

**Rooted in Relationships**

**Evaluation Guidebook**

**Three Year Implementation**

**Key Contacts:**

Primary Investigator, Barbara Jackson, Ph.D.

bjjackso@unmc.edu

402-559-5765

Project Director, Rosie Zweiback, M.A.

zweibackr@unmc.edu

402-559-5274

Department of Education & Child Development

Munroe-Meyer Institute

University of Nebraska Medical Center

985450 Nebraska Medical Center

Omaha, NE 68198-5450

FAX (402) 559-5850



The table lists the evaluation measures used to measure progress and outcomes to determine the impact of the Rooted in Relationships program over the 3 year implementation period. NOTE: not every measure will be used with each provider or child.

|  |
| --- |
| RIR Evaluation Plan |
| Program Type | **Evaluation Tool** | **When to collect** | **Method to Submit** |
| Infrastructure evaluation for all programs | **Coaching documentation** | Ongoing | Online survey: http://app1.unmc.edu/rir/login.aspx |
| **Training Surveys** | Ongoing  | Survey data collected by NDE |
| Center-Based Programs | **Demographic Survey about staff and children**  | Initial and Annually | Upload to RiR portal |
| **ASQ-SE2 for all children** | Initial\* and Annually | Upload aggregate ASQ-SE2 results by site to the RIR portal |
| **Benchmarks of Quality** (only centers implementing Program-wide) | Initial, Annually, End  | Upload to RiR portal |
| **TPOT or TPITOS** Coach obtains teacher consent. | Initial, Annually, End | Upload to RiR portal |
| **DECA-C** for children who are flagged by the ASQ-SE2. Teacher obtains parent consent. Teacher completes. | Initial, Annually and when direct child consultation is completed | Coach **MAILS** DECA-C and summary form to MMI to be double scored. Addressed stamped envelope provided |
| **Provider satisfaction and skill evaluation survey** | Annually, End | Provider **mails** directly to MMI. Addressed stamped envelope provided. |
| Family Child Care Based Programs | **Demographic Survey** about caregiver and children | Initial and Annually | Upload to RiR portal |
| **ASQ-SE2**  | Initial\* and Annually  | Upload aggregate ASQ-SE2 results to RIR portal |
| **Family Child Care Benchmarks of Quality** | Initial, Annually, End | Upload to RiR portal |
| **DECA-C** for children who are flagged by the ASQ-SE2. Provider obtains parent consent. | Initial, Annually and when direct child consultation is completed | Coach **MAILS** DECA-C to MMI to be double scored. Addressed stamped envelope provided |
| **Provider Satisfaction and skill evaluation survey** | Annually, End  | Provider **mails** directly to MMI. Addressed stamped envelope provided. |

**Initial =** Evaluation tools completed within the **first month** of provider participation

**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

**\*If program begins in the summer, wait to collect ASQ-SE2 in September**

**What is the purpose of each assessment?**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment Tool | What is it? | Who completes it? | What is the Purpose? |
| Coaching Documentation | A quick online survey about the 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 based on poverty and English Language Learners |
| Benchmarks of Quality (for center-wide implementation & 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 (pre-school rooms)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. Give at-risk children the DECA-C assessment. |
| DECA-C – Devereux Early-Childhood Assessment-Clinical | A 62 item survey | Provider completes and fills out summary form. Parent permission is required. | To provide further information about a child’s social-emotional protective factors and behavior concerns. |
| Training Surveys & Teacher/Provider Surveys | Brief surveys for provider | Provider | To measure teacher/provider satisfaction and self-assessment of skills |

**Very Important!!**

**Provider Consent** – Before data is collected, the provider must give written consent for you or 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. In the event they decline, have them sign the form and write that they elect not to participate. In this case, project data will not be collected.

**Where can coaches find the consent forms and assessments?**

* **Consent Forms** are posted on the Rooted in Relationship portal. There is a separate form for home and center providers. Providers are NOT required to consent but a signed form should be returned for each provider indicating yes or no.
* **Coaching documentation** – Get login and password from Project Evaluator. On-line link: http://app1.unmc.edu/rir/login.aspx
* **ASQ-SE2 & DECA-C FORMS**: All ASQ-SE2 forms are available on the Rooted in Relationships Portal. Send requests for DECA-C forms and summary score forms to the project evaluator and they will be mailed to you.
* **Demographic Survey, TPOT, TPITOS, ASQ-SE2 results table and forms, Benchmarks of Quality (for center and home)** are posted on the Rooted in Relationship portal.
* **Provider satisfaction surveys**: The project evaluator will mail survey with return envelope to coaches. Coaches will give to providers to complete. Providers can put survey in the mail in provided envelope. Postage is provided.

**When is data submitted?**

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

**How is data submitted to the Rooted in Relationships website?**

* Coach will receive a login and password from Rooted in Relationships administrator. Coach will upload documents to the website.
* Please name each document in the following way:
	+ **County, Site name (or family child care home provider name), teacher name (for TPOT or TPITOS), assessment, date**

Example: **Douglas**, **Grandma’s, BOQ, 9-12-2015**

 **Saline, Blue Valley, Jane Smith, TPOT, 9-12-2015**

* **Please use the following assessment initials:**

**Demographic Survey: DS**

**Benchmarks of Quality: BOQ**

**TPOT or TPITOS**

**ASQ-SE2**

* For centers, ASQ-SE2 data should be aggregated across all classrooms. It is not necessary to report the results by classroom.

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