Rooted in Relationships

Evaluation Guidebook

Three-Year Implementation

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These evaluation tools measure progress and outcomes of the Rooted in Relationships program over the 3-year implementation period.

RIR Evaluation Plan			
Program Type	**Evaluation Tool**	**When to collect**	**Method to Submit**
Infrastructure evaluation for all programs	**Provider Roster**	Initial and when new providers join RIR	Coaching Management Online System http://app1.unmc.edu/rir/login.aspx
	Coaching documentation	Ongoing	Coaching Management Online System
	Training Surveys	Ongoing	Trainers collect surveys
Evaluation measures for ALL Programs	**Demographic Survey**	Initial and Annually	Enter in the Coaching Management Online System
	ASQ-SE2 for all children	Initial* and Annually	Upload aggregate ASQ-SE2 results by site to BOX
	Benchmarks of Quality (**only** for centers implementing Pyramid Model in the majority of classrooms complete the BOQ) **Family Child Care Home Benchmarks of Quality** (**all** family child cares complete the FCCH BOQ)	Initial, Annually, End	Upload to BOX
	Expulsion Survey	Every Six Months	Coaching Management Online System (in development fall 2018)
	DECA-C will be used at the coach's discretion, but will not be collected by MMI. The center/site will use its own parent consent form to collect this data.	At start and at end of child consultation and intervention. (Contact the evaluator to request DECA-C protocols)	NOT submitted to MMI
	Provider satisfaction and skill evaluation survey	Annually, End	Provider **mails** or scans and emails directly to MMI. Addressed stamped envelope provided.
	Reflective Consultation Surveys completed by coach and consultant	Annually, End	Coach uploads to BOX. Consultant can mail or scan and email directly to MMI.
	Focus Groups & Phone Interviews	Focus Groups: End of Year 1 and Year 3, Phone Interview: end of Year 2	MMI leads Focus Groups and conducts phone interviews for a sampling of providers
Center-Based programs only	**TPOT or TPITOS: Coach obtains teacher consent.**	Initial, Annually, End	Coach uploads the consent to BOX Observer uploads data to BOX

Initial = Evaluation tools completed within the **first month** of provider participation. ***If program begins in the summer, collect ASQ-SE2 in the fall.**
Annually = Evaluation tools completed at the beginning of the second and third year of RIR program implementation
End = Evaluation tools completed in the spring of Year 3 RIR program implementation

Assessment Tool	What is it?	Who completes it?	What is the Purpose?
Provider Roster	A list of provider by coach, may include center director	The Coach	To track who is participating in RIR. Update form when providers exit and new providers join Rooted.
Coaching Documentation	A quick online survey about coaching session	The Coach	To learn about the content and goals of each coaching session.
Demographic Survey	A brief survey about the director, teacher(s) and children	The Coach, based on interview with provider and/or center director	To document staff qualifications in early childhood and the children's risk factors
Benchmarks of Quality (for centers implementing the Pyramid in the majority of classrooms) **Family Child Care Home Benchmarks of Quality** (for all home-based providers)	A 42 item (home-based) or 47 item (center-based) survey	The Coach with the center staff or home provider	To document the degree to which the center/home provider follows Pyramid Model practices
TPOT – Teaching Pyramid Observation Tool (ages 3-5) **TPITOS** – Teaching Pyramid Infant Toddler Observation Scale	A 2-hour classroom observation completed.	An outside trained evaluator. ==Provider consent is required.==	To measure classroom environment and teacher practices based on the Pyramid Model. Coach will receive results to use for Pyramid Coaching.
ASQ-SE2 – Ages & Stages Questionnaire-Social-Emotional	An age based social-emotional screener	Parent completes. Provider & coach score. Coach records how many children had ASQ-SE2 & how many need further assessment.	To determine if a child is at risk for social-emotional challenges.
Expulsion Survey	A way to track if any children were asked to leave the child care program	Coach completes based on discussion with the provider. Child demographic information is collected to see if there are trends regarding which children are expelled more frequently.	To measure how programs respond to children with challenges. **Note** that expulsion means that a child was asked to leave the child care indefinitely.
Training Surveys & Teacher/Provider Surveys	Brief surveys for provider	Provider	To measure teacher/provider satisfaction and self-assessment of skills
Reflective Consultation Surveys	Brief surveys for the coach and the consultant	Coach and consultant	To describe the coach and consultant's experiences with Reflective Consultation
Focus Groups (end of Year 1 and 3) and Interviews (end of Year 2)	Group discussion (1 hour) or Individual Interviews with a sample of providers/directors	Focus Group: Lead Coach coordinates schedule, MMI leads. Interviews: Lead coach assists with contact, MMI conducts calls with 3 to 4 providers/directors in community	To collect feedback about Rooted in Relationships

Where to find forms and assessments and how to submit data?

The RIR evaluation uses BOX and the Coaching Management System to share evaluation materials and to collect data. The use of each is described below.

BOX
BOX is a free, secure online file sharing program. Each coach needs a personal BOX account. Go to www.box.com to sign up for a free account.

The evaluator will <u>invite</u> the coach to two evaluation folders.
1. **RiR Evaluation Forms & Information: This folder has the Guidebook and the following evaluation materials:**
   a. **Provider Roster –** maintain accurate record of providers enrolled in RIR. Make roster changes online in the Coaching Management Online System**:** (see below), but the form will help you keep an updated accurate list.

   b. **Provider Consent Forms** for home and center providers. Uplaod to BOX **Very Important!!** Before TPOT or TPITOS data is collected, the provider must give written consent for the observer to collect the data and to share it with the evaluators at Munroe-Meyer Institute. Consent forms should be signed, dated, and submitted with the initial data. Providers have the option to refuse to participate in the evaluation process. If they decline, have them sign the form and write that they elect not to participate. In this case, the observational data will not be collected.

   c. **ASQ-SE2** material**s** in English and Spanish PLUS an excel form to summarize the ASQ-SE results. For centers, ASQ-SE2 data should be aggregated across all classrooms. It is not necessary to report the results by classroom. Upload to BOX the aggregated excel spreadsheet with the results.

   d. **Benchmark of Quality** surveys for centers doing program-wide implementation and all home-based providers. Upload to BOX

   e. **Demographic Surveys:** center-based and home-based. Enter in Coaching Management Online System

   f. **Expulsion Survey:** Upload to BOX unless notified that Coaching Management Online System has been updated to include this form.

   g. **Provider Survey:** Survey may be distributed electronically or printed. For the provider's convenience, the project evaluator can print and mail the coach copies of survey with stamped return envelopes.

   h. **Reflective Consultation Surveys:** Complete fillable PDF online or print and complete. Upload to BOX.

   i. **TPOT & TPITOS** materials

2. **Coach Folder: Each coach will have a personal folder in her name to submit RIR data.**
   To upload data to the coach folder, drag and drop files. Or click on the blue "UPLOAD" box and follow instructions.
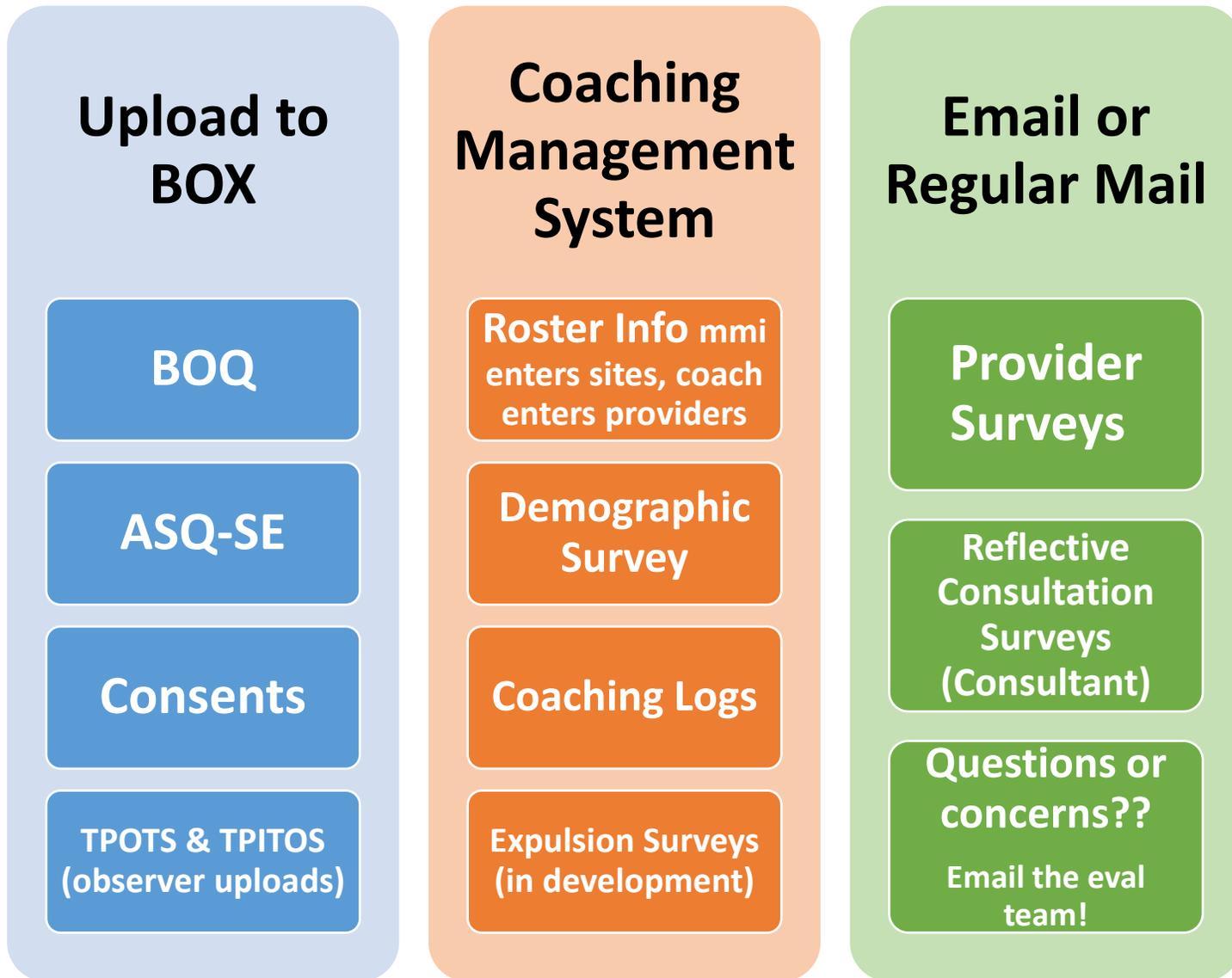
The Coaching Management Online System
Contact the Evaluation Project Director to get a login for the Coaching Management Online System: http://app1.unmc.edu/rir/login.aspx
The following items are entered into the Coaching Management Online System (not BOX)
   a. **Teacher Changes –** Add new teachers and exit teachers who leave RIR.
   b. **Coaching documentation** – Log every coaching session with the provider and/or director (if applicable)
   c. **Demographic Survey –** Enter demographic information about the director, providers and children each fall

Where to Submit DATA – a handy graphic

Upload to BOX

- **BOQ**
- **ASQ-SE**
- **Consents**
- **TPOTS & TPITOS** (observer uploads)

Coaching Management System

- **Roster Info** mmi enters sites, coach enters providers
- **Demographic Survey**
- **Coaching Logs**
- **Expulsion Surveys (in development)**

Email or Regular Mail

- **Provider Surveys**
- **Reflective Consultation Surveys (Consultant)**
- **Questions or concerns??** Email the eval team!

How to name data files?

- **County, Site name (or family child care home provider name), teacher name (for TPOT or TPITOS), assessment, date**
  - Examples: **Douglas**, **Grandma's**, **BOQ**, **9-12-201** **Saline**, **Blue Valley**, **Jane Smith**, **TPOT**, **9-12-2015**
- **Please use the following assessment initials or names:**
  - **ASQ-SE** **TPOT** **TPITOS**
  - **Benchmarks of Quality: BOQ** **Expulsion: EXP**

When to submit data?

- **All data must be submitted within the designated time frame.** Allow plenty of lead time to get data collected, particularly to gather ASQ-SE2 forms from families.
  - o **Initial**=Evaluation tools completed within the **first month** of provider participation
  - o **Annual**=Evaluation tools completed each year of provider participation (start of year 2 and 3)
  - o **End**=Evaluation tools completed in spring of year 3
- **Data collection timelines are based on the provider's Letter of Agreement for participation**

Initial Data	Annual Data	End Data	Ongoing Data
• Demographic Survey • TPOT/TPITOS (center-based only) • BOQ (center wide only) • FCCH-BOQ (home based only) • ASQ-SE2(all children) If program starts in the summer, collect in September	• Demographic Survey • ASQ-SE2 (all children) • TPOT/TPITOS • BOQ (center wide only) • FCCH-BOQ • Provider Survey • Reflective Consultation Surveys • Focus Groups and Interviews	• TPOT/TPITOS • BOQ • FCCH-BOQ • Provider Survey • Reflective Consultation Surveys • Focus Groups	• Coaching Documentation - completed after each coaching session. • Training Surveys - completed after each Pyramid Training • Expulsion Surveys - complete every six months

Questions??? Contact Project Evaluator Rosie Zweiback zweibackr@unmc.edu, 402-559-5274