

TITLE OF INFORMATION COLLECTION: State Capacity Building Center Targeted Technical Assistance Feedback Collection for Infant Toddler Specialist Network and for Peer Learning Groups

Protocol and Email Invitation/Script

In-person training:

- Two weeks in advance, Trainer emails SCBC research associate (RA) to request a survey monkey link and paper version of the evaluation form. Paper version only to be used sparingly as SCBC does not have resources to support compilation of paper version
- Trainer prints a few paper copies of the evaluation form to distribute if participants cannot access survey monkey by smart phone or computer
- At the training, trainer displays survey monkey link during the presentation and asks participants to provide feedback. The trainer can distribute and collect paper evaluation forms from participants that do not have access to a smart phone or laptop
- If paper copies are used, the trainer scans or mails forms to RA within a week of the training
- RA compiles data from paper forms and merges with survey monkey data
- RA sends responses to trainer for CQI purposes and posts in TAT

Virtual training (including peer learning groups):

- Two weeks in advance, Trainer emails RA to notify her of the evaluation form link needed
- Trainer works with RA to send survey monkey form within 2 business days of the training or the link is given during a webinar
- RA compiles data
- RA sends compiled responses to trainer for CQI purposes and posts in TAT
- For all:
 - Data Compiled for Evaluation Team
 - RA compiles data across all targeted TA by 15th of the month, sends to evaluation team and network leads/posts to evaluation workspace

Text to accompany survey link

Subject Line: Your Feedback on [Event Name]

Good Morning/Afternoon,

The State Capacity Building Center is collecting feedback regarding its technical assistance (TA) services. According to our records, you recently participated in the State Capacity Building Center [NAME OF EVENT]. We would greatly appreciate your input and will use your feedback to inform future technical assistance efforts.

To provide feedback, please respond using this form: [link to survey monkey]. The brief voluntary survey will only take a few minutes and all responses are anonymous.

If you would like to provide feedback, please respond to the form above by [date].

Thank you!
The State Capacity Building Center

Task 3 Survey

OMB Control No: 0970-0401

Expiration date: 5/31/2018

Instructions

The State Capacity Building Center is collecting feedback regarding its technical assistance (TA) services. According to our records, you recently participated in the State Capacity Building Center [NAME OF EVENT]. We would greatly appreciate your input and will use your feedback to inform future technical assistance efforts. To provide feedback, please respond using this form. The brief voluntary survey will only take a few minutes and all responses are anonymous.

NOTE: THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13). Public reporting burden for this collection of information is estimated to average 8 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, 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.

Technical Assistance Activity:
Event Date:

Please select your role:

- Community member
- Direct child-serving practitioner (e.g., child care, preschool, home visiting, teacher)
- Family member
- State-level professional
- Training and technical assistance professional
- Other. Please describe: _____

Please indicate the extent to which you agree with the statements below.	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The content provided was useful (i.e. provided you with practical information or a practical perspective to inform your work).	1	2	3	4	N/A

Please indicate the extent to which you agree with the statements below.	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The content provided was relevant to my current work. (i.e., pertinent to your current work)					
The content provided was influential (i.e., influenced your thinking; gave you “a-ha” moments; enabled you to think in a different way about your system(s), your partnerships, or other critical aspects of your work; and/or helped you analyze, synthesize, or integrate information in a new way.)	1	2	3	4	N/A
The presenter(s) had robust knowledge and experience with the content.	1	2	3	4	N/A

If you selected “strongly disagree” or “disagree” for any of the statements above, please tell us why:

Which aspect(s) was most useful for you and why?

How could we improve this work to better meet your needs?

What other topics for technical assistance would be useful to you?

Thank you for participating and we hope the content provided met your expectations.

Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to collect participant feedback to shape future OCC technical assistance services. Public reporting burden for this collection of information is estimated to average 8 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, 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. The OMB number and expiration date for this collection are OMB #: 0970-0401, Exp: 05/31/2018. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Carrie Kocot at Carolyne.kocot@icf.com.