**TITLE OF INFORMATION COLLECTION:** Child Care State Capacity Building Center Feedback on Fundamentals of CCDF Administration

**OMB control number: 0970-0401**

**Expiration date: May 31, 2027**

# Email Invitation/Script

Subject line: Your Feedback on [Event Name]

Good morning/afternoon,

The Child Care State Capacity Building Center (SCBC) is collecting feedback about its technical assistance services. According to our records, you recently participated in SCBC’s Fundamentals of CCDF Administration training. Your feedback is voluntary, and we will use it to inform future technical assistance efforts.

If you would like to provide feedback, please respond to this brief survey using this link by [DATE]: [LINK TO SURVEY].

Information will be kept private and the survey is estimated to take about 7 minutes.

Thank you!

The Child Care State Capacity Building Center

# Feedback Form

**Technical Assistance Activity: Child Care State Capacity Building Center Fundamentals of CCDF Administration**

| Question Number | Question/Prompt | Response Options |
| --- | --- | --- |
|  | **Demographics**  The following questions aim to help SCBC better understand the diverse needs of its audience and better tailor its services. |  |
| 1 | Please select your role: | * Child Care and Development Fund (CCDF) Administrator * Communications staff * Department head (e.g., agency commissioner, secretary) * Federal Office of Child Care staff (e.g., Regional or Central Office) * Fiscal staff * Information technology staff * Legislative staff * Licensing staff * Professional development staff * Quality initiatives staff * Research and evaluation staff * State Advisory Council staff * Subsidy staff * Other role (please specify): |
| 2 | How many years have you held your current role? | * Less than 1 year * 1–2 years * 3–5 years * More than 5 years |
|  | **Delivery of Technical Assistance**  The following questions aim to get feedback about SCBC’s delivery of technical assistance (TA.) |  |
|  | **Content Relevance** |  |
| 3 | Indicate your level of agreement or disagreement with the following statements.   1. The content was relevant to my work. | 1 = Strongly disagree  2 = Disagree  3 = Agree  4 = Strongly agree  N/A = Not applicable |
| 4 | Was the training content too simple, too advanced, or just about right for you? | 1 = Far too advanced  2 = A bit too advanced  3 = About right  4 = A bit too simple  5 = Far too simple |
|  | **Satisfaction** |  |
| 5 | 1. Overall, I am happy/satisfied with the quality and content of the training. 2. The presentation materials were helpful. | 1 = Strongly disagree  2 = Disagree  3 = Agree  4 = Strongly agree  N/A = Not applicable |
| 6 | How likely are you to recommend this training to a colleague? | 1 = Not likely  2 = Unlikely  3 = Somewhat likely  4 = Very likely  N/A = Not applicable |
| 8 | Which aspect of the TA was most useful for you? | *Open-ended response* |
| 9 | What could SCBC do to improve future Fundamentals of CCDF Administration trainings? | *Open-ended response* |
|  | **Presenter(s)** |  |
| 7 | Indicate your level of agreement or disagreement with the following statements.   1. The presenter(s) was knowledgeable and experienced with the content. 2. The presenter(s) explained the content clearly and effectively. 3. The presenter(s) responded well to my questions and needs. | 1 = Strongly disagree  2 = Disagree  3 = Agree  4 = Strongly agree  N/A = Not applicable |
|  | **Impact of Technical Assistance**  The following questions aim to get feedback about the impact of the technical assistance provided by SCBC. |  |
| 10 | Indicate your level of agreement or disagreement with the following statements.   1. The training improved my knowledge of CCDF program requirements (statutory and regulatory). 2. The training improved my knowledge of CCDF administration or implementation. 3. The training will help me / my team improve CCDF administration or implementation. 4. The training helped me learn about additional TA opportunities and supports. | 1 = Strongly disagree  2 = Disagree  3 = Agree  4 = Strongly agree  N/A = Not applicable |
|  | **Feedback on TA resources** |  |
|  | ***Introduction to the Fundamentals* PowerPoint**  The following questions aim to get specific information about the *Introduction to the Fundamentals* PowerPoint. |  |
| 11 | Do you know how to access the *Introduction to the Fundamentals* PowerPoint online? | 1 = Yes  2 = No  N/A = Not applicable |
| 12 | 1. How likely are you to use the *Introduction to the Fundamentals* PowerPoint? 2. How likely are you to share the *Introduction to the Fundamentals* PowerPoint with others? | 1 = Not Likely  2 = Unlikely  3 = Somewhat likely  4 = Very likely  N/A = Not applicable |
|  | ***Fundamentals of CCDF Administration Resource Guide***  The following questions aim to get specific information about the *Fundamentals of CCDF Administration Resource Guide*. |  |
| 13 | Do you know how to access the *Fundamentals of CCDF Administration Resource Guide* online? | 1 = Yes  2 = No  N/A = Not applicable |
| 14 | 1. How likely are you to use the *Fundamentals of CCDF Administration Resource Guide*? 2. How likely are you to share the *Fundamentals of CCDF Administration Resource Guide* with others? | 1 = Not likely  2 = Unlikely  3 = Somewhat likely  4 = Very likely  N/A = Not applicable |
|  | **General Feedback** |  |
| 15 | What follow-up support or resource(s) related to CCDF policy, programming, or implementation would be most useful to you or your team? | *Open-ended response* |
| 16 | What other topics or resources would you like to see addressed by TA? | *Open-ended response* |
|  | **Thank you for participating!** |  |

Paperwork Reduction Act Statement: The purpose of this information collection is to collect feedback from recipients participating in training and technical assistance activities provided by the Child Care State Capacity Building Center. Public reporting burden for this collection of information is estimated to average 7 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 OMB # is 0970-0401, and the expiration date is 5/31/2027. If you have any comments on this collection of information, please contact Caroline Faux at caroline.faux@icf.com.

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The State Capacity Building Center (SCBC) works with state and territory leaders and their partners to create innovative early childhood systems and programs that improve results for children and families. SCBC is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.

