



PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) The purpose of this information collection is to gather feedback on capacity building products and services to better meet the needs of child welfare professionals. Public reporting burden for this collection of information is estimated to average 15 minutes per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The control number for this project is 0970-0501. The control number expires on xx/xx/xx. If you have any comments on this collection of information, please contact Roshanda Shoulders, ACF, Administration on Children, Youth and Families (ACYF) by e-mail at Roshanda.Shoulders@acf.hhs.gov.

SERVICE DELIVERY AND TRACKING AND ADJUSTMENT OBSERVATION - GROUP DEBRIEF

Select questions from the phase that is most appropriate for the particular state meeting context.

PHASE OF DELIVERY	BEHAVIORS	DEBRIEF QUESTIONS
Engagement	Performing outreach	How well did the Center representatives demonstrate their understanding of your state's context, needs, and strengths?
	Being responsive	
	Building credibility	
	Providing clarity	
	Collaborating	
Working as a Team	Joining a team	To what extent did the team operate in a way that maximized effectiveness of individual and collective efforts?
	Integrating effort	How satisfied are you with the team carrying out the work (support, cohesion, constructive feedback, communication)?
	Building team support/cohesion	
	Communicating and sharing information	
Initiating service delivery	Does the pacing of the Center's involvement with your state meet your needs and expectations? (intensity, flexibility, thoroughness, pace, ensuring understanding)	
Pacing the work		
Guiding agency self-reflection		
Selecting strategies, activities, tools		How satisfied are you with the quality of the Center's service delivery? (level of support, collaboration on strategy/ tool identification/selection, communication)
Promoting use of the capacity building framework		How has the Center integrated the capacity building framework and the change process into service delivery? (usefulness, appropriateness, meaningfulness)
Communicating with CB and Collaborative partners		
Tracking and Adjustment	Assessing capacity for tracking progress	How will the evaluation plan that was collaboratively created help the team understand progress made in meeting your goals? (<i>probe on such aspects as feasibility, relevance</i>)
	Developing an approach to understanding progress	How satisfied are you with the support provided by the Center representatives in helping you track progress of the work and make adjustments as needed?
	Collecting data to understand progress	
	Conducting analysis and building connections	How have you used data to determine progress and inform planning?
	Discussing progress and planning effectively	
	Managing perceptions of	

	progress	
Transition to Sustainability	Planning for transition	What led to the decision to close this project?
	Deciding to transition and close	
	Transitioning to sustained capacity building	How satisfied are you with how the project was closed?
	Facilitating a final meeting	
	Ending services prematurely	How are you prepared to sustain capacity? (<i>probe on identifying and securing needed supports</i>)