



TITLE OF INFORMATION COLLECTION: State Capacity Building Center Targeted Technical Assistance Feedback Collection for Infant Toddler Specialist Presentations

OMB Control No: 0970-0401
Expiration date: 05/31/2021

Instructions: Use this form when providing presentations. It may be used as a paper or electronic document.

Protocol and Script

- 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

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: [NAME OF EVENT]
Event Date: [DATE OF EVENT]

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
Content	The event purpose and learning objectives were clear.	1	2	3	4	N/A
	The content provided was clear.	1	2	3	4	N/A
	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
	The content provided was relevant to my current work (i.e., pertinent to your current work).	1	2	3	4	N/A
	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 was well-prepared.	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
Participant	The presenter(s) had robust knowledge and experience with the content.	1	2	3	4	N/A
	The presenter(s) was able to respond appropriately to my questions.	1	2	3	4	N/A
	I increased my awareness and knowledge of the content provided.	1	2	3	4	N/A
	I feel ready to apply the new content to my work.	1	2	3	4	N/A
	Overall, the event was relevant and fit my needs.	1	2	3	4	N/A

If you marked disagree or strongly disagree above or if you have any comments, please take a moment to give us a little more information.

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 #**. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to J.R. Sayoc, j.r.sayoc@icf.com