



# CHILD CARE

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## State Capacity Building Center

### Feedback Form: State Capacity Building Center CCDF Administrators

**TITLE OF INFORMATION COLLECTION:** State Capacity Building Center Feedback Collection for CCDF Administrators

**OMB Control No: 0970-0401**

**Expiration date: XX/XX/XXXX**

### Email Invitation/Script

Subject Line: Your Feedback on [Event Name]

Good Morning/Afternoon,

The State Capacity Building Center is collecting feedback regarding its provision of technical assistance (TA) services to you, as the CCDF Administrator, by the State Systems Specialists. 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

## Feedback form

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 6 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 Date: XX/XX/XXXX . Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Caroline Faux, caroline.faux@icf.com.

**Technical Assistance Activity: State Capacity Building Center CCDF Administrator Feedback**  
**Region: [PROVIDE DROP DOWN]**  
**Dates: [DATE(S) OF ACTIVITY]**

### Identifying State and Territory TA Needs and Priorities

Please indicate the extent to which you agree with the statements below.	Strongly Agree	Agree	Disagree	Strongly Disagree
Through the TA refresh and planning process [insert date], my state TA needs were identified.	1	2	3	4
Through the TA refresh and planning process in [insert date], my state TA priorities were identified.	1	2	3	4
I am satisfied with the TA refresh and planning process.	1	2	3	4
I am satisfied with the length of time between the time that I request TA and the delivery of TA.	1	2	3	4

**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.**

- **To help better meet your needs, do you have improvements to recommend for the TA refresh process and/or the TA planning process overall?**
  
- **The timeline for the TA refresh and planning process was:**
  - Just right
  - Too short
  - Too long

If you selected too short or too long, please take a moment to give us a little more information:

**Meeting State Needs and Priorities: Coordinating to Meet State Needs with the federal Technical Assistance (TA) Network**

Please indicate the extent to which you agree with the statements below.	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The State Systems Specialist is helping to connect me and, as relevant, my staff, to the available TA that is consistent with our identified needs and priorities.	1	2	3	4	5
The State Systems Specialist lets me know when there are webinars, peer learning forums or other technical assistance opportunities to help my state meet our desired outcomes.	1	2	3	4	5
The State Systems Specialist connects me to resources or products to help my state meet our desired outcomes.	1	2	3	4	5
The State Systems Specialist coordinates TA with OCC National Centers (e.g., the ACF National TA Centers) that align with our identified TA needs and priorities.	1	2	3	4	5
The State Systems Specialist coordination with the other TA Partners appears to be seamless to me.	1	2	3	4	5

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.

**Meeting State Needs and Priorities: Technical Assistance Coordination from the State Systems Specialists**

Please identify your two most important, highest priority TA needs that you worked on with the SSS in [INSERT YEAR]

- Priority 1: [open ended response here]

TA priority, indicate extent to which you agree	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The State Systems Specialist assisted us in meeting these needs through her/his coordination and mobilization of TA.	1	2	3	4	N/A

- Priority 2: [open ended response here]

TA priority, indicate extent to which you agree	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
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The State Systems Specialist assisted us in meeting these needs through her/his coordination and mobilization of TA.	1	2	3	4	N/A
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**Services from the State System Specialist**

**Which of these services of TA did the State Systems Specialist use in working with you in [insert year]? For those used please indicate the value. Otherwise, please check not applicable/did not use**

Please indicate the extent to which you agree with the statements below.					
Method	Strongly Valuable	Valuable	Not Valuable	Not Valuable at All	NA/Did not use
Identified and shared resources with you	1	2	3	4	5
Analyzed and reviewed data for you	1	2	3	4	5
Provided expert consultation for you	1	2	3	4	5
Developed new resources for you	1	2	3	4	5
Analyzed and reviewed policy for you	1	2	3	4	5
Facilitated peer learning for you	1	2	3	4	5
Provided virtual meeting planning and/or facilitation services	1	2	3	4	5
Provided onsite or virtual strategic planning for you	1	2	3	4	5
Other [please describe]					

**If you marked not valuable or not valuable at all or if you have any comments, please take a moment to give us a little more information.**

**State Systems Specialist Quality and Impact**

Please indicate the extent to which you agree with the statements below.	Strongly Agree	Agree	Disagree	Strongly Disagree
I am satisfied with the frequency of communication from my State Systems Specialist.	1	2	3	4
The State Systems Specialist who works with my state is well prepared and knowledgeable.	1	2	3	4
The State Systems Specialist who works with my state is responsive to me and to my team.	1	2	3	4
The State Systems Specialist who works with my state is effective in helping my state meet our desired outcome(s).	1	2	3	4
The State Systems Specialist who works with my state understands our state context.	1	2	3	4
The State Systems Specialist has helped me and my state solve problems.	1	2	3	4
The services of the State Systems Specialist are of high quality.	1	2	3	4
The amount of contact I have with the State Systems Specialist is adequate.	1	2	3	4

**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.**

**General Feedback**

**What factors if any, may prevent you and your state from benefiting from the technical assistance available through the State Systems Specialist? (Please check ALL that apply)**

- Competing priorities
- COVID-19
- Inadequate intensity of services from the State Systems Specialist
- Lack of authority or influence to gain support for this effort
- Lack of legislative or regulatory authority needed to address issues
- Lack of quality technical assistance services
- Lack of state policies or processes to support this effort
- Lack of support/guidance from state leadership
- Lack of time
- Limited funds or other resources to support this effort
- Need for more TA and/or professional development
- Need more time to build buy-in from other stakeholders
- Need more time to build readiness among state leaders to support this effort
- Not enough staff
- What I've learned is not applicable to my work
- Other (Please describe): \_\_\_\_\_

I have not faced any barriers

**What supports or resources would you need to overcome these barriers?**

**Overall, which aspect(s) was most useful to you and why?**

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

**What other topics or resources would you like to see the State Capacity Building Center address?**

**Optional question: Please let us know which federal region includes your state.**

**Thank you for participating!**