

# ROOTED IN RELATIONSHIPS

## Evaluation Guidebook



### KEY CONTACTS

Project Director  
Dr. Kailey Snyder  
[kasnyder@unmc.edu](mailto:kasnyder@unmc.edu)

Data Collection Manager  
Kate Dietrich  
[kathryn.deitrich@unmc.edu](mailto:kathryn.deitrich@unmc.edu)

Department Phone: 402-559-7368  
Mailing Address:  
Department of Education and Child  
Development  
Munroe-Meyer Institute  
University of Nebraska Medical Center  
985405 Nebraska Medical Center  
Omaha, NE 68198-5405



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# Overview

The evaluation of Rooted in Relationships includes three components:

1. Community strategies to impact Early Childhood Systems of Care
2. Pyramid Model Implementation
3. Building Statewide Capacity to Support Early Childhood Systems of Care

Progress and outcomes across these three areas are reported annually in the aggregate across all participating communities. Each community also receives an annual “snapshot” report for their own use to support program improvement and to share with their stakeholders. The annual report is posted and shared widely while individual snapshots are for each specific community’s use only. Evaluators are available upon request to present, in person or through tele-conference, about the Rooted in Relationships data at a community meeting. This document provides details of all aspects of the evaluation process.

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RIR Pyramid Evaluation Plan			
Program Type	Evaluation Tool	When to collect	Method to Submit
Infrastructure evaluation for all programs	Provider Information	Initial and when new providers join RIR	Coaching Management System (CMS) <a href="https://app1.unmc.edu/rir/login.aspx">https://app1.unmc.edu/rir/login.aspx</a>
	Coaching documentation	Ongoing	CMS
	Training Surveys	Ongoing	Trainers collect surveys
Evaluation measures for ALL Programs	Demographic Survey	Initial and September of Year 2 & Year 3	Enter in the CMS
	ASQ-SE2 for all children	Initial and September of Year 2 & Year 3	Upload aggregate ASQ-SE2 results by site to SharePoint
	Benchmarks of Quality – (only centers implementing Pyramid Model in all classrooms complete the BOQ)	Initial, Midpoint, End	Upload to coach folder in SharePoint
	Family Child Care Home Benchmarks of Quality (all family child cares complete the FCCH BOQ)	Initial, Midpoint, End	Upload <b>old version</b> used with Year 2 and Year 3 providers to SharePoint. Old version will be phased out in June 2024 Enter <b>new version</b> into CMS (use with new home providers starting Fall 2022)
	Expulsion Survey	Every Six Months – June & December	CMS
	Provider satisfaction and skill evaluation survey	Midpoint	Provider completes online survey. Links: <a href="#">Rooted in Relationships Provider Survey</a>
	EXIT Survey	End of Year 3	<a href="#">Rooted In Relationships Exit Survey</a>
	Reflective Consultation Surveys completed by coach and consultant	Annually in December	Coach completes online survey.
Center-Based programs only	Focus Groups & Phone Interviews	Focus Groups: end of Year 1 Phone Interview: end of Year 2	MMI leads Focus Groups and conducts phone interviews for a sampling of providers
	TPOT or TPITOS: <b>Coach obtains teacher consent.</b>	Initial, Midpoint, End	Coach uploads consents to coach folder in SharePoint Observer uploads data to observer folder in SharePoint

**Initial** = Evaluation tools completed within the **first two months** of provider participation.

**September** = Evaluation tools collected in early fall and submitted by September 30<sup>th</sup>

**Midpoint** = Evaluation tools collected in late fall at approximately 18 months of participation in in RiR, submitted by December 31st

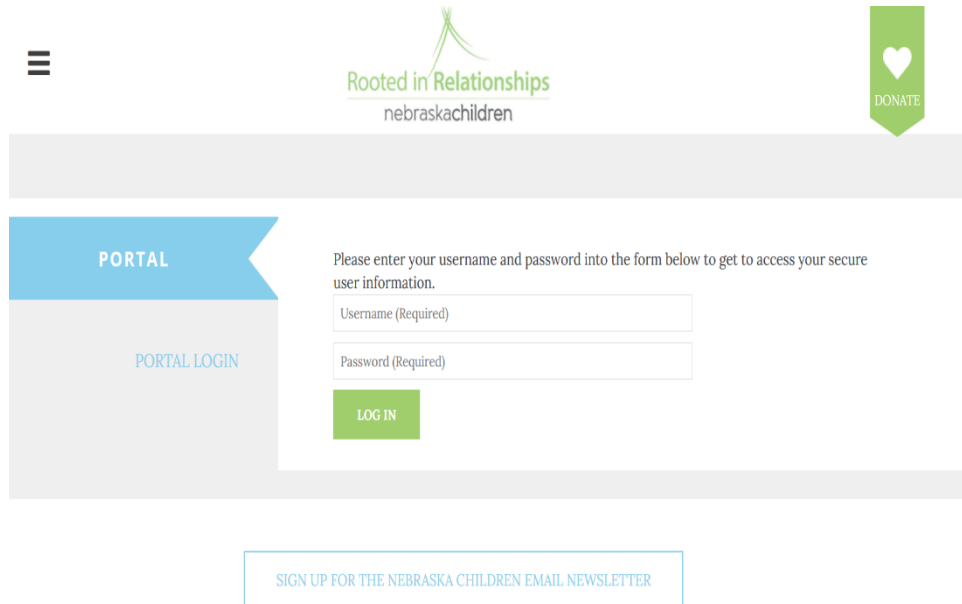
**End** = Evaluation tools collected in spring and submitted by June 30th at conclusion of 3 years of participation in RiR

Evaluation Tool	What is it?	Who completes it?	What is the Purpose?
<b>Provider Information</b>	Demographic information about each provider in RiR	The Coach	To track who is participating in RiR. To assign classroom observations as needed.
<b>Coaching Documentation</b>	A quick online survey about coaching session	The Coach	To learn about the content and goals of each coaching session.
<b>Demographic Survey</b>	A brief survey about the director, providers(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.
<b>Benchmarks of Quality</b> (only for centers implementing the Pyramid in all classrooms)	Center-wide assessment across multiple Pyramid Model practices	The Coach with the center director and/or staff.	To document the degree to which the center implements the Pyramid Model center-wide to fidelity.
<b>Family Child Care Home Benchmarks of Quality</b> (for all home-based providers)	Family child care home assessment across multiple Pyramid Model practices	The Coach with the home provider.	To document the degree to which the home-based program implements the Pyramid Model to fidelity.
<b>TPOT</b> – Teaching Pyramid Observation Tool (ages 3-5) <b>TPITOS</b> – Teaching Pyramid Infant Toddler Observation Scale	A 2-hour classroom observation completed.	An outside trained evaluator. <b>Provider consent is required.</b>	To measure classroom environment and teacher practices based on the Pyramid Model. Coach will receive results to use for Pyramid Coaching.
<b>ASQ-SE2</b> – 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.
<b>Expulsion Survey</b>	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.	To measure how programs respond to children with challenges. <b>Note</b> that expulsion means that a child was asked to leave the child care indefinitely.
<b>Teacher/Provider Satisfaction and Exit Surveys</b>	Brief surveys for providers at midpoint and at exit	Provider	To measure teacher/provider satisfaction and self-assessment of skills
<b>Reflective Consultation Surveys</b>	Brief surveys for the coach and the consultant	Coach and consultant	To describe the coach and consultant's experiences with Reflective Consultation
<b>Focus Groups (end of Year 1) Interviews (end of Year 2)</b>	Group discussion (1 hour) or Individual Interviews with a sample of providers and directors	Focus Group: Lead coach coordinates schedule, MMI leads. Interviews: Lead coach assists with contact, MMI conducts calls.	To collect feedback about Rooted in Relationships

## EVALUATION DOCUMENTS – where to find

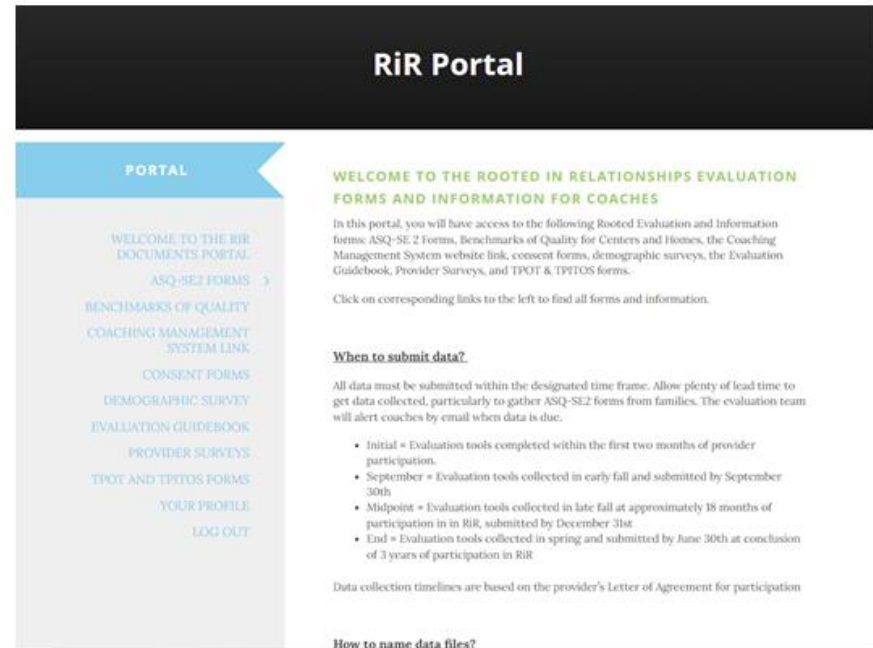
This guidebook and evaluation documents can be found in the Process Guide on the Rooted in Relationships website under the “Evaluation” tab and the “Coach and Trainer Information” tab or go to: [Rooted in Relationships Portal](#)

You will be taken to this screen:



The screenshot shows the Rooted in Relationships website header with the logo and a 'DONATE' button. Below is a 'PORTAL LOGIN' section with a login form. The form includes a message: 'Please enter your username and password into the form below to get to access your secure user information.' There are two input fields: 'Username (Required)' and 'Password (Required)'. A green 'LOG IN' button is below the password field. At the bottom, there is a link to 'SIGN UP FOR THE NEBRASKA CHILDREN EMAIL NEWSLETTER'.

Once you are logged in, your screen will look like this:



The screenshot shows the 'RiR Portal' dashboard. On the left is a 'PORTAL' sidebar with a list of links: 'WELCOME TO THE RiR DOCUMENTS PORTAL', 'ASQ-SE2 FORMS', 'BENCHMARKS OF QUALITY COACHING MANAGEMENT SYSTEM LINK', 'CONSENT FORMS', 'DEMOGRAPHIC SURVEY', 'EVALUATION GUIDEBOOK', 'PROVIDER SURVEYS', 'TPOT AND TPITOS FORMS', 'YOUR PROFILE', and 'LOG OUT'. The main content area has a heading 'WELCOME TO THE ROOTED IN RELATIONSHIPS EVALUATION FORMS AND INFORMATION FOR COACHES'. It includes a welcome message, a list of forms available, and a section titled 'When to submit data?' with a bulleted list of submission deadlines. At the bottom, there is a link 'How to name data files?'.

**You can then access all forms by selecting the folders on the left.**

**\*\*\*Please know that these evaluation pieces are still uploaded either on SharePoint, the Coaching Management System, or using an online link. If you are unsure of your login information please contact Christen Million ([cmillion@nebraskachildren.org](mailto:cmillion@nebraskachildren.org)).**

The following forms can be found there:

- a. **Provider Consent Forms** for any providers who will have a TPOT or TPITOS observation.

**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. Providers have the option to refuse to participate in the evaluation process. If they decline, have them sign the form and note that they elect not to participate. In this case, the observational data will not be collected.

- b. **ASQ-SE2** materials 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. Please do NOT report the results by individual child or classroom.
- c. **Benchmarks of Quality** survey for centers doing program-wide implementation
- d. **Family Child Care Home Benchmarks of Quality** survey (old and new versions) for home-based child cares implementing the Pyramid Model
- e. **Demographic Surveys:** center-based and home-based. Enter in CMS
- f. **Provider Satisfaction and EXIT Surveys:** Surveys are completed via an online link. If provider prefers a printed survey, download survey form. Contact the evaluation team for a stamped addressed envelope if needed so provider can return printed survey.
- g. **TPOT & TPITOS** materials

## **EVALUATION DATA – where to submit**

Evaluation data are submitted in two ways.

**SharePoint Coach Folder:** Each coach will have a personal folder in her name to submit RIR data.

Upload signed consent forms, ASQ-SE2 results, the FCCH BOQ old version (phased out July 1, 2024) and Benchmarks of Quality for centers implementing Pyramid center-wide to the coach's RIR data folder. To upload data and consent forms to the coach folder, click the "UPLOAD" tab and follow instructions. Or drag and drop files into the main folder. Do not upload files to the subfolders.

## **The Coaching Management System CMS**

**Contact the Evaluation Project Director to get a login for the Coaching Management Online System:** <https://app1.unmc.edu/rir/login.aspx>

The following items are entered into the Coaching Management Online System (not SharePoint)

- a. **Teacher Changes** – Add new teachers and exit teachers who leave RIR.
- b. **FCCH-BOQ** new version used with home-based providers starting in the fall of 2022
- c. **Coaching documentation** – Log every coaching session with the provider and/or director (if applicable)
- d. **Demographic Survey** – Enter demographic information about the director, providers and children each fall
- e. **Expulsion Survey** – Record expulsions for centers in June and December

# SharePoint Guidance

## How to access SharePoint

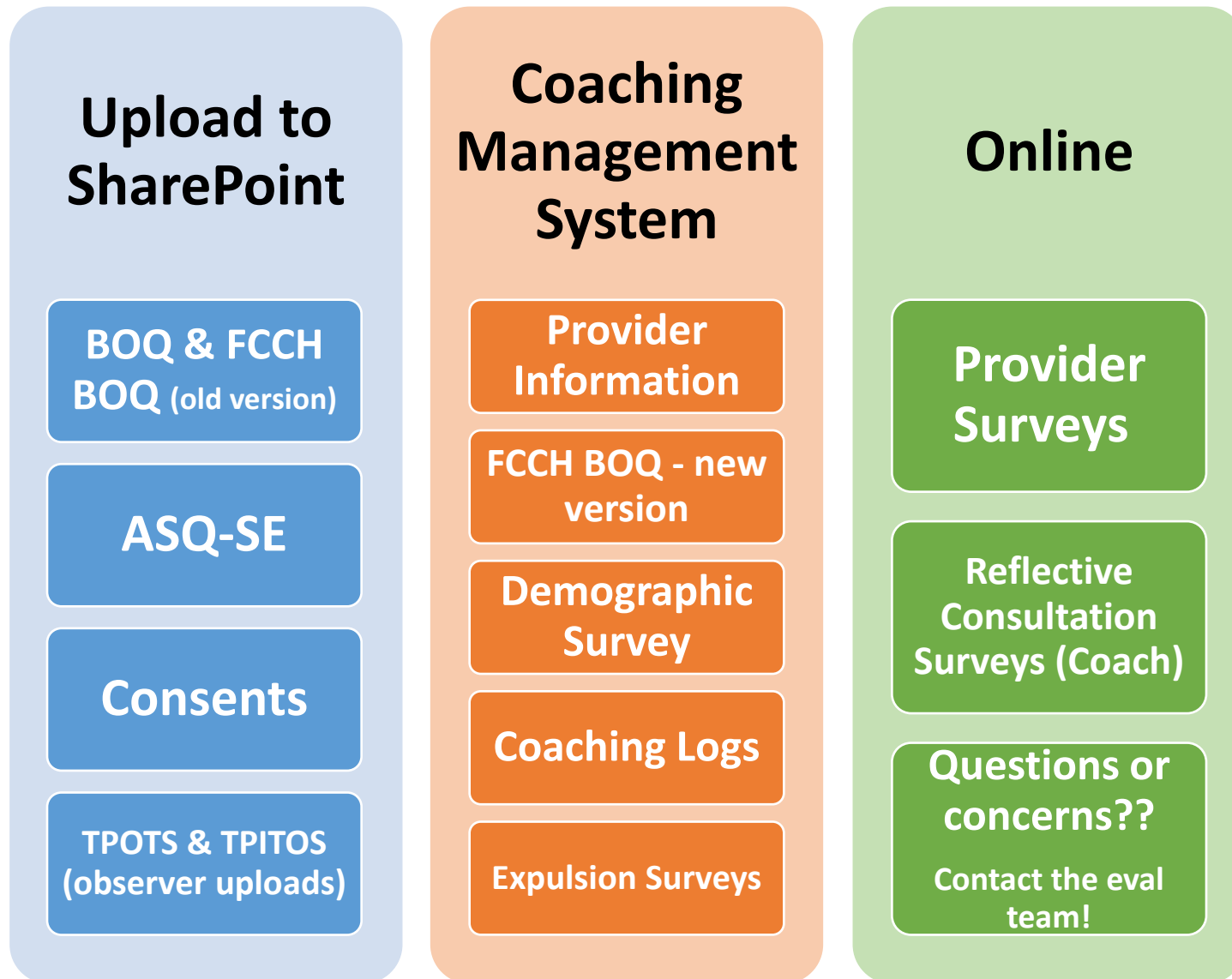
1. You will receive an email invitation to your coach RiR data folder as described on page 4.
2. Click on the link in the invitation email to access the folders. This triggers a second email that will contain the access code.
3. The access code email will come from the sender SharePoint Online. The email will likely go to your spam/junk/bulk email and could take an hour to arrive the first time you request the code  
**TIP: When the email arrives, mark it as “not junk” or “not spam” so in the future email from this sender will come to your inbox**
4. **SAVE your invitation email as you will use the link in the invite each time you want to re-visit your coach RiR Data folder in SharePoint.**

**Coach RiR Data folder view:** Upload data to area circled in red. Do not upload data to any of the subfolders. Drag and drop files or use the upload button on the task ribbon at the top. Classroom observation data will be uploaded to the classroom observation data folder for coaches to view.

Documents > RiR > Rooted in Relationships > RiR Coach Folders > Jennifer Pfeifer RiR data

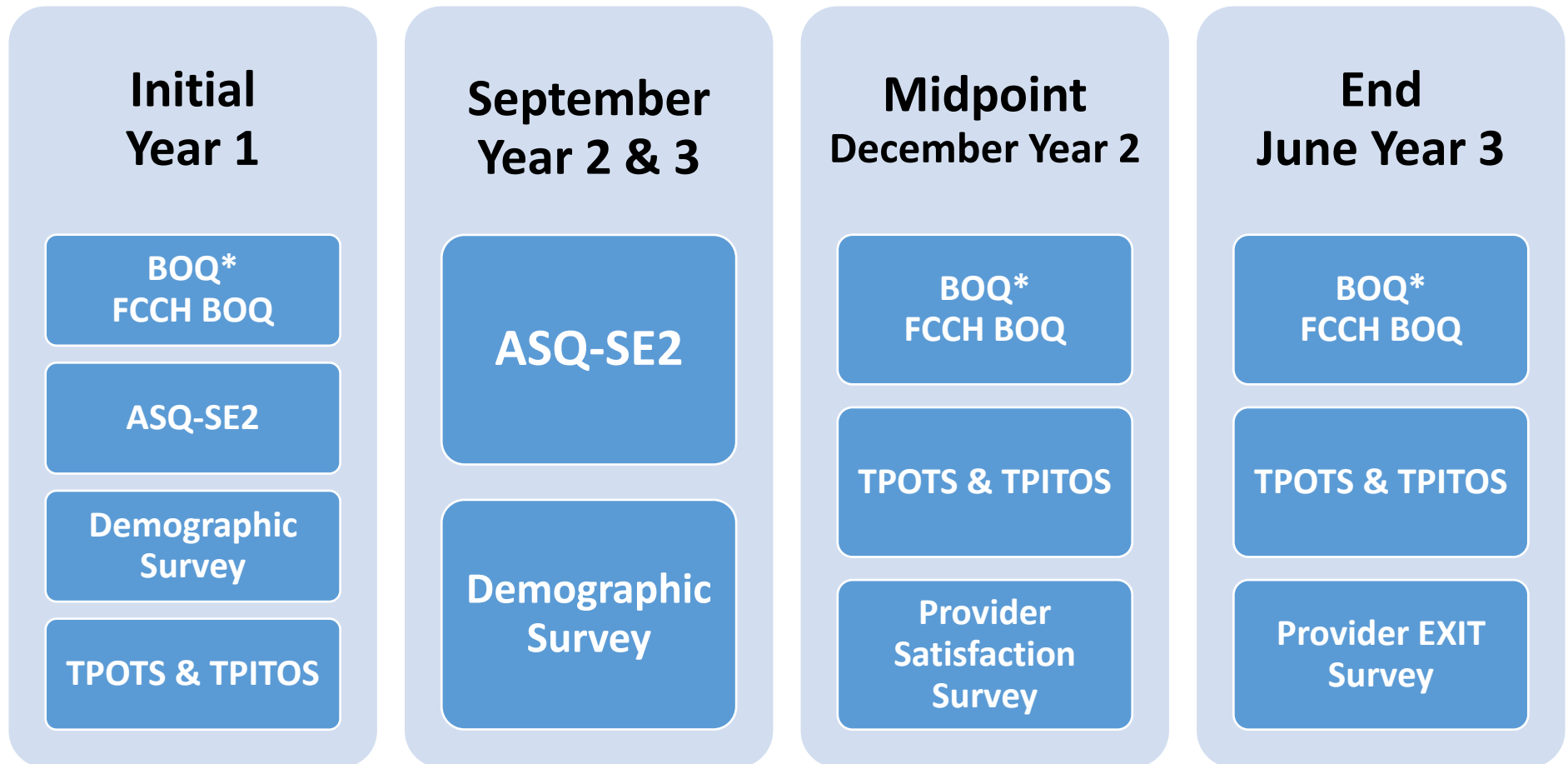
Name	Modified	Modified By	+ Add
Classroom observation data	September 21	Heath, Tyler O	
UNMC USE ONLY - Entered into the UNMC Database	September 21	Heath, Tyler O	

## Where to Submit DATA – a handy graphic





## When to Submit DATA – a handy graphic



**\*BOQ for centers is ONLY for centers implementing Pyramid Program-Wide. FCCH-BOQ is completed with ALL home providers.**

## End of Year 1

- **Focus Groups for first year providers.** Evaluation team will conduct an hour-long in person or video-conference focus group in each county. The Lead Coach will coordinate and schedule the Focus Group.

## End of Year 2

- **Provider Interviews for second year providers.** Evaluation team will conduct phone interviews with a random sampling of second year providers. Coaches will invite providers to participate and provide contact information.

## Ongoing Data

- Coaching Documentation - completed after each coaching session.
- Training Surveys - completed after each Pyramid Training
- Expulsion Surveys - completed June and December
- Reflective Consultation Surveys - completed annually in December

## 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. **The evaluation team will alert coaches by email when data is due.**

- **Initial** = Evaluation tools completed within the **first two months** of provider participation.
- **September** = Evaluation tools collected in early fall and submitted by September 30<sup>th</sup>
- **Midpoint** = Evaluation tools collected in late fall at approximately 18 months of participation in in RiR, submitted by December 31st
- **End** = Evaluation tools collected in spring and submitted by June 30th at conclusion of 3 years of participation in RiR

Data collection timelines are based on the provider's Letter of Agreement for participation

## 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, 9-12-2019    Saline, Blue Valley, Jane Smith, TPOT, 9-12-2019
- Please use the following assessment initials or names:  
ASQ-SE      TPOT      TPITOS      BOQ (for Benchmarks of Quality)

**Questions??? Contact Data Collection Manager Kate Dietrich [kathryn.dietrich@unmc.edu](mailto:kathryn.dietrich@unmc.edu), 402-559-7368**

## Supporting Community Early Childhood Systems of Care Evaluation Process

The systems work of the Rooted in Relationships package can be broken down into five priority areas. They are family engagement, early care and education, early childhood mental health, medical, and partnerships with schools. Communities work within these systems to implement strategies that fill gaps and make their systems of care stronger for young children. Progress reports are broken into these categories for reporting purposes.




## Systems Work Priority Areas

Priority Area	Definition and Examples
<b>Family Engagement</b>	<p>Strategies that fit into this system impact parents understanding of social emotional development and high-quality care. These strategies also encourage parents to engage with and build strong relationships with their children.</p> <ul style="list-style-type: none"> <li>• Parents Interacting with Infants (PIWI)</li> <li>• Circle of Security Parenting (COSP™)</li> <li>• Parent Pyramid Modules</li> <li>• Community Specific Strategies <ul style="list-style-type: none"> <li>○ e.g., Story Walk, Library Parent Corner, SE backpacks, etc.</li> </ul> </li> <li>• Media/Information Sharing <ul style="list-style-type: none"> <li>○ e.g. Social Media, Newsletters/e-Newsletters, Press Releases/Public Presentations, Billboards</li> </ul> </li> </ul>
<b>Early Care and Education (ECE)</b>	<p>Strategies that fit into this system impact the affordability, accessibility, reliability, and quality of child care in the community.</p> <ul style="list-style-type: none"> <li>• Networking Events, specifically for child care providers</li> <li>• Expanding Pyramid work to Spanish-speaking providers <ul style="list-style-type: none"> <li>○ Translation of the materials, Culturally appropriate implementation, Embedding Spanish-speaking capacity</li> </ul> </li> <li>• Media/Information Sharing <ul style="list-style-type: none"> <li>○ e.g. Social Media, Newsletters/e-Newsletters, Press Releases/Public Presentations, Billboards</li> </ul> </li> </ul>
<b>Early Childhood Mental Health (ECMH)</b>	<p>Strategies that fit into this system impact the knowledge of, availability of, and access to mental health consultation, assessment resources, and therapy services.</p> <ul style="list-style-type: none"> <li>• Mental Health First Aid</li> <li>• Parent-Child Interaction Therapy (PCIT)</li> </ul>
<b>Medical</b>	<p>Strategies that fit into this system impact the availability and accessibility of quality pre and postnatal healthcare services, such as screenings for parental mental health/substance use, child development screenings within primary care, and an increase in engagement around early childhood mental health.</p> <ul style="list-style-type: none"> <li>• Primary Care Project (e.g., Keith Co)</li> <li>• ASQ:SE screenings in primary care settings</li> <li>• Medical clinic partnership to prescribe reading to children</li> </ul>
<b>Partnerships with Schools</b>	<p>Strategies that fit into this system impact the engagement between parents and schools or builds partnerships with schools to increase social emotional development.</p> <ul style="list-style-type: none"> <li>• Engagement with Local School Systems/Head Start</li> </ul>

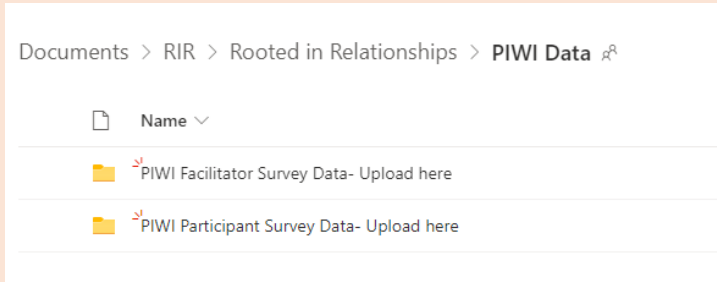
## Strategy-Specific Evaluation Plans




Systems strategies evaluation forms can be found in the SharePoint folder where data is submitted and in the password-protected evaluation portal on the Rooted Website. <https://rootedinrelationships.org/portal/>

**\*Please note: If you have difficulty accessing a survey, go to your privacy settings, clear your cookies and try again.**

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
<b>Priority Area: Family Engagement</b>			
<b>Community Events</b>	Number of attendees  Standard Event Satisfaction Survey	During or after each event	Number of attendees: Report twice a year (Jan. and July) in community's progress reports that are submitted to Nebraska Children and Families Foundation (NC)  <a href="#">Standard Event Satisfaction Survey</a>  
<b>Circle of Security Parenting (COSP)</b>	Numbers and demographics of those served  Participant knowledge and satisfaction survey  Facilitator survey  Class attendance	At the end of the 8 week program (final class)	<a href="#">Circle of Security Facilitator Survey</a>  <a href="#">Circle of Security Parent Survey</a>  <a href="#">Circle of Security Classroom/ Early Care Professional Survey</a>  <a href="#">Circle of Security Attendance</a>  If surveys are not entered online at the links above, scans of hard copy surveys can be uploaded to SharePoint: Circle of Security Parenting> Evaluation Data

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
			<div> Documents <div> + New Upload Edit in grid view Sync Export to Excel All </div> <div> <div>Name</div> <div> COSP- Classroom (Upload Data Here) COSP- Parenting (Upload Data Here) Current COSP Forms Fidelity Coaching Surveys KidSquad COSP Data (Upload Data Here) </div> </div> </div> <p>Please contact Amanda Prokasky <a href="mailto:aprokasky@unmc.edu">aprokasky@unmc.edu</a> to request access.</p>
<b>Positive Solutions for Families (Parent Pyramid Modules)</b>	Class attendance  Participant survey	At the end of the classes	<p><a href="#">Positive Solutions for Families Class Attendance</a></p> <p><a href="#">Positive Solutions for Families Participant Survey</a></p> <p>If surveys are not entered online at the links above, scans of hard copy surveys and attendance can be uploaded to SharePoint:</p> <p>Education and Child Development&gt; Documents&gt; RIR &gt; Rooted in Relationships &gt; Pyramid Parent Modules</p> <div> Documents &gt; RIR &gt; Rooted in Relationships &gt; Pyramid Parent Modules <div> <div>Name</div> <div>Modified</div> <div> Dakota September 21, 2021 </div> <div> Dawson September 21, 2021 </div> <div> Dodge September 21, 2021 </div> </div> </div> <p>Please reach out to Kailey Snyder <a href="mailto:kasnyder@unmc.edu">kasnyder@unmc.edu</a> for access.</p>

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
<b>Parents Interacting With Infants (PIWI)</b>	Participant survey Facilitator survey Class attendance	At the end of the classes	<p><a href="#">PIWI Facilitator Survey</a></p> <p><a href="#">PIWI Participant Survey</a></p> <p><a href="#">PIWI Attendance Sheet</a></p> <p>If surveys are not entered online at the links above, scans of hard copy surveys and class attendance can be uploaded to SharePoint: Education and Child Development&gt; Documents&gt; RIR&gt; Rooted in Relationships&gt; PIWI Data</p>  <p>Please reach out to Kelsey Tourek Kelsey.tourek@unmc.edu for access.</p>
<b>Social Emotional Backpacks for libraries</b>	Counts of those utilization Brief satisfaction survey	Survey link/QR code should be included with backpacks when checked out	<p>Number of times checked out/utilized: Report twice a year (Jan. and July) in community's progress reports that are submitted to NC</p> <p>Satisfaction survey links and QR codes below. If you are doing backpacks but do not have a link, please request one through your Rooted in Relationships TA.</p> <p><a href="#">Dakota County SE Backpacks Satisfaction survey</a></p>

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
			 <a href="#">Madison County SE Backpacks Satisfaction survey</a>  <a href="#">Dawson County SE Backpacks Satisfaction Survey</a> 
<b>Priority Area: Early Care and Education</b>			
<b>Provider recognition/ appreciation events</b>	Number of attendees	During or after each event	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC
<b>Provider recognition/ appreciation gifts</b>	Number of gifts distributed	When gifts are distributed	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC



Strategy	Evaluation Tool	When to Collect	Method to Submit Data
<b>Social Emotional Backpack Training for Providers</b>	Number of attendees  Training Follow-Up Survey	During or after each training	Number of participants: Report twice a year (Jan. and July) in Community's Progress Reports that are submitted to NC  Training Follow-Up Survey: Providers can submit the survey electronically using the link, or paper copies can be used. If paper copies are used, the trainer or community coordinator will need to enter the surveys using the link below:  <a href="#">Social Emotional Backpack Training Follow-up Survey for Providers</a>
<b>Director Collaboration Meetings</b>	Number of meetings  Satisfaction survey	Once a year in June	Number of meetings: Report twice a year (Jan and July) in community's progress reports that are submitted to NC  Community sends out to Directors in June <a href="https://unmcmmi.co1.qualtrics.com/jfe/form/SV_3q1JXoiTCs0nXhQ">https://unmcmmi.co1.qualtrics.com/jfe/form/SV_3q1JXoiTCs0nXhQ</a>
<b>Coach collaboration meetings</b>	Number of meetings  Satisfaction survey (optional)	Twice a year	Number of meetings: Report twice a year (Jan. and July) in community's progress reports that are submitted to NC  Satisfaction survey: Implementation is optional but provides feedback for the group on how the work is perceived and what can be improved. Talk to your RiR TA if you would like this survey set up for your group.
<b>High Quality Childcare-Information Dissemination</b>	Number printed or distributed	After distribution of materials/ information	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC
<b>Priority Area: Early Childhood Mental Health</b>			
<b>Child-Parent Psychotherapy (CPP) – Getting therapist(s) trained</b>	Number trained	After completing training	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC
<b>Mental Health First Aid Trainings (MHFA) for Providers</b>	MHFA standard survey Supplemental SurveyMonkey Survey	At the end of training	As communities support the training. Coordinator/Lead Coach obtains a copy of the MHFA survey from the trainer. Provider emails are collected and a SurveyMonkey is sent out at the completion of the training. <a href="https://www.surveymonkey.com/r/LD2686C">https://www.surveymonkey.com/r/LD2686C</a>

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
<b>Parent Child Interaction Therapy (PCIT)</b>	Numbers and demographics of those served	After PCIT sessions are complete	Information is entered in a community specific spreadsheet kept in Sharepoint. Contact your RiR TA for the SharePoint link if you do not have access.
<b>Parent Child Interaction Therapy (PCIT)-Getting Therapist(s) trained</b>	Number trained	After completing training	Report twice a year (Jan and July) in community's progress reports that are submitted to NC
<b>Other strategies not shown above</b>			
<b>Community-specific, individualized systems strategies</b>	<p>Report twice a year (Jan. and July) in community's progress reports that are submitted to NC.</p> <p>Consult your Rooted in Relationships TA to utilize an existing evaluation or to develop a plan. Some strategies have evaluation plans already developed that communities can access as needed. Examples of strategies that fall into this section include: professional development beyond the Rooted package, partnerships with medical clinics, kindergarten readiness, reflective consultation groups, and more.</p>		