Feedback Form: Child Care State Capacity Building Center Fundamentals of CCDF Administration

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 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

Question Number	Question/Prompt	Response Options
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.	

Question Number	Question/Prompt	Response Options
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 find 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 find 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*

Question Number	Question/Prompt	Response Options
16	What other topics or resources would you like to see addressed by TA?	*Open-ended response*
	Thank you for participating!	

State Capacity Building Center, A Service of the Office of Child Care
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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.

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