Rooted in Relationships

Pyramid Model Three-Year Implementation

Evaluation Guidebook

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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

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Rooted in Relationships

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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 September of Year 2 & Year 3	Enter in the Coaching Management Online System
	ASQ-SE2 for all children	Initial and September of Year 2 & Year 3	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, Midpoint, End	Upload to BOX
	Expulsion Survey	Every Six Months – June & December	Coaching Management Online System
	Provider satisfaction and skill evaluation survey **EXIT Survey**	Midpoint End	Provider mails or scans and emails directly to MMI. Addressed stamped envelope provided at coach request.
	Reflective Consultation Surveys completed by coach and consultant	Annually in December	Coach uploads to BOX. Consultant can mail or scan and email directly to MMI.
	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
Center-Based programs only	**TPOT or TPITOS:** <mark>**Coach obtains teacher consent.**</mark>	Initial, Midpoint, End	Coach uploads the consent to BOX Observer uploads data to BOX

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 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?
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 (only for centers implementing the Pyramid in all 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. <mark>Provider consent is required.</mark>	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.	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 Satisfaction and Exit 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.

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 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.
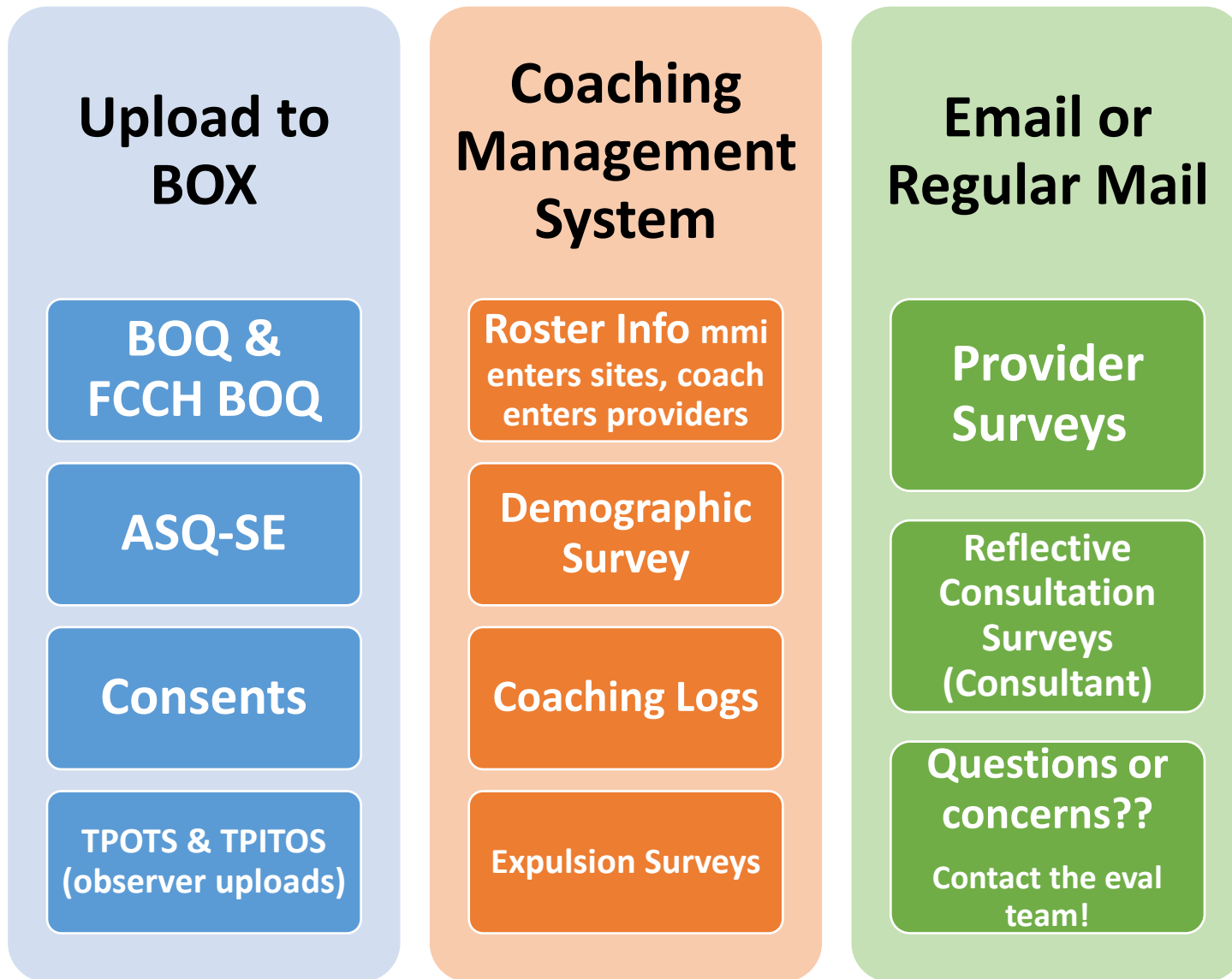
The Coaching Management Online System
Contact the Evaluation Project Director to get a login for the Coaching Management Online System: http://app1.unmc.edu/rir/login.aspx
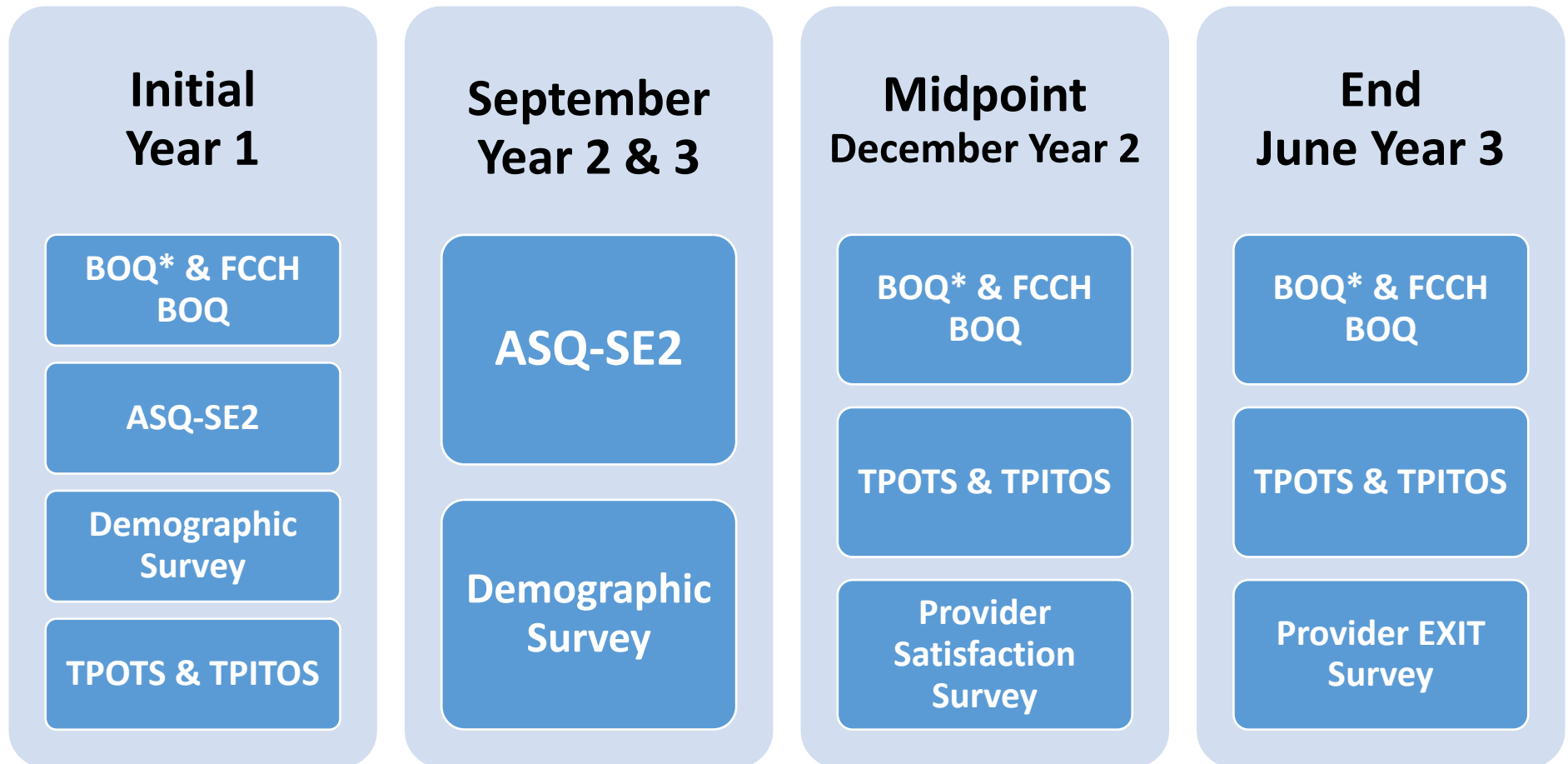The following items are entered into the Coaching Management Online System (not BOX)
   a. **Teacher Changes –** Add new teachers and exit teachers who leave RIR.
   b. **Coaching documentation** – Log every coaching session with the provider and/or director (if applicable)
   c. **Demographic Survey –** 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!

When to Submit DATA – a handy graphic

Initial Year 1	September Year 2 & 3	Midpoint December Year 2	End June Year 3
BOQ* & FCCH BOQ	ASQ-SE2	BOQ* & FCCH BOQ	BOQ* & FCCH BOQ
ASQ-SE2		TPOTS & TPITOS	TPOTS & TPITOS
Demographic Survey	Demographic Survey	Provider Satisfaction Survey	Provider EXIT Survey
TPOTS & TPITOS			

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

End of Year 1	End of Year 2	Ongoing Data
• **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.	• **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 informtion.	• 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.
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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