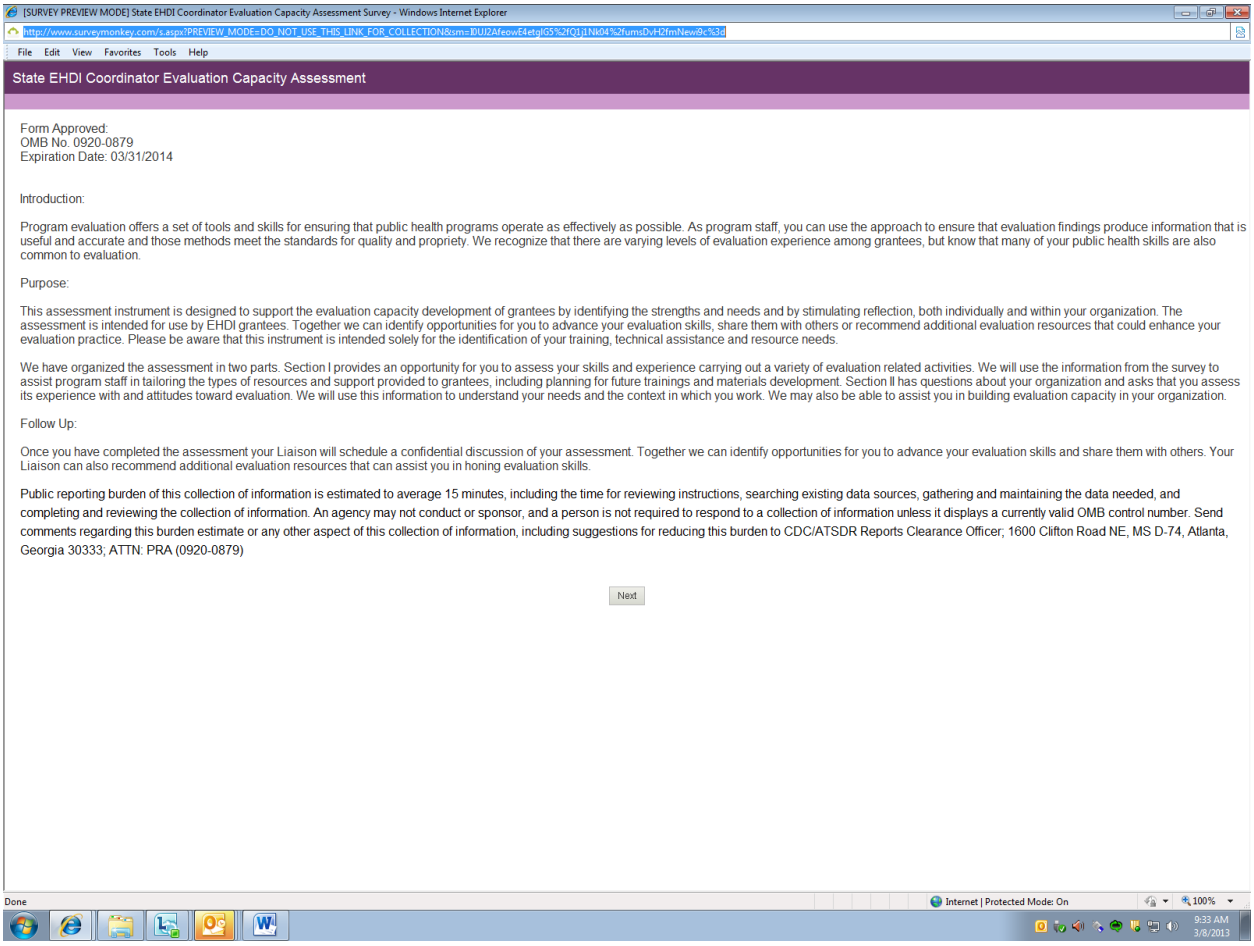
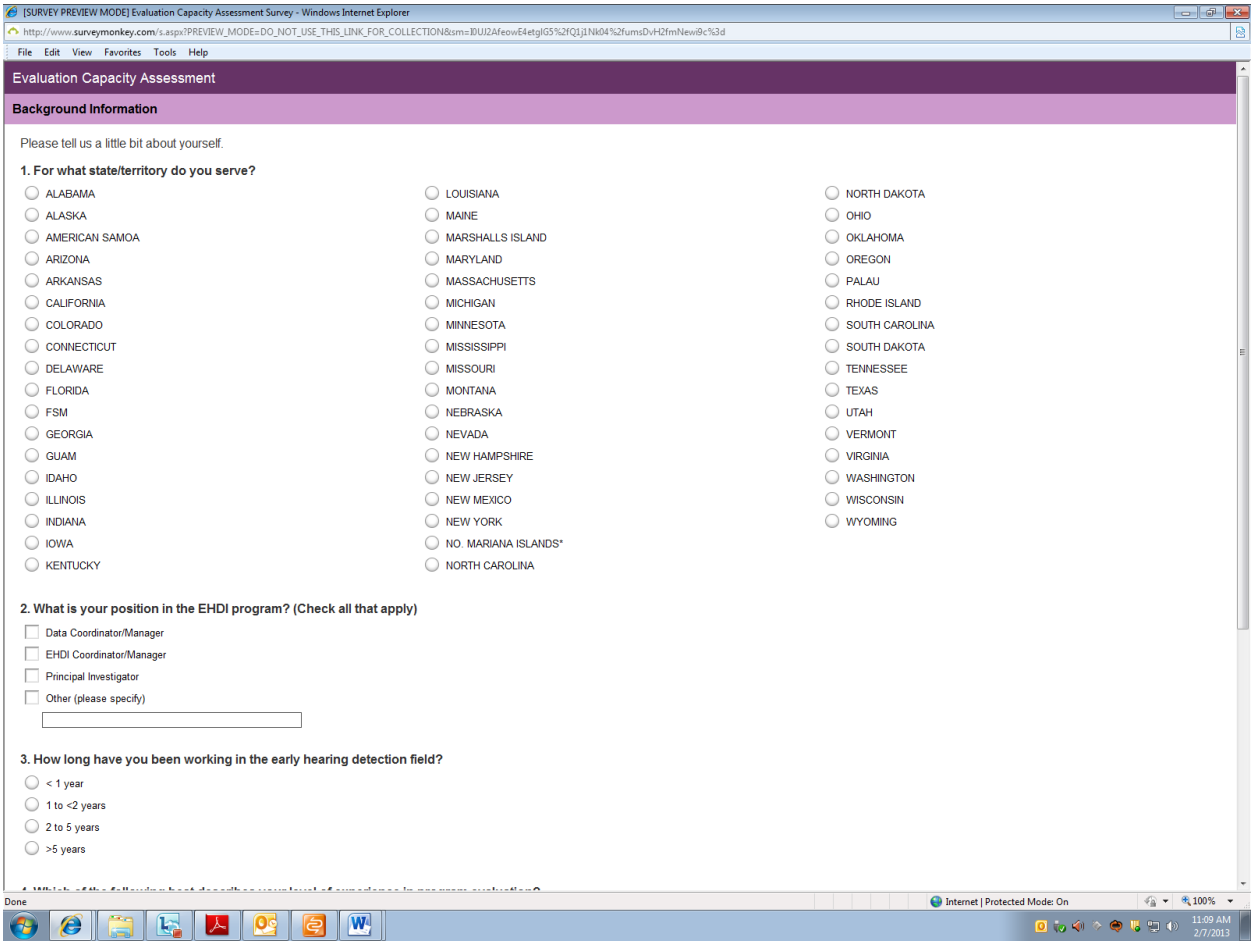
ATTACHMENT – C: Data Collection Instrument - Web version

Part 1

SURVEY OF STATE AND TERRITORIAL EHDI PROGRAM GRANTEES

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Evaluation Capacity Assessment
Background Information
Please tell us a little bit about yourself.
1. For what state/territory do you serve?
ALABAMA
ALASKA
AMERICAN SAMOA
ARIZONA
ARKANSAS
CALIFORNIA
COLORADO
CONNECTICUT
DELAWARE
FLORIDA
FSM
GEORGIA
GUAM
IDAHO
ILLINOIS
INDIANA
IOWA
KENTUCKY
LOUISIANA
MAINE
MARSHALLS ISLAND
MARYLAND
MASSACHUSETTS
MICHIGAN
MINNESOTA
MISSISSIPPI
MISSOURI
MONTANA
NEBRASKA
NEVADA
NEW HAMPSHIRE
NEW JERSEY
NEW MEXICO
NEW YORK
NO. MARIANA ISLANDS*
NORTH CAROLINA
NORTH DAKOTA
OHIO
OKLAHOMA
OREGON
PALAU
RHODE ISLAND
SOUTH CAROLINA
SOUTH DAKOTA
TENNESSEE
TEXAS
UTAH
VERMONT
VIRGINIA
WASHINGTON
WISCONSIN
WYOMING
2. What is your position in the EHDI program? (Check all that apply)
Data Coordinator/Manager
EHDI Coordinator/Manager
Principal Investigator
Other (please specify)
3. How long have you been working in the early hearing detection field?
< 1 year
1 to <2 years
2 to 5 years
>5 years
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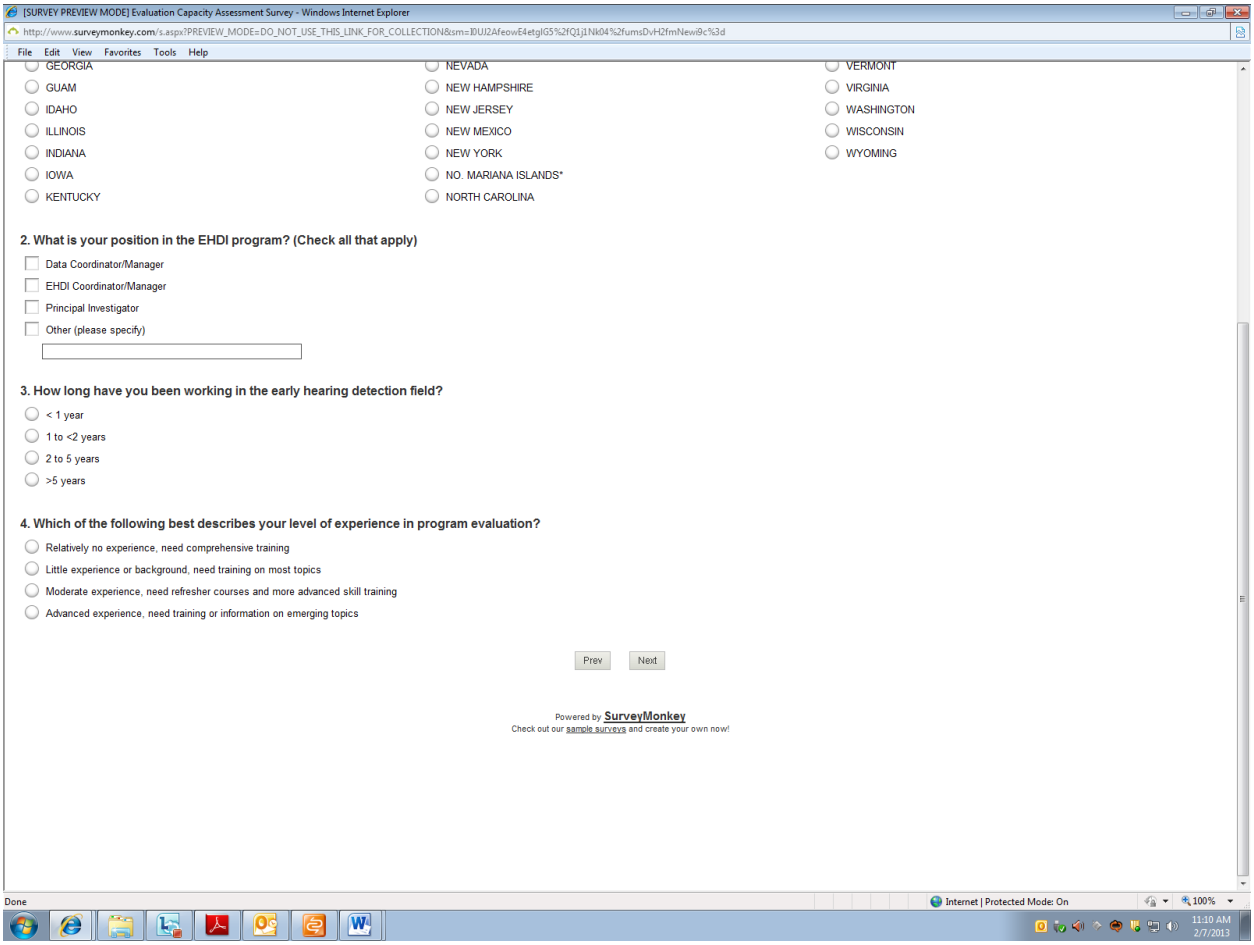
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Data Coordinator/Manager
EHDI Coordinator/Manager
Principal Investigator
Other (please specify)
3. How long have you been working in the early hearing detection field?
< 1 year
1 to <2 years
2 to 5 years
>5 years
4. Which of the following best describes 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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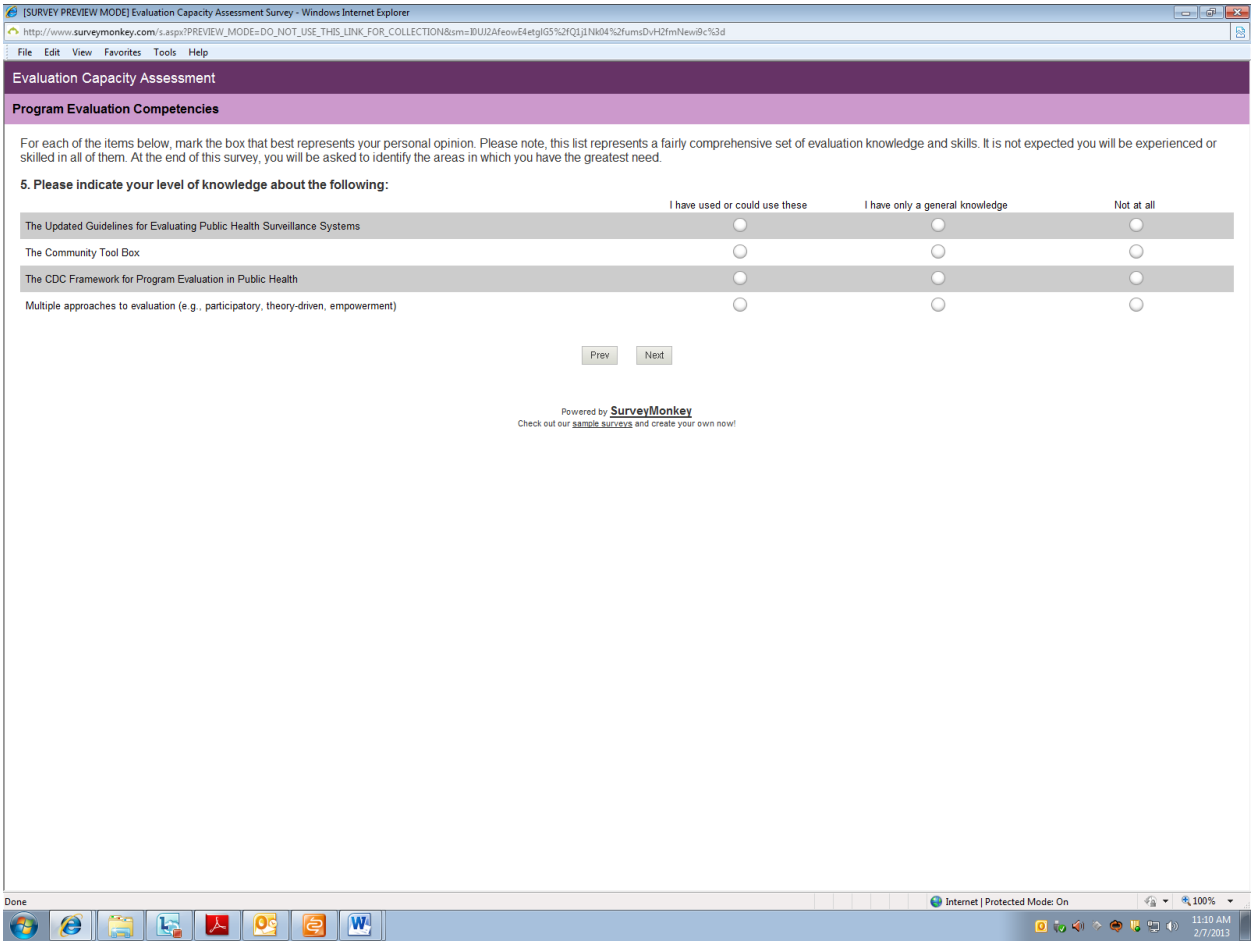
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Evaluation Capacity Assessment
Program Evaluation Competencies
For each of the items below, mark the box that best represents your personal opinion. Please note, this list represents a fairly comprehensive set of evaluation knowledge and skills. It is not expected 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.
5. Please indicate your level of knowledge about the following:
I have used or could use these
I have only a general knowledge
Not at all
The Updated Guidelines for Evaluating Public Health Surveillance Systems
The Community Tool Box
The CDC Framework for Program Evaluation in Public Health
Multiple approaches to evaluation (e.g., participatory, theory-driven, empowerment)
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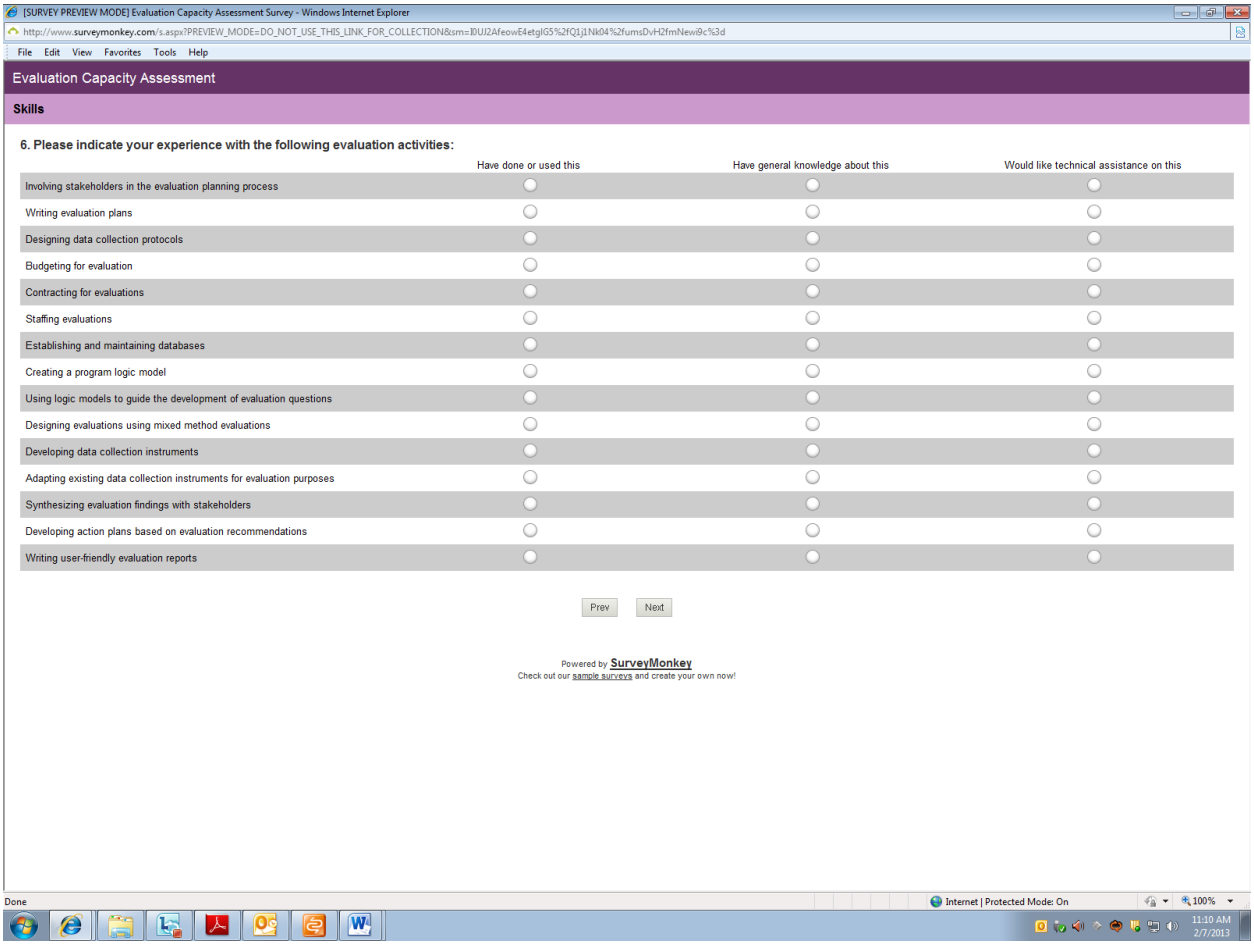
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Evaluation Capacity Assessment
Skills
6. Please indicate your experience with the following evaluation activities:
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Involving stakeholders in the evaluation planning process
Writing evaluation plans
Designing data collection protocols
Budgeting for evaluation
Contracting for evaluations
Staffing evaluations
Establishing and maintaining databases
Creating a program logic model
Using logic models to guide the development of evaluation questions
Designing evaluations using mixed method evaluations
Developing data collection instruments
Adapting existing data collection instruments for evaluation purposes
Synthesizing evaluation findings with stakeholders
Developing action plans based on evaluation recommendations
Writing user-friendly evaluation reports
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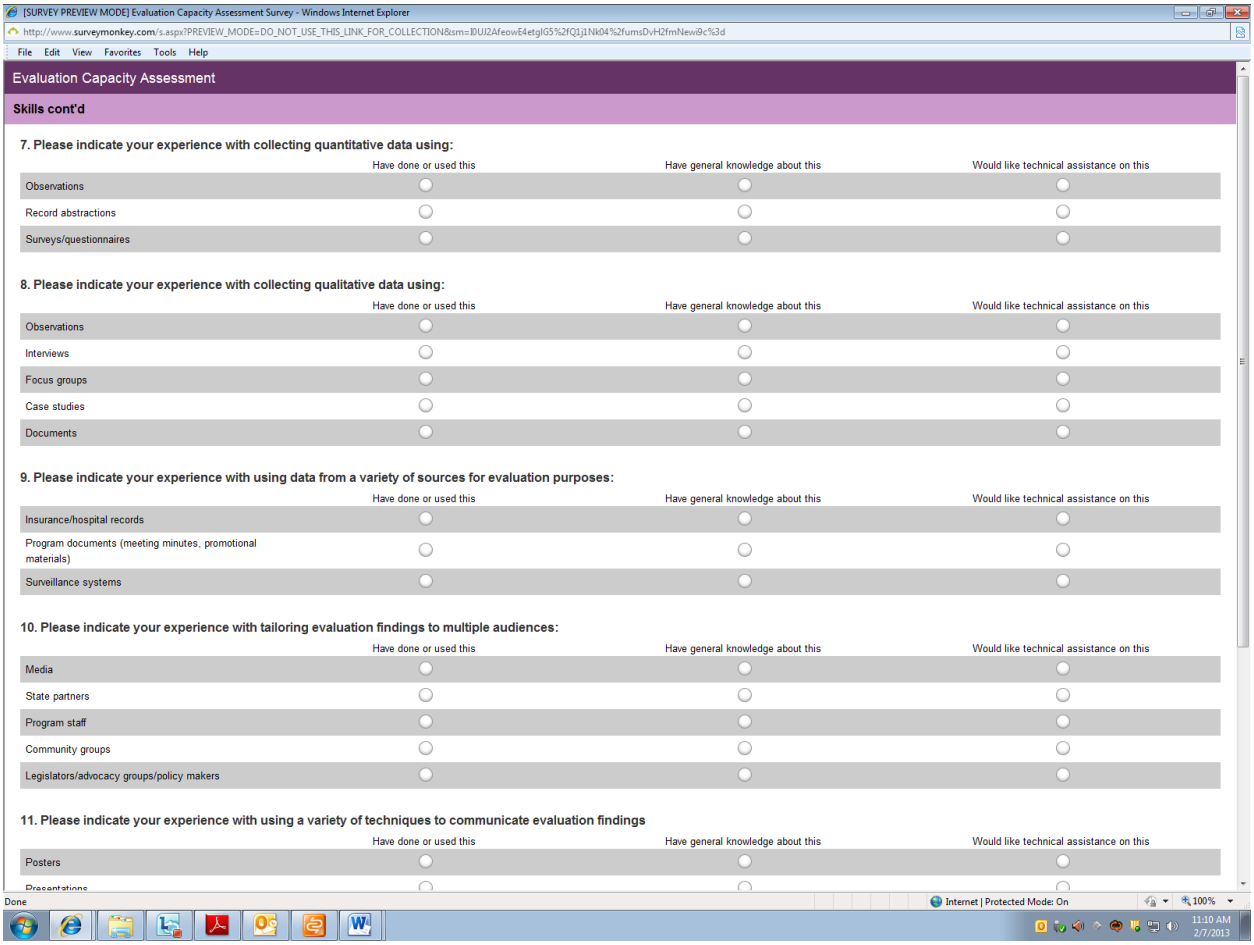
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Evaluation Capacity Assessment
Skills cont'd
7. Please indicate your experience with collecting quantitative data using:
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Observations
Record abstractions
Surveys/questionnaires
8. Please indicate your experience with collecting qualitative data using:
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Observations
Interviews
Focus groups
Case studies
Documents
9. Please indicate your experience with using data from a variety of sources for evaluation purposes:
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Insurance/hospital records
Program documents (meeting minutes, promotional materials)
Surveillance systems
10. Please indicate your experience with tailoring evaluation findings to multiple audiences:
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Media
State partners
Program staff
Community groups
Legislators/advocacy groups/policy makers
11. Please indicate your experience with using a variety of techniques to communicate evaluation findings
Have done or used this
Have general knowledge about this
Would like technical assistance on this
Posters
Presentations
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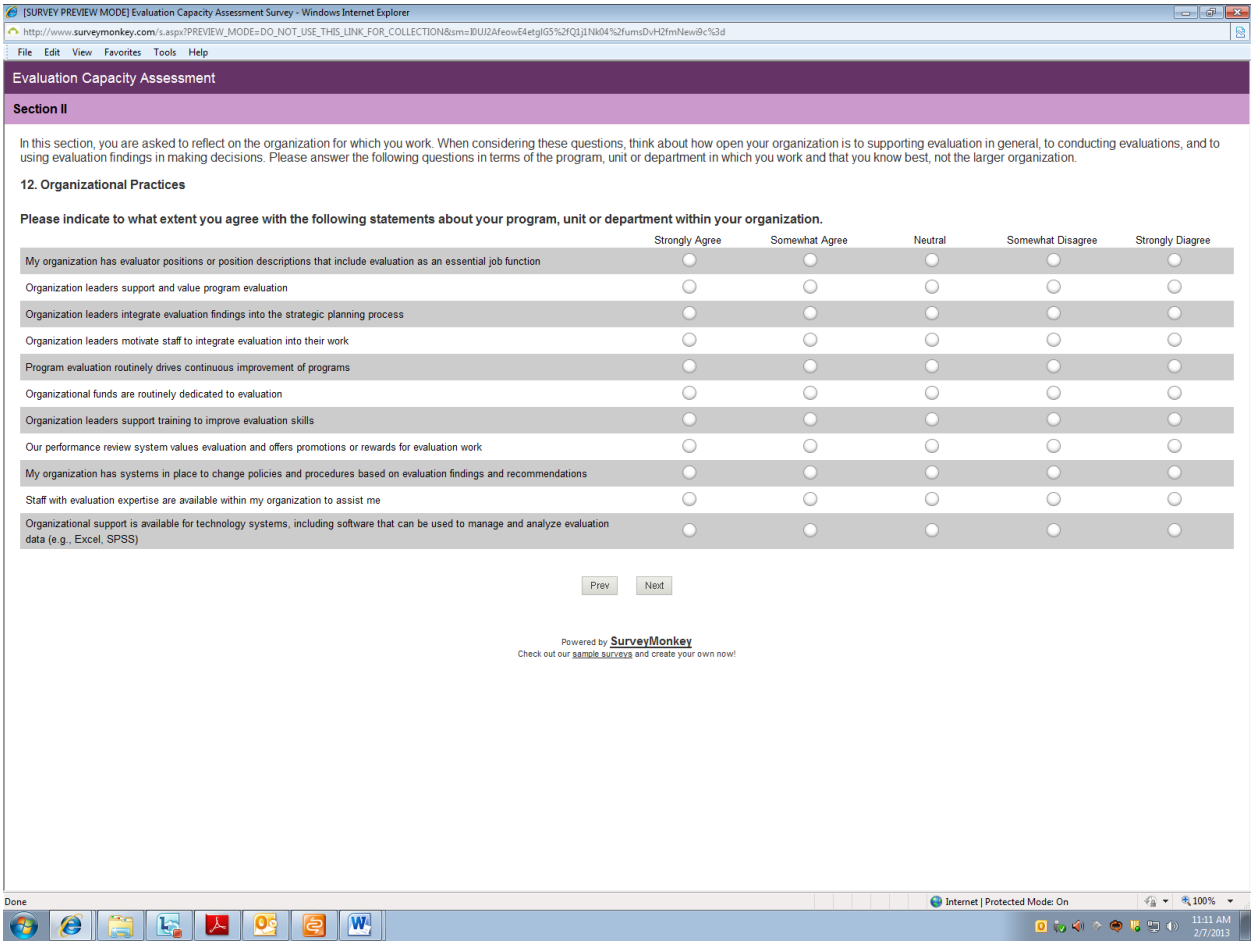
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Evaluation Capacity Assessment
Section II
In this section, you are asked to reflect on the organization for which you work. When considering these questions, think about how open your organization is to supporting evaluation in general, to conducting evaluations, and to using evaluation findings in making decisions. Please answer the following questions in terms of the program, unit or department in which you work and that you know best, not the larger organization.
12. Organizational Practices
Please indicate to what extent you agree with the following statements about your program, unit or department within your organization.
Strongly Agree
Somewhat Agree
Neutral
Somewhat Disagree
Strongly Diagree
My organization has evaluator positions or position descriptions that include evaluation as an essential job function
Organization leaders support and value program evaluation
Organization leaders integrate evaluation findings into the strategic planning process
Organization leaders motivate staff to integrate evaluation into their work
Program evaluation routinely drives continuous improvement of programs
Organizational funds are routinely dedicated to evaluation
Organization leaders support training to improve evaluation skills
Our performance review system values evaluation and offers promotions or rewards for evaluation work
My organization has systems in place to change policies and procedures based on evaluation findings and recommendations
Staff with evaluation expertise are available within my organization to assist me
Organizational support is available for technology systems, including software that can be used to manage and analyze evaluation data (e.g., Excel, SPSS)
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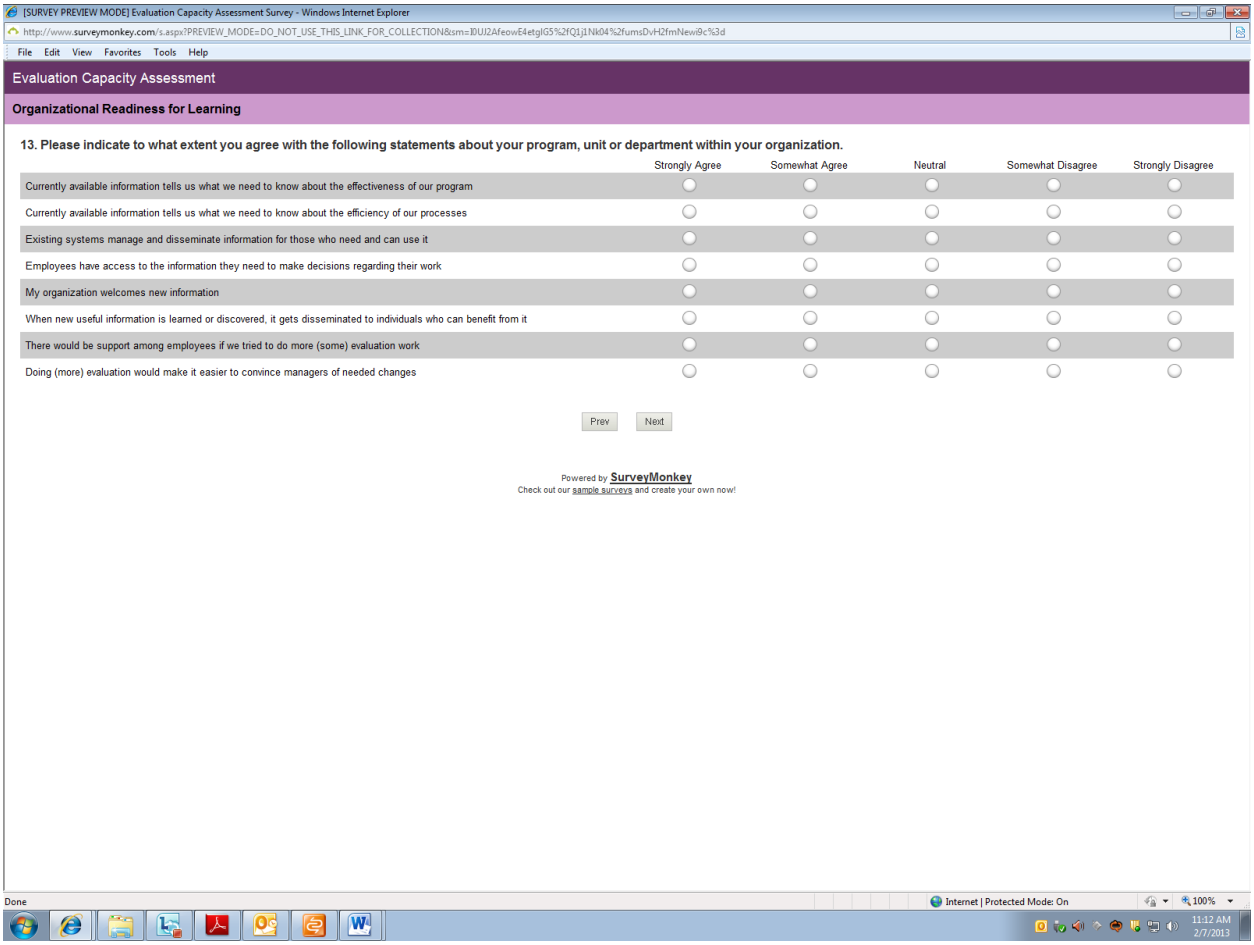
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Evaluation Capacity Assessment
Organizational Readiness for Learning
13. Please indicate to what extent you agree with the following statements about your program, unit or department within your organization.
Strongly Agree
Somewhat Agree
Neutral
Somewhat Disagree
Strongly Disagree
Currently available information tells us what we need to know about the effectiveness of our program
Currently available information tells us what we need to know about the efficiency of our processes
Existing systems manage and disseminate information for those who need and can use it
Employees have access to the information they need to make decisions regarding their work
My organization welcomes new information
When new useful information is learned or discovered, it gets disseminated to individuals who can benefit from it
There would be support among employees if we tried to do more (some) evaluation work
Doing (more) evaluation would make it easier to convince managers of needed changes
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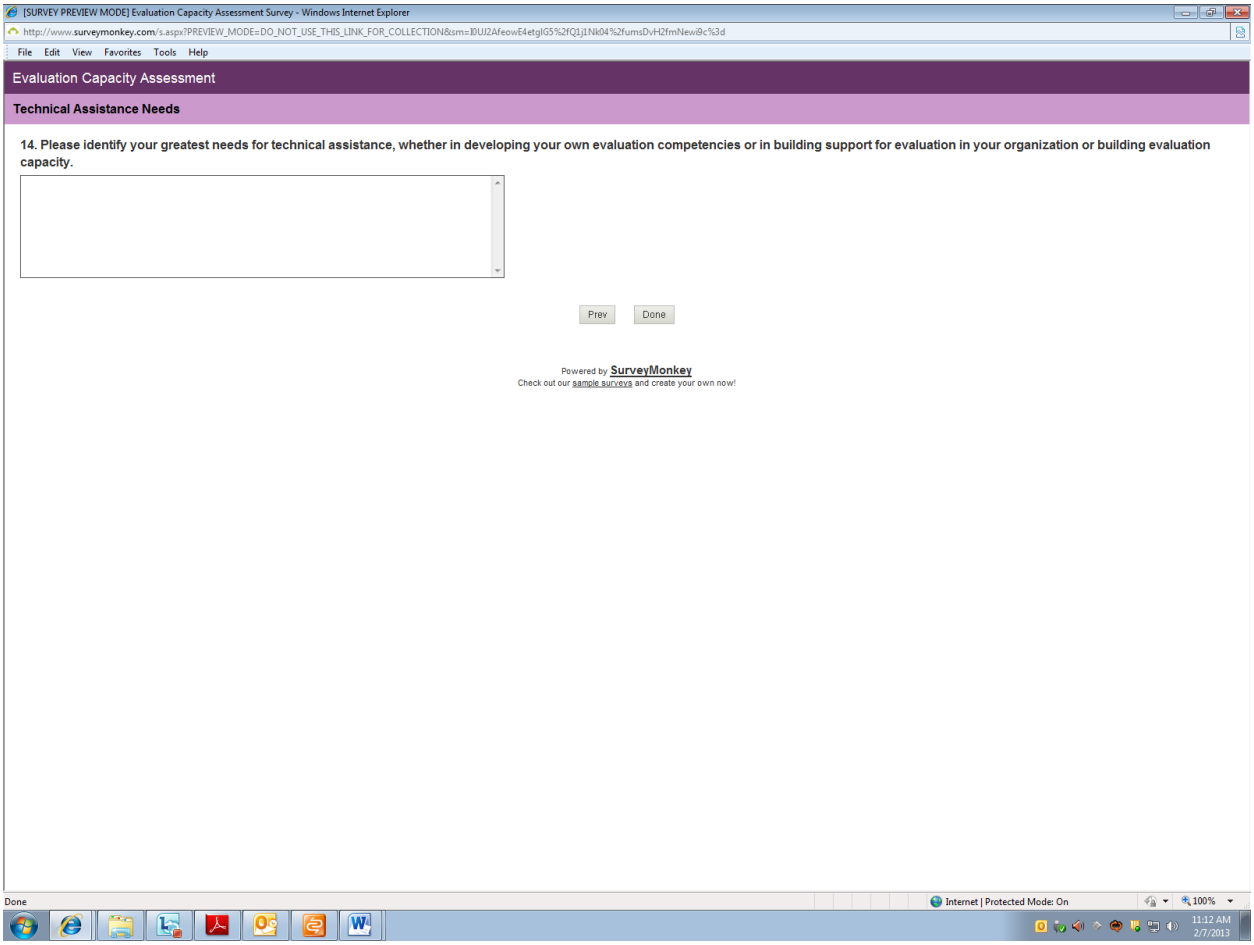
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Evaluation Capacity Assessment
Technical Assistance Needs
14. Please identify your greatest needs for technical assistance, whether in developing your own evaluation competencies or in building support for evaluation in your organization or building evaluation capacity.
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