Rooted in Relationships
Pyramid Model Three-Year Implementation
Evaluation Guidebook

Key Contacts:
Project Director, Rosie Zweiback
zweibackr@unmc.edu
402-559-5274

Data coordinator, Kate Dietrich
kathryn.deitrich@unmc.edu
402-836-9145

Rooted in Relationships Evaluation Summary

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 guidebook outlines the evaluation requirements for the Pyramid Model Implementation.
These evaluation tools measure progress and outcomes of the Rooted in Relationships program over the 3-year implementation period.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Evaluation Tool</th>
<th>When to collect</th>
<th>Method to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure evaluation for all programs</td>
<td>Provider Roster</td>
<td>Initial and when new providers join RIR</td>
<td>Coaching Management Online System <a href="http://app1.unmc.edu/rir/login.aspx">http://app1.unmc.edu/rir/login.aspx</a></td>
</tr>
<tr>
<td></td>
<td>Coaching documentation</td>
<td>Ongoing</td>
<td>Coaching Management Online System</td>
</tr>
<tr>
<td></td>
<td>Training Surveys</td>
<td>Ongoing</td>
<td>Trainers collect surveys</td>
</tr>
<tr>
<td></td>
<td>Demographic Survey</td>
<td>Initial and September of Year 2 &amp; Year 3</td>
<td>Enter in the Coaching Management Online System</td>
</tr>
<tr>
<td></td>
<td>ASQ-SE2 for all children</td>
<td>Initial and September of Year 2 &amp; Year 3</td>
<td>Upload aggregate ASQ-SE2 results by site to BOX</td>
</tr>
<tr>
<td></td>
<td><strong>Benchmarks of Quality</strong> (only for centers implementing Pyramid Model in the majority of classrooms complete the BOQ)</td>
<td>Initial, Midpoint, End</td>
<td>Upload to BOX</td>
</tr>
<tr>
<td></td>
<td><strong>Family Child Care Home Benchmarks of Quality</strong> (all family child cares complete the FCCH BOQ)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expulsion Survey</td>
<td>Every Six Months – June &amp; December</td>
<td>Coaching Management Online System</td>
</tr>
<tr>
<td></td>
<td><strong>Provider satisfaction and skill evaluation survey</strong> EXIT Survey</td>
<td>Midpoint</td>
<td>Provider mails or scans and emails directly to MMI. Addressed stamped envelope provided at coach request.</td>
</tr>
<tr>
<td></td>
<td><strong>Reflective Consultation Surveys completed by coach and consultant</strong></td>
<td>Annually in December</td>
<td>Coach uploads to BOX. Consultant can mail or scan and email directly to MMI.</td>
</tr>
<tr>
<td></td>
<td><strong>Focus Groups &amp; Phone Interviews</strong></td>
<td>Focus Groups: end of Year 1 Phone Interview: end of Year 2</td>
<td>MMI leads Focus Groups and conducts phone interviews for a sampling of providers</td>
</tr>
<tr>
<td>Center-Based programs only</td>
<td><strong>TPOT or TPITOS:</strong> Coach obtains teacher consent.</td>
<td>Initial, Midpoint, End</td>
<td>Coach uploads the consent to BOX Observer uploads data to BOX</td>
</tr>
</tbody>
</table>

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

*September* = Evaluation tools collected in early fall and submitted by September 30th

*Midpoint* = Evaluation tools collected in late fall at approximately 18 months of participation 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
<table>
<thead>
<tr>
<th>Evaluation Tool</th>
<th>What is it?</th>
<th>Who completes it</th>
<th>What is the Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provider Roster</strong></td>
<td>A list of provider by coach, may include center director</td>
<td>The Coach</td>
<td>To track who is participating in RIR. Update form when providers exit and new providers join Rooted.</td>
</tr>
<tr>
<td><strong>Coaching Documentation</strong></td>
<td>A quick online survey about coaching session</td>
<td>The Coach</td>
<td>To learn about the content and goals of each coaching session.</td>
</tr>
<tr>
<td><strong>Demographic Survey</strong></td>
<td>A brief survey about the director, teacher(s) and children</td>
<td>The Coach, based on interview with provider and/or center director</td>
<td>To document staff qualifications in early childhood and the children’s risk factors</td>
</tr>
<tr>
<td><strong>Benchmarks of Quality</strong></td>
<td>A 42 item (home-based) or 47 item (center-based) survey</td>
<td>The Coach with the center staff or home provider</td>
<td>To document the degree to which the center/home provider follows Pyramid Model practices</td>
</tr>
<tr>
<td><strong>Family Child Care Home</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Benchmarks of Quality (only for centers implementing the Pyramid in all classrooms)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TPOT – Teaching Pyramid Observation Tool (ages 3-5)</strong></td>
<td>A 2-hour classroom observation completed. Provider consent is required.</td>
<td>An outside trained evaluator. Provider consent is required.</td>
<td>To measure classroom environment and teacher practices based on the Pyramid Model. Coach will receive results to use for Pyramid Coaching.</td>
</tr>
<tr>
<td><strong>TPITOS – Teaching Pyramid Infant Toddler Observation Scale</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASQ-SE2 – Ages &amp; Stages Questionnaire-Social-Emotional</strong></td>
<td>An age based social-emotional screener</td>
<td>Parent completes. Provider &amp; coach score. Coach records how many children had ASQ-SE2 &amp; how many need further assessment.</td>
<td>To determine if a child is at risk for social-emotional challenges.</td>
</tr>
<tr>
<td><strong>Expulsion Survey</strong></td>
<td>A way to track if any children were asked to leave the child care program</td>
<td>Coach completes based on discussion with the provider. Child demographic information is collected to see if there are trends.</td>
<td>To measure how programs respond to children with challenges. Note that expulsion means that a child was asked to leave the child care indefinitely.</td>
</tr>
<tr>
<td><strong>Training Surveys &amp; Teacher/Provider Satisfaction and Exit Surveys</strong></td>
<td>Brief surveys for provider</td>
<td>Provider</td>
<td>To measure teacher/provider satisfaction and self-assessment of skills</td>
</tr>
<tr>
<td><strong>Reflective Consultation Surveys</strong></td>
<td>Brief surveys for the coach and the consultant</td>
<td>Coach and consultant</td>
<td>To describe the coach and consultant’s experiences with Reflective Consultation</td>
</tr>
<tr>
<td><strong>Focus Groups (end of Year 1 and 3) and Interviews (end of Year 2)</strong></td>
<td>Group discussion (1 hour) or Individual Interviews with a sample of providers/directors</td>
<td>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</td>
<td>To collect feedback about Rooted in Relationships</td>
</tr>
</tbody>
</table>
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.

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 invite 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 for your files.
   b. Provider Consent Forms for all home and center providers you coach, whether they are eligible for an observation or not. Upload 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. 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 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 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: Enter in Coaching Management Online System
   g. Provider Satisfaction and EXIT Surveys: 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
   d. Expulsion Survey – Record expulsions for centers in June and December
Where to Submit DATA – a handy graphic

**Upload to BOX**
- BOQ & FCCH 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

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

Questions or concerns?? Contact the eval team!
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.
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 30th
- **Midpoint** = Evaluation tools collected in late fall at approximately 18 months of participation 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, 9-12-201  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

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