



OJJDP National Training and Technical Assistance Center

CONSULTANT FEEDBACK FORM

In planning for a training/technical assistance event, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) National Training and Technical Assistance Center (NTTAC) assesses the needs of the requester and recommends consultants to meet those needs in the most efficient and effective manner. To ensure OJJDP NTTAC provides the highest quality assistance to the field, we need your feedback. Your responses on this form will be carefully considered and factored into the overall program evaluation of OJJDP NTTAC. Your participation is completely voluntary.

In the Planning Assessment section of this form, please assess all the tasks and processes that went into planning this event. In the Training/Technical Assistance On-Site and Post-Delivery Assessment section, please assess the session.

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden. The estimated average time to complete this form is 10 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Office of Juvenile Justice and Delinquency Prevention National Training and Technical Assistance Center, Needs Assessment and Evaluation Division, 9300 Lee Highway, Fairfax, VA 22031.

PROGRAM TITLE/TA #: pre-printed information			
LOCATION: pre-printed information			
DATE(S): pre-printed information			
CONSULTANT(S): <u>pre-printed information</u>			
REQUESTER: (name of individual) pre-printed information			
(name of organization) pre-printed information			
OJJDP NTTAC COORDINATOR: pre-printed information			
ACTIVITY DESCRIPTION: pre-printed information			
1011111 District information			

TRAINING/TECHNICAL ASSISTANCE EXPECTED OUTCOMES: pre-printed information

OMB # 1121-0277 Date of Expiration: xx/xx/xx



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PLANNING ASSESSMENT

For Questions 1-7, please indicate the extent to which you agree or disagree with the statements about the planning of the training/technical assistance event.

- 1 I *Strongly Disagree with this statement (SD).*
- 2 I Disagree with this statement (D).
- 3 I Neither agree nor disagree with this statement (N).
- 4 I Agree with this statement (A).
- 5 *I Strongly Agree with this statement (SA)*.
- *NA Not Applicable (NA).*

PL	ANNING	SD	D	N	A	SA	NA
1.	The OJJDP NTTAC Coordinator was detail-oriented and thorough in planning.	1	2	3	4	5	NA
2.	The OJJDP NTTAC Coordinator was responsive to my needs.	1	2	3	4	5	NA
3.	The OJJDP NTTAC Coordinator effectively utilized own knowledge and experience to assist in planning the event and helped to identify critical issues to cover.	1	2	3	4	5	NA
4.	The OJJDP NTTAC Coordinator was effective in coordinating with the requester to establish an understanding of the participants' needs prior to the event.	1	2	3	4	5	NA
5.	The OJJDP NTTAC Coordinator provided the necessary information and resources to help me adequately prepare for the event.		2	3	4	5	NA
6.	The level of outreach initiated by the OJJDP NTTAC Coordinator (telephone calls, emails, etc.) was non-intrusive and effectively moved the planning process along.	1	2	3	4	5	NA
7.	I was satisfied with the overall planning of the event by OJJDP NTTAC.	1	2	3	4	5	NA

- 8. Did you have enough information to develop a training/technical assistance plan to meet the needs of the audience? Yes No 8a. What information was *helpful* in preparing the plan?
 - 8b. What information was *missing* (e.g., information that would have been helpful before the conference call)?
- 9. Did the level of communication (e.g., via telephone calls, e-mail) with OJJDP NTTAC and/or the requester meet your needs in preparing for this event?
- 10. What obstacles or challenges, if any, did you encounter during the planning phase?
- 11. What could OJJDP NTTAC do to improve the planning process?

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ON-SITE AND POST-DELIVERY

12. The time allotted was adequate for the scope of material presented.

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SD

1

 \mathbf{D}

2

 \mathbf{N}

3

Α

4

SA

5

NA

NA

TRAINING/TECHNICAL ASSISTANCE ON-SITE AND POST-DELIVERY ASSESSMENT

For Questions 12-22, please indicate the extent to which you agree or disagree with the statements about delivery of this event, using the same scale.

13.	13. The material was tailored and appropriate for the level of experience and knowledge of the participants.					3	4	5	NA	
14.	4. The session introduced new knowledge to participants.					3	4	5	NA	
15.	The session introduced new skills to participants.			1	2	3	4	5	NA	
16.	Participants will be able to apply the knowledge/skills learned to	to their wo	ork.	1	2	3	4	5	NA	
17.	The format of the event provided ample opportunity and encouparticipants to interact meaningfully with each other.	ragement 1	for	1	2	3	4	5	NA	
18.	The format and content of the event were useful in helping und implement evidence-based practice in their work.	lerstand ho	w to	1	2	3	4	5	NA	
19.	Participants were engaged in the session.			1	2	3	4	5	NA	
20.	The session was relevant to the needs of participants.			1	2	3	4	5	NA	
21.	I was satisfied with the OJJDP NTTAC Coordinator's support.			1	2	3	4	5	NA	
	I was satisfied with my overall OJJDP NTTAC experience.			1	2	3	4	5	NA	
23.	23. On a scale of 1 to 5, with 1 representing "unsuccessful" and 5 representing "successful," how successful were you in achieving the expected outcomes of this event?									
	1 2 3	4	5							
	unsuccessful		successful							
	Please give a reason for your rating, using examples where poss.	ible								
24.	24. What obstacles or challenges, if any, did you encounter during the delivery of the training/technical assistance? Do you have any suggestions for improving delivery of future events?									
25 .	What additional training/technical assistance do you foresee thi	is group w	ill need with re	egard 1	to this	topic	?			
	•									
	•									

26. Are you aware of resources that would be useful to participants with regard to this topic that could be posted online via the OJJDP NTTAC Web site? Yes No

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	If yes, please indicate the resources available and w	here NTTAC can obtain them
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		-
		-
27.	Do you have any other comments or suggestions?	
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		-
		-
		-

Thank you for completing this NTTAC Consultant Feedback Form. We value your input!

Please fax completed forms to: 703-934-3740 or mail to: OJJDP National Training and Technical Assistance Center ATTN: Christine Leicht 9300 Lee Highway, Fairfax, VA 22031