The Alabama Children's Trust Fund Evaluation Project PY 2007-2008 Results and PY 2008-2009 Training

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children's trust fund of alabama

25 Years of

preventing child abuse and neglect

Prevent Child Abuse Alabama

Questions???

Complete a question card, and give the card to the CTF Evaluation Team following the presentation.

We will answer the questions in the PY 2008-2009 FAQs that will be posted online.

Evaluation Procedural Guide

- Contains important information about evaluation procedures.
- General Information:
  - Make copies of every sheet for your records before mailing to AU.
  - **Be sure to use our new address**.
  - Email confirmations sent by the CTF Evaluation Team for each report received.

Revised Target Data/Objectives

- Due Friday, October 17, 2008
- Includes:
  - Cover Sheet (noting package contents)
  - Target Data Form
  - Target Program Objectives Checklist(s)
- See detailed list for who needs to submit information.
- See instructions on how to complete the information.

Data Report

- Due Nov. 17, Feb. 16, May 15, and July 31
- Includes the following:
  - Cover Sheet (noting package contents)
  - Quarterly Numbers Served (entered online, date entered noted) [required]
  - Hard copy of Master List(s) [required]
  - Hard copy of Master Output Report [required]
  - Individual Demographic Forms
  - Individual Retrospective Pre-Post Surveys
  - Individual Pre- or Post-Program Surveys

Data Report (cont.)

- CTF Policy for PY 2008-2009: For any program that does not submit a quarterly data report, the Division Director for that program will hold that program's check until the report is submitted.

Master Lists

- **<u>Continuously add</u>** information to the lists on all participants served since Aug. 1, 2008.
- Three types of lists:
  - General Master List
  - School-Based Classroom Master List
  - School-Based Large Presentation Master List
- Use updated lists for PY 2008-2009.
- See both “Tips” sections on Evaluation Procedural Guide.

Master Lists (cont.)

- **<u>For PY 2007-2008 grantees using General Master List:</u>**
  - Continue numbering of ID #'s from July, 2008.
  - Keep same ID #'s for participants continuing from last year.
- Do NOT reuse ID #'s – must be unique to individual.
- Once someone is added to the Master List during PY 2008-2009, do NOT remove.

Master Output Report

- Provides information on individuals served through **community awareness activities**.
- **Continuously add** information to the lists on activities and participants served since Aug. 1, 2008.
- Use listed categories for indicating type of activity.
- See both “Tips” sections on Evaluation Procedural Guide.

Quarterly Numbers Served

- Prepare information from the Master List(s) and Master Output Report as listed on the instruction sheet.
- Visit CTF website the month the report is due to access the link to the survey.
- Enter information online prior to mailing quarterly data report.
- Note entry date on Data Report Cover Sheet.

Demographic Form

- **Use reformatted form for PY 2008-2009.**
- Put contract # on form before making copies.
- Have participants complete ONCE—
  at first session.
- Use appropriate form for participants:
  - Adult/Parent (use for teen parents)
  - Child/Youth

Retrospective Pre-Post Survey

- **Use reformatted survey for PY 2008-2009.**
- Put contract # on survey before making copies.
- 1 to 2 page survey for your program type (or additional component).
- Have participants complete survey ONCE—<u>at last session</u>—during PY 2008-2009.
- Ask participants to complete ALL items.
- Explain to them how to complete the survey.

Retrospective Pre-Post Instructions

From Page 2 of retrospective packet:

*This survey asks about things related to the program you have just finished. For each question, provide **two responses**. The **left side** of the page is where you will fill in the circle to tell us about these things **before you participated** in this program. The **right side** of the page is different. Fill in the circle on that side to let us know about these things **now that you have participated** in the program.*

Important Notes about Reformatted Forms & Surveys

- Do NOT use color paper.
- Make photocopies of good quality.
- ONLY make double-sided copies if using at least 28 lb. quality paper.

Approved Modifications to Surveys

- List of Approved Additional Retrospective Questions provides optional items to ADD.
- Who can use ONLY targeted items?
  - Programs surveying 5th Grade and below.
  - Programs granted permission by CTF and CTF Evaluation Team due to special circumstances.
  - See Evaluation Procedural Guide about how to request customized retrospective survey.

Child-Focused Programs: Pre-Post Survey (Pre-K – 2nd Grade)

- For participants in Pre-K – 2nd Grade.
- Use updated survey for PY 2008-2009.
- Put contract # before making copies.
- See instructions for PY 2008-2009:
  - May edit to include items consistent with 7 target required objectives.
  - Mark whether Pre- or Post-Test.
  - Make sure ID #’s used are unique to an individual.

Child-Focused Programs: Pre-Post Survey (Special Needs)

- For participants with special needs in Pre-K – 5th Grade.
- Use new survey for PY 2008-2009.
- Put contract # before making copies.
- See instructions for PY 2008-2009:
  - May edit to include items consistent with 7 target required objectives.
  - Mark whether Pre- or Post-Test.
  - Make sure ID #'s used are unique to an individual.

IMPORTANT GENERAL INFORMATION

- Indicate in heading on all forms/surveys what quarter you submitted to AU.
- Do NOT staple demographic form to retrospective survey, or do double-sided copies to join **different** forms/surveys.
- Spanish versions of forms/surveys will be made available this Fall at: www.ctf.alabama.gov/ProgReporting.htm.

Unique Methods for
COMMUNITY AWARENESS PROGRAMS

- Master Output Report provides information on activities and participants served.
- No master list is needed.
- Demographic forms and retrospective surveys used when appropriate for activity.

Technical Assistance

The CTF Evaluation Team can provide technical assistance through:

- Phone
- Email
- Site Visits

Site Visits

- CTF Evaluation Team member will accompany CTF Staff on randomly selected site visits throughout the year.
- If you need help with the evaluation at your site visit, please give your CTF Field Director advance notice to permit time to arrange for a CTF Evaluation Team member to attend.

Thank You