

ATTACHMENT - C: Data Collection Instrument - Web version

Part 1

SURVEY OF STATE AND TERRITORIAL EHDl PROGRAM GRANTEEES

[SURVEY PREVIEW MODE] State EHDl Coordinator Evaluation Capacity Assessment Survey - Windows Internet Explorer

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State EHDl Coordinator Evaluation Capacity Assessment

Form Approved:
OMB No. 0920-0879
Expiration Date: 03/31/2014

Introduction:

Program evaluation offers a set of tools and skills for ensuring that public health programs operate as effectively as possible. As program staff, you can use the approach to ensure that evaluation findings produce information that is useful and accurate and those methods meet the standards for quality and propriety. We recognize that there are varying levels of evaluation experience among grantees, but know that many of your public health skills are also common to evaluation.

Purpose:

This assessment instrument is designed to support the evaluation capacity development of grantees by identifying the strengths and needs and by stimulating reflection, both individually and within your organization. The assessment is intended for use by EHDl grantees. 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.

We have organized the 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. We will use the information from the survey to assist program staff in tailoring the types of resources and support provided to grantees, 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 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 the assessment your Liaison will 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 Liaison can also recommend additional evaluation resources that can assist you in honing evaluation skills.

Public reporting burden of this collection of information is estimated to average 15 minutes, 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, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0879)

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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?

<input type="radio"/> ALABAMA	<input type="radio"/> LOUISIANA	<input type="radio"/> NORTH DAKOTA
<input type="radio"/> ALASKA	<input type="radio"/> MAINE	<input type="radio"/> OHIO
<input type="radio"/> AMERICAN SAMOA	<input type="radio"/> MARYLAND	<input type="radio"/> OKLAHOMA
<input type="radio"/> ARIZONA	<input type="radio"/> MASSACHUSETTS	<input type="radio"/> OREGON
<input type="radio"/> ARKANSAS	<input type="radio"/> MICHIGAN	<input type="radio"/> PALAU
<input type="radio"/> CALIFORNIA	<input type="radio"/> MINNESOTA	<input type="radio"/> RHODE ISLAND
<input type="radio"/> COLORADO	<input type="radio"/> MISSISSIPPI	<input type="radio"/> SOUTH CAROLINA
<input type="radio"/> CONNECTICUT	<input type="radio"/> MISSOURI	<input type="radio"/> SOUTH DAKOTA
<input type="radio"/> DELAWARE	<input type="radio"/> MONTANA	<input type="radio"/> TENNESSEE
<input type="radio"/> FLORIDA	<input type="radio"/> NEBRASKA	<input type="radio"/> TEXAS
<input type="radio"/> FSM	<input type="radio"/> NEVADA	<input type="radio"/> UTAH
<input type="radio"/> GEORGIA	<input type="radio"/> NEW HAMPSHIRE	<input type="radio"/> VERMONT
<input type="radio"/> GUAM	<input type="radio"/> NEW JERSEY	<input type="radio"/> VIRGINIA
<input type="radio"/> IDAHO	<input type="radio"/> NEW MEXICO	<input type="radio"/> WASHINGTON
<input type="radio"/> ILLINOIS	<input type="radio"/> NEW YORK	<input type="radio"/> WISCONSIN
<input type="radio"/> INDIANA	<input type="radio"/> NO. MARIANA ISLANDS*	<input type="radio"/> WYOMING
<input type="radio"/> IOWA	<input type="radio"/> NORTH CAROLINA	
<input type="radio"/> KENTUCKY		

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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<input type="radio"/> GEORGIA	<input type="radio"/> NEVADA	<input type="radio"/> VERMONT
<input type="radio"/> GUAM	<input type="radio"/> NEW HAMPSHIRE	<input type="radio"/> VIRGINIA
<input type="radio"/> IDAHO	<input type="radio"/> NEW JERSEY	<input type="radio"/> WASHINGTON
<input type="radio"/> ILLINOIS	<input type="radio"/> NEW MEXICO	<input type="radio"/> WISCONSIN
<input type="radio"/> INDIANA	<input type="radio"/> NEW YORK	<input type="radio"/> WYOMING
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<input type="radio"/> KENTUCKY	<input type="radio"/> NORTH CAROLINA	

2. What is your position in the EHDI program? (Check all that apply)

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 Other (please specify)

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< 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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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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Community Tool Box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The CDC Framework for Program Evaluation in Public Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Multiple approaches to evaluation (e.g., participatory, theory-driven, empowerment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing evaluation plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designing data collection protocols	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budgeting for evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracting for evaluations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staffing evaluations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establishing and maintaining databases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a program logic model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using logic models to guide the development of evaluation questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designing evaluations using mixed method evaluations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing data collection instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adapting existing data collection instruments for evaluation purposes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Synthesizing evaluation findings with stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing action plans based on evaluation recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing user-friendly evaluation reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Record abstractions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surveys/questionnaires	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interviews	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Focus groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case studies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program documents (meeting minutes, promotional materials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surveillance systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legislators/advocacy groups/policy makers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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 Disagree
My organization has evaluator positions or position descriptions that include evaluation as an essential job function	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization leaders support and value program evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization leaders integrate evaluation findings into the strategic planning process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization leaders motivate staff to integrate evaluation into their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program evaluation routinely drives continuous improvement of programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational funds are routinely dedicated to evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization leaders support training to improve evaluation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our performance review system values evaluation and offers promotions or rewards for evaluation work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My organization has systems in place to change policies and procedures based on evaluation findings and recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff with evaluation expertise are available within my organization to assist me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational support is available for technology systems, including software that can be used to manage and analyze evaluation data (e.g., Excel, SPSS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently available information tells us what we need to know about the efficiency of our processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Existing systems manage and disseminate information for those who need and can use it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees have access to the information they need to make decisions regarding their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My organization welcomes new information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When new useful information is learned or discovered, it gets disseminated to individuals who can benefit from it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There would be support among employees if we tried to do more (some) evaluation work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doing (more) evaluation would make it easier to convince managers of needed changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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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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