

Training and Technical Assistance On-Line Tutorials

A. Product/Activity to be Assessed

SAMHSA's NCSACW is a national resource center providing information, expert consultation, training and technical assistance to child welfare, dependency court and substance abuse treatment professionals to improve the safety, permanency, well-being and recovery outcomes for children, parents and families. The Substance Abuse and Mental Health Services Administration (SAMHSA) and the National Center on Substance Abuse and Child Welfare (NCSACW) is requesting approval from the Office of Management and Budget (OMB) to implement a satisfaction evaluation survey for students who complete an online tutorial. NCSACW considers it important to assess students' perception of the value of services provided in the online tutorials.

B. Brief Statement of Objectives

The collection of the evaluation responses will be used to guide NCSACW in decisions regarding the content and effectiveness of the online tutorials. The information gathered will be used to identify areas of improvement and effectiveness, and to make improvements that are practical, feasible, and meet the needs of the students. Information from the surveys will be used to plan and to redirect resources and efforts to improve or maintain a high quality of service to child welfare, substance abuse, and court professionals.

If this information is not collected, vital feedback regarding students' perception of the value of the tutorial material will be unavailable. This would inhibit NCSACW's ability to develop, implement, and refine materials and content in the tutorials in a manner that is suitable for the students' needs.

C. Overview of Methods to Collect Information

Data Collection Method

- Data will be collected at the completion of each of the three online tutorials. Students will have the option to decline responding to the survey.
- Analyses will primarily consist of statistics to better understand the effectiveness and perceived value of the tutorial content.

Identifying respondents

- All students who register for and complete the tutorials are requested to provide their feedback by completing the evaluation.
- Participation will be fully voluntary, and non-participation will have no impact on CEU or CLE credits, or a certification of course completion. Given the voluntary nature of the data collection efforts, efforts will be made to achieve the highest response rate possible.

- The protection of respondents' identifying information will be assured, and identifying information will not be included in analysis and reporting of responses.

Frequency of data collection

- Information will be collected upon the completion of each of the three online tutorials on the NCSACW website. No follow-up efforts will be conducted.

Methods for Identifying Duplications

- The tutorial evaluation survey will be the only collection tool used on the NCSACW site. There are no other data collection efforts to conflict with the evaluation survey.

D. Annualized Response Burden Estimate

TTA Provider	Number of respondents	Responses per respondent	Total Number of Responses	Hours/responses	Total hours	Hourly Wage ¹	Total Hour Cost
NCSACW	1,850	1	1	.083	154	37.72	\$5,808

The estimated annualized cost to respondents for the proposed data collection activities is \$5,808. For the purposes of estimating annual cost, it is assumed that the participants will complete the evaluation once.

Estimates of Annualized Cost to the Government

The estimate annualized cost to the government for the proposed data collection activities is \$80 and includes the expected cost for the Contracting Officer's Representative (COR) who oversees the contract.

Position	Percent FTE	Annual Hours	Rate	Total Annual Cost ²
NCSACW COR	0.1%	2	40.00	80.00
Totals		2		\$80.00

¹ Hourly Wage: Given that most TTA providers serve management-level personnel, the \$37.72 rate is used as the mean hourly wage as reported on the Bureau of Labor Statistics website (<http://www.bls.gov>). However, FCBSI primarily serves direct service personnel and uses the \$25.00 rate. Lastly, the Prevention Fellow Program uses the \$15.00 rate to reflect the rate that fellows are paid during their term in the program.

²Annual hours are based on a 40-hour work week for 48 weeks per year.

E. Methods used to develop the questions

The questions were developed based on standard instructional design and assessment practices, in accordance with Kirkpatrick's four-level evaluation model.

F Consultants within SAMHSA/ NCSACW and outside the Agency

The common measures submitted here for OMB approval are the result of lengthy consultation and discussion among SAMHSA/NCSACW personnel and training staff. The final selection of these measures was made by SAMHSA/NCSACW senior officials.

List of Attachments:

Attachment A: Common Training and Satisfaction Measures