

**Office of Emergency Communications  
Technical Assistance (TA) Evaluation Form**

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## Instructions

Read all instructions before completing this form

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### Filling out DHS Form 9042

**Authority:** Title XVIII of the Homeland Security Act of 2002, 6 U.S.C. § 101 et seq., and the Implementing Recommendations of the 9/11 Commission Act or 2007 (6 U.S.C. 579(m) authorizes the collection of this information to improve emergency communications capabilities in States, territories, local jurisdictions, and tribal governments.

**Purpose:** DHS will use this information to conduct a review of the effectiveness and adequacy of technical assistance services provided to State and local officials for interoperable and operable communications. These evaluation forms will be filled in at the completion of technical assistance services to participants of those events.

**Routine Uses:** This information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to assist in activities related to technical assistance services. DHS may share the information with course development and course curriculum developers as necessary to improve on the service offerings that are created to enhance interoperable and operable emergency communications.

**Disclosure:** Furnishing this information (including your name and e-mail address) is voluntary; however, failure to furnish the requested information may delay or prevent completion of the review of adequacy and effectiveness of technical services provided by the OEC.

### What is the purpose of this form?

DHS Form 9042, Office of Emergency Communications Technical Assistance (TA) Evaluation Form, is voluntarily completed by stakeholders receiving OEC TA.

OEC will use the information collected through these evaluations to assess the effectiveness of its TA service offerings and for continued improvement to its TA planning.

TA service offerings are described in the OEC TA Catalog. ([www.publicsafetytools.info](http://www.publicsafetytools.info))

### Technical Assistance Engagement Evaluator:

Each participant in an OEC TA work shop or the principal stakeholder involved with a TA engagement is requested to complete this form.

#### SECTION 1

**Title:** Enter the name of the Technical Assistance service provided, (e.g., SOP-DEV, COMU-PLAN, TICP-WKSP)

**Work Order Number:** Enter Work Order Number (e.g., WO14-056)

**SWIC/TA Point of Contact:** Enter the name of the person completing this form, (Primary/on-site contact for the TA service)

**Location:** Enter the workshop, seminar, course location, (where was the TA service provided)

**Date:** Enter the date of the workshop, seminar, course (date TA service was provided)

**Instructor(s):** Enter the name of the OEC Staff/SME that provided the TA service

#### SECTION 2

Evaluate the Technical Assistance service provided:

Please answer the following 7 questions by checking the appropriate box using the below evaluation scale:

- 1- Strongly Disagree
- 2- Somewhat Disagree
- 3- Neutral
- 4- Somewhat Agree
- 5- Strongly Agree

#### SECTION 3

Please answer the following 5 questions to improve the quality of future Technical Assistance Service Offerings.

#### Submitting the completed form:

TA Evaluations may be completed and submitted electronically at [www.publicsafetytools.info](http://www.publicsafetytools.info) or PDF copies may be submitted via email to: [TAevaluations@hq.dhs.gov](mailto:TAevaluations@hq.dhs.gov).

**Paperwork Reduction Act Notice.** The public reporting burden to complete this information collection is estimated at 25 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and the completing and reviewing the collected 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 and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to DHS / National Protection and Programs Directorate / Office of Cybersecurity and Communications / Office of Emergency Communications, Serena Maxey, 202-235-2822, [Serena.Maxey@hq.dhs.gov](mailto:Serena.Maxey@hq.dhs.gov), ATTN: PRA [1670-0023]



# Homeland Security

DEPARTMENT OF HOMELAND SECURITY

## Office of Emergency Communications Technical Assistance (TA) Evaluation Form

### SECTION 1

<b>Course Title:</b>	<b>Work Order Number:</b>	<b>SWIC/TA Point of Contact:</b>
<b>Location:</b>	<b>Date(s):</b>	<b>Instructor(s):</b>

Please answer the following questions about your experience in this Technical Assistance Workshop according to the scale below:

### SECTION 2

	1	2	3	4	5
	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. This Technical Assistance service was successful in assisting us with our Objectives and Goals.	<input type="checkbox"/>				
2. The workshop material was presented in a professional manner and was clear and easily understood by the participants.	<input type="checkbox"/>				
3. The Technical Assistance met or exceeded expectations.	<input type="checkbox"/>				
4. This Technical Assistance was received on time, as scheduled during the planning process with OEC.	<input type="checkbox"/>				
5. The instructor's presentation, content knowledge and class exercises were effective in enhancing course content.	<input type="checkbox"/>				
6. This Technical Assistance improved our interoperable emergency communications knowledge and capabilities.	<input type="checkbox"/>				
7. I would recommend this Technical Assistance Service Offering.	<input type="checkbox"/>				

**Please E-Mail this completed form to: [TAevaluations@hq.dhs.gov](mailto:TAevaluations@hq.dhs.gov)**

**Or complete it on-line at:**

**[http://www.publicsafetytools.info/ta\\_evaluation/ta\\_evaluation\\_state\\_request.php](http://www.publicsafetytools.info/ta_evaluation/ta_evaluation_state_request.php)**

## SECTION 3

***Please use the following sections to provide any additional information to improve the quality of future Technical Assistance Service Offerings***

1. ***What did you like most about this Technical Assistance?***


2. ***What did you not like, or what seemed to not work well?***


3. ***What suggestions do you have for improving the learning experience?***


4. ***What would you add or delete from this Technical Assistance Workshop?***


5. ***How does this Technical Assistance support and/or enhance interoperable emergency communications in your State/region/locality?***


***For More Information about OEC/ICTAP Technical Assistance (TA) Offerings and Tools Visit:***

***[www.publicsafetytools.info](http://www.publicsafetytools.info)***