



CHILD CARE

State Capacity Building Center

April 2024

# Feedback Form: Child Care State Capacity Building Center Child Care Technical Assistance Network Technical Assistance Partners

**TITLE OF INFORMATION COLLECTION:** Child Care State Capacity Building Center Feedback on Child Care Technical Assistance Network Technical Assistance Partners

**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 on its coordination of technical assistance (TA) services with Child Care Technical Assistance Network (CCTAN) national partners. SCBC wants your feedback on aspects of TA mobilization and communication, including regional coordination, SCBC TA services, and regional office supports, including the State System Specialists' role of supporting the Regional Office and coordinating TA services of CCTAN.

Regional coordination may look different across regions and may include CCTAN calls, individual check-in calls with designated TA partners and State Systems Specialists, collaborative TA calls between multiple National Centers, or a combination of these calls.

Your feedback is voluntary, and we will use it to inform and advance SCBC's coordination of TA services.

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 15 minutes.

Thank you!

The Child Care State Capacity Building Center

## Feedback Form

### Technical Assistance Activity: Child Care State Capacity Building Center Feedback on CCTAN TA Partners

Question Number	Question/Prompt	Response Options
<p><b>Regional TA Coordination</b> The following questions aim to get feedback on SCBC's general coordination of TA at the regional level.</p>		
1	Did you provide TA to any state or territory during the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>
2	What are the top strengths of regional TA coordination among national centers that ensures effective TA is provided?	Open-ended response
3	What are the top areas for improvement for regional TA coordination among national centers to ensure effective TA is provided?	Open-ended response
<p><b>CCTAN Regional TA Partner Meetings</b> The following questions aim to get your feedback specifically about CCTAN Regional TA Partner meetings.</p>		
4	Did you participate in a CCTAN Regional TA Partner meeting during the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>
5	In which CCTAN Regional TA Partner meetings did you participate during the last 12 months? <i>Select all that apply.</i>	<ul style="list-style-type: none"> <li>• Region 1</li> <li>• Region 2</li> <li>• Region 3</li> <li>• Region 4</li> <li>• Region 5</li> <li>• Region 6</li> <li>• Region 7</li> <li>• Region 8</li> <li>• Region 9</li> <li>• Region 10</li> </ul>

Question Number	Question/Prompt	Response Options
6	<p>Indicate your level of agreement or disagreement with the statements below about CCTAN Regional TA Partner meetings.</p> <ol style="list-style-type: none"> <li>CCTAN Regional TA Partner meetings strengthen regional collaboration and coordination.</li> <li>My suggestions for the CCTAN Regional TA Partner meetings are valued.</li> <li>The agenda content helps me meet state and territory needs.</li> <li>The CCTAN Regional TA Partner meeting Mural boards are a valuable tool for my regional TA work.</li> </ol>	<p>1 = Strongly disagree                  2 = Disagree                  3 = Agree                  4 = Strongly agree                  N/A = Not applicable</p>
7	<p>What should be improved or changed in the CCTAN Regional TA Partner meetings?</p>	<p><i>Open-ended response</i></p>
<p><b>CCTAN Workgroups and Meetings Coordinated by SCBC</b>                      The following questions aim to get your feedback specifically about CCTAN workgroups and meetings coordinated by SCBC.</p> <p><b>CCTAN National Center Leadership Team Meetings</b></p>		
8	<p>Did you participate in a CCTAN National Center Leadership Team meeting in the last 12 months?</p>	<p>1 = Yes                  2 = No</p> <p><i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i></p>
9	<p>Indicate the extent to which you agree or disagree with the statements below about the CCTAN National Center Leadership Team meetings.</p> <ol style="list-style-type: none"> <li>The CCTAN National Center Leadership Team meetings strengthen collaboration and communication across CCTAN.</li> <li>The CCTAN National Center Leadership Team meetings support cross-center practices.</li> </ol>	<p>1 = Strongly disagree                  2 = Disagree                  3 = Agree                  4 = Strongly agree                  N/A = Not applicable</p>
10	<p>What should be improved or changed CCTAN National Center Leadership Team meetings?</p>	<p><i>Open-ended response</i></p>
<p><b>CCTAN TA Coordinators Meetings</b></p>		

Question Number	Question/Prompt	Response Options
11	Did you participate in CCTAN TA Coordinators meetings in the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>
12	Indicate your level of agreement or disagreement with the statements below about the CCTAN TA Coordinators meetings. 1. The CCTAN TA Coordinators meetings strengthen collaboration and communication across CCTAN. 2. The CCTAN TA Coordinators meetings support cross-center practices.	1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree N/A = Not applicable
13	What should be changed or improved about the CCTAN TA Coordinators meetings?	<i>Open-ended response</i>
<b>CCTAN Evaluation Workgroup</b>		
14	Did you participate in the CCTAN Evaluation Workgroup in the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>
15	Indicate your level of agreement or disagreement with the statements below about the CCTAN Evaluation Workgroup. 1. The CCTAN Evaluation Workgroup strengthens collaboration and communication about evaluation. 2. The CCTAN Evaluation Workgroup supports cross-center practices about evaluation.	1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree N/A = Not applicable
16	What should be changed or improved about the CCTAN Evaluation Workgroup?	<i>Open-ended response</i>
<b>CCTAN Resource Development and Dissemination Workgroup</b>		
17	Did you participate in the CCTAN Resource Development and Dissemination (RDD) Workgroup in the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>

Question Number	Question/Prompt	Response Options
18	<p>Indicate your level of agreement or disagreement with the statements below about the CCTAN RDD Workgroup.</p> <ol style="list-style-type: none"> <li>The CCTAN RDD Workgroup strengthens collaboration and communication on resource development and dissemination.</li> <li>The CCTAN RDD Workgroup increases alignment around website governance.</li> <li>I am equipped to take what I learn from the CCTAN RDD Workgroup back to my National Center to effect change toward a more cohesive CCTAN.</li> </ol>	<p>1 = Strongly disagree            2 = Disagree            3 = Agree            4 = Strongly agree            N/A = Not applicable</p>
19	What should be changed or improved about the CCTAN RDD Workgroup?	<i>Open-ended response</i>
	<b>CCTAN Technical Assistance Tracker (TAT) Anchor Workgroup</b>	
20	Did you participate in the CCTAN TAT Anchor Workgroup in the last 12 months?	<p>1 = Yes            2 = No</p> <p><i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i></p>
21	<p>Indicate your level of agreement or disagreement with the statements below about the CCTAN TAT Anchor Workgroup.</p> <ol style="list-style-type: none"> <li>The TAT Anchor Workgroup strengthens TAT use for cross-center collaboration and communication.</li> <li>The TAT Anchor Workgroup helps me and my team use TAT more effectively.</li> <li>I am equipped to take what I learn from the TAT Anchor Workgroup back to my National Center to effect change toward a more cohesive CCTAN.</li> </ol>	<p>1 = Strongly disagree            2 = Disagree            3 = Agree            4 = Strongly agree            N/A = Not applicable</p>
22	What should be changed or improved about the CCTAN TAT Anchor Workgroup?	<i>Open-ended response</i>
	<b>TAT Office Hours</b>	
23	Did you participate in TAT Office Hours in the last 12 months?	<p>1 = Yes            2 = No</p> <p><i>Logic: If yes, go to question 24. If no, skip to question 26.</i></p>

Question Number	Question/Prompt	Response Options
24	How often (on average) did you attend the TAT Office Hours?	<ul style="list-style-type: none"> <li>• Biweekly</li> <li>• Once a month</li> <li>• Once per quarter</li> <li>• Once or twice a year</li> </ul>
25	Indicate your level of agreement or disagreement with the statements below about TAT Office Hours. <ol style="list-style-type: none"> <li>1. TAT Office Hours help me use TAT more effectively.</li> <li>2. TAT Office Hours strengthen collaboration and communication on TAT.</li> </ol>	1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree N/A = Not applicable  <i>Logic: Skip to question 27</i>
26	What stopped you from attending the TAT Office Hours?	<ul style="list-style-type: none"> <li>• Time/ schedule conflicts</li> <li>• Competing priorities</li> <li>• I already know a lot about TAT.</li> <li>• I do not like the format/structure of the TAT Office Hours.</li> <li>• I am not a regular user of TAT.</li> <li>• Other (please specify):</li> </ul>
27	Which of the following would encourage you to attend more TAT Office Hours? <i>Select all that apply.</i>	<ul style="list-style-type: none"> <li>• Change the time or day of TAT Office Hours.</li> <li>• Change the format or style of TAT Office Hours.</li> <li>• Improve communication about TAT Office Hours.</li> <li>• Other (please specify):</li> </ul>
	<b>TAT Café</b>	
28	Did you participate in a TAT Café in the last 12 months?	1 = Yes 2 = No  <i>Logic: If yes, skip to question 31. If no, continue to question 29.</i>
29	What stopped you from attending the TAT Café?	<ul style="list-style-type: none"> <li>• Time/ schedule conflicts</li> <li>• Competing priorities</li> <li>• I already know a lot about TAT.</li> <li>• I do not like the format/structure of the TAT Café.</li> <li>• I am not a regular user of TAT.</li> <li>• Other (please specify):</li> </ul>

Question Number	Question/Prompt	Response Options
30	Which of the following would encourage you to attend more TAT Office Hours? <i>Select all that apply.</i>	<ul style="list-style-type: none"> <li>• Change the time or day of TAT Office Hours.</li> <li>• Change the format or style of the TAT Café.</li> <li>• Improve communication about TAT Café.</li> <li>• Other (please specify):</li> </ul>
31	Indicate your level of agreement or disagreement with the statements below about TAT Café. <ol style="list-style-type: none"> <li>1. TAT Office Hours help me use TAT more effectively.</li> <li>2. TAT Café supports cross-center practices related to TAT.</li> </ol>	1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree N/A = Not applicable
<p><b>State and Territory CCTAN TA Needs Assessment Process</b></p> <p>The following questions aim to get your feedback specifically about the state and territory CCTAN TA needs assessment process (needs assessment process) coordinated by SCBC.</p>		
32	Are you aware of the state and territory CCTAN TA needs assessment process?	1 = Yes 2 = No  <i>Logic: If yes, respond to the following questions in this section. If no, skip to the next section.</i>
33	Indicate your level of agreement or disagreement with the statements below about the needs assessment process. <ol style="list-style-type: none"> <li>1. I know where to access data and information from the needs assessment process.</li> <li>2. I have participated in cross-center conversations about needs assessment process activities, data, and information.</li> <li>3. I have made connections with the needs assessment process and my work.</li> <li>4. The needs assessment process supports cross-center practices related to data-informed TA.</li> </ol>	1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree N/A = Not applicable
34	What should be changed or improved about the state and territory CCTAN TA needs assessment process?	<i>Open-ended response</i>
<p><b>General Feedback on SCBC Coordination</b></p> <p>The following questions aim to get your general feedback about coordination of TA across CCTAN.</p>		
35	What is SCBC doing well in terms of CCTAN collaboration and coordination?	

Question Number	Question/Prompt	Response Options
36	What should SCBC change or improve to strengthen CCTAN collaboration and coordination?	<i>Open-ended response</i>
	<b>Thank you for participating!</b>	

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 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 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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