Attachment 10:

Technical Assistance Feedback Surveys

Survey Platform: Qualtrics
Survey Dissemination: The link is posted in the Microsoft Teams chat at the beginning and end of the webinar, it is also pinned to the top. Survey is announced verbally in the beginning and end of presentation. The survey is also posted in a slide at the end and sent to participants through email after the webinar is complete.
Survey Type: The primary survey is related to feedback regarding webinars. In addition, for the current OMB package ICF has proposed hosting office hours and hosting quarterly webinars with new key personnel and surveys have been developed specifically for each of these. Finally, ICF proposes hosting a live ongoing feedback platform for coalitions to share information on reporting. Proposed changes are indicated by green text.

<u>**Technical Assistance Webinar Surveys:**</u>

Participants in webinars will be asked to respond to the following voluntary survey after participation:

1. **Overall, the session increased my knowledge and/or skills:**
   Strongly Agree
   Somewhat Agree
   Somewhat Disagree
   Strongly Disagree

2. **The content/materials presented were directly relevant to my work and to others in my role:**
   Strongly Agree
   Somewhat Agree
   Somewhat Disagree
   Strongly Disagree

3. **I would value additional/more detailed sessions on this topic:**
   Strongly Agree
   Somewhat Agree
   Somewhat Disagree
   Strongly Disagree

4. **What part of the session was most helpful to you, if any?**

5. **What would you like to have seen done differently or what additional information about this topic would you like to have received?**

6. **Is there any content related to evaluations that you would like to recommend be included in future webinars**
7. **Optional question 1 about the specific topic to measure increase in skills if relevant.**
8. **Optional question 1 about the specific topic to measure increase in skills if relevant.**

Grant Oversight System (DFC _Me_) items:

1. Overall, how satisfied are you with DFC _Me_?
   a. Very satisfied
   b. Somewhat satisfied
   c. Somewhat dissatisfied
   d. Very dissatisfied

2. Please rate the usefulness of the following website features:

	Very useful	Somewhat useful	Not very useful	Not at all useful	N/A: Have not used
Learning Center Resources					
Learning Center Success Stories					
Progress Reporting					
Calendar					
Dashboard Report Card					

3. Please rate DFC _Me_ in each of the following areas:

	Excellent	Good	Fair	Poor	N/A
Ease of login					
Ease of navigation					
Site organization					
Layout/Design					

4. What parts of DFC _Me_ have been particularly useful for you? Are there any parts you think will be useful going forward? If you have any examples of how it has helped your DFC work specifically, please share.

5. What suggestions do you have to help improve DFC _Me_?:

6. Please provide any additional comments about DFC _Me_:

Office Hour Surveys:

Participants who come to office hours will be asked to respond to the following voluntary survey after participation:

1. **Please select your grant type.:**
   DFC
   CARA
   DFC & CARA

2. **Please select your coalition Year of Award:**
   (select from 1-10)

3. **What, if anything, was helpful to you about attending today's office hours?**

4. **What, if anything, would be more helpful to you to have happen during office hours?**

5. **Is there any content related to evaluations that you would like to recommend be included in future webinars?**

New Key Personnel Quarterly Meeting Surveys:

Participants who come to the new key personnel meeting will be asked to respond to the following voluntary survey after participation:

1. **Please select your grant type.:**
   DFC
   CARA
   DFC & CARA

2. **Overall, the information provided by the National Evaluation team increased my knowledge of their role/how they can help me going forward:**
   Strongly Agree
   Somewhat Agree
   Somewhat Disagree
   Strongly Disagree

3. **Overall, the information provided by the CDC Project Officer team increased my knowledge of their role/how they can help me going forward:**
   - Strongly Agree
   - Somewhat Agree
   - Somewhat Disagree
   - Strongly Disagree

4. **I have some clear next steps for learning more about completing reporting requirements:**
   - Strongly Agree
   - Somewhat Agree
   - Somewhat Disagree
   - Strongly Disagree

5. **What, if anything, was helpful to you about attending today's New Key Personnel webinar?**

6. **What, if anything, would be more helpful to you?**

General Feedback Survey: Left Open for On-Demand Feedback from Grant Recipients

DFC & CARA National Evaluation Feedback Form

The ICF DFC & CARA National Evaluation team is interested in receiving any feedback you may have. To support you in providing feedback we have designed a survey tool you can utilize. Feedback is optional, but if you have any, we hope you will share it. Feedback on the following are of particular interest:

- Suggestions for questions you would like to see modified, removed or added to the Progress Reports, Core Measures, Coalition Classification Tool (CCT)
- Ideas you have about changes you would like to see in your DFC coalition snapshots
- Resources that you would like to see in the Learning Center
- Any other feedback you have for our team

Providing feedback using the survey tool is completely optional, although it helps us in tracking. While we may not be able to implement all changes, understanding your needs helps to inform the process going forward. You may also provide any feedback via email to dfc_evaluators@icf.com.

Would you like to provide feedback?

O Yes, I would like to provide feedback. (1)

O No, I do not have any feedback. (2)

Skip To: End of Survey If Would you like to provide feedback? = No, I do not have any feedback.

Is your coalition a DFC or CARA grant recipient?

O DFC only (1)

O CARA only (2)

O DFC and CARA (3)

In the following questions, please be as specific as possible about any suggestions. Your thinking about why you would like the change is also helpful to us. If you do not have any feedback for any given section, you can leave the field blank.

Feedback on the Progress Report.

Provide feedback on questions you would **keep but would like to recommend a modification.**

Provide feedback on questions you would like to see **added** to the Progress Report to better capture your work.

Provide feedback on questions you would like to see **deleted** from the Progress Report.

Feedback on the Core Measures.

Provide feedback on questions you would **keep but would like to recommend a modification.**

Provide feedback on questions you would like to see **added** to the Core Measures to better capture your work.

Provide feedback on questions you would like to see **deleted** from the Core Measures.

Feedback on the Coalition Classification Tool.

Provide feedback on questions you would **keep but would like to recommend a modification.**

_____

Provide feedback on questions you would like to see **added** to the Coalition Classification Tool to better capture your work.

Provide feedback on questions you would like to see **deleted** from the Coalition Classification Tool.

_____

Feedback on the Coalition Snapshots.

Which snapshot do you find most useful to your coalition?

○ The longer snapshot with details about all four core measures (1)

○ The shorter snapshot focused on past 30-day use (2)

○ Both snapshots are useful in different ways (3)

○ Neither snapshot has been useful so far (4)

How could we make it clearer, easier, or more useful for your coalition? Please be specific about any suggested changes.

_____

Any modifications or deletions you would suggest

_____

ASK BOTH DFC & CARA COALITIONS

Feedback on the DFC Me Learning Center.

Are there any resources you would particularly like to see updated or added?

Are there any resources that have been particularly helpful to you?

We anticipate holding a small number of focus groups with participants from across coalitions (no more than 9 coalitions per group). **Would you be willing to participate in one of these community of practice focus groups** to discuss your thoughts? Note: You can say no later if times to meet do not work for you.

    ○ Yes (1)

    ○ No (2)

Skip To: End of Block If We anticipate holding a small number of focus groups with participants from across coalitions (no... = No

If yes, please provide your contact information below. Please note that if we get many volunteers some coalitions may not be able to participate.

*

Email _____

Phone_____

Name _____

Coalition Name _____

Grant Award Number _____