ROOTED IN RELATIONSHIPS
Evaluation Guidebook

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Rooted in **Relationships**
nebraskachildren

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 teleconference, 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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Updated 7/2023

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) https://app1.unmc.edu/rir/login.aspx
	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	CMS
	ASQ-SE2 for all children	Initial and September of Year 2 & Year 3	Upload aggregate ASQ-SE2 results by site in the CMS
	Benchmarks of Quality – (**only** centers implementing Pyramid Model in all classrooms complete the BOQ)	Initial, Midpoint, End	CMS
	Family Child Care Home Benchmarks of Quality (**all** family child cares complete the FCCH BOQ)	Initial, Midpoint, End	Upload **old version** used with Year 3 providers to SharePoint. Old version will be phased out in June 2024. Enter **new version** into CMS with Year 1 and Year 2 providers (use with home providers starting Fall 2022)
	Expulsion Survey	Every Six Months – June & December	CMS
	Provider Satisfaction and Skill Evaluation Survey **Exit Survey**	Midpoint End of Year 3	Provider completes online survey. Links: Rooted in Relationships Provider Survey Rooted In Relationships Exit Survey
	Reflective Consultation Surveys completed by coach and consultant	Annually in December	Coach completes online survey.
	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: Coach obtains teacher consent.**	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 30th

Midpoint = Evaluation tools collected in late fall at approximately 18 months of participation in RiR, submitted by December 31st
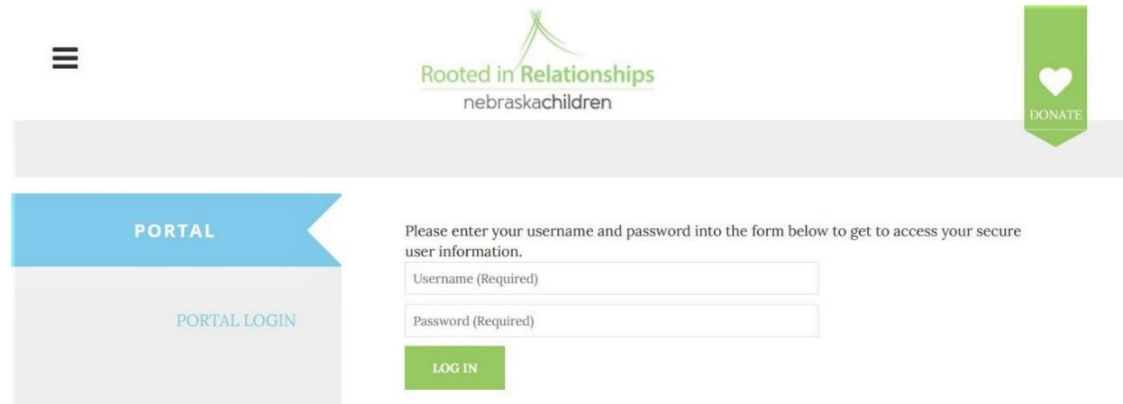
End = Evaluation tools collected in spring and submitted by June 30th at conclusion of 3 years of participation in RiR

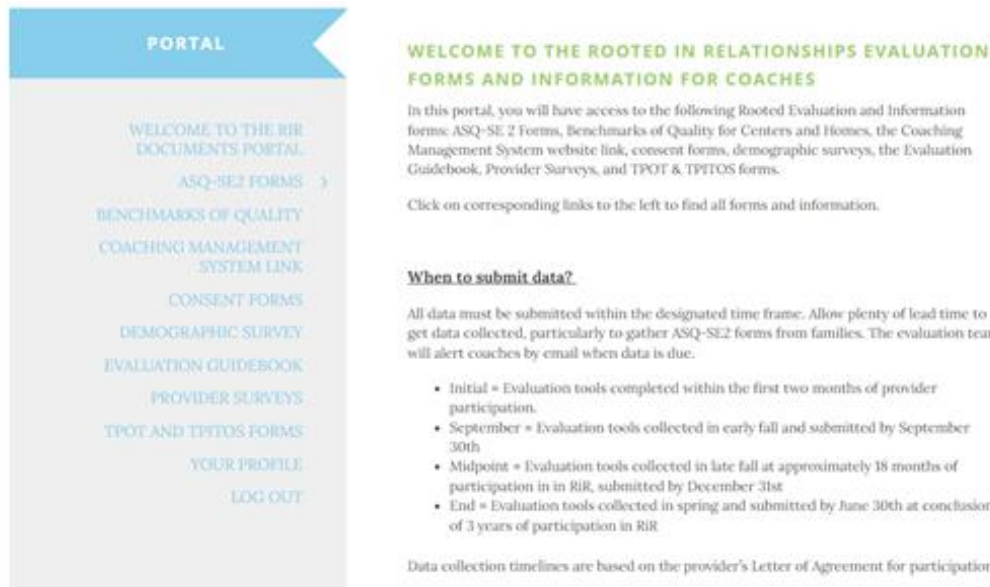| Evaluation Tool	What is it?	Who completes it?	What is the Purpose?
Provider Information	Information about each provider in RiR—name, location, and role	The coach	To track who is participating in RIR. To assign classroom observations as needed
Coaching Documentation	A quick online survey about coaching session	The coach	To learn about the content and goals of each coaching session
Demographic Survey	A brief survey about the director, provider(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)	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
Family Child Care Home Benchmarks of Quality (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
TPOT – Teaching Pyramid Observation Tool (ages 3-5) **TPITOS** – Teaching Pyramid Infant Toddler Observation Scale	A 2-hour classroom observation	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.	To measure how programs respond to children with challenges. **Note** that expulsion means that a child was asked to leave the child care indefinitely.
Provider Satisfaction and Exit Surveys	Brief surveys for providers at midpoint and at exit	Provider	To measure 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) Interviews (end of Year 2)	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 them

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:

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

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

If you are unsure of your login information, please contact Christen Million (cmillion@nebraskachildren.org).

The following forms can be found on the RiR Portal:

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

       Very Important!! <mark>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.</mark> 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 are 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

    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** forms

EVALUATION DATA – when to submit

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.

Questions?
Contact Data Collection Manager Kate Dietrich kathryn.dietrich@unmc.edu**, 402-559-7368**

EVALUATION DATA – where to submit
Evaluation data are submitted in two ways.
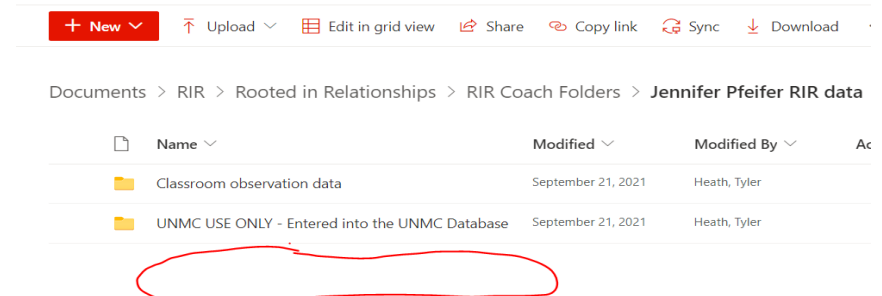
The Coaching Management System CMS
Contact the Evaluation Project Director to get a login for the Coaching Management Online System: https://app1.unmc.edu/rir/login.aspx
The following items are entered into the Coaching Management Online System (not SharePoint)
   a. **Teacher Changes –** add new teachers and exit teachers who leave RIR
   b. **ASQ-SE2 –** coach reports number of children screened and number of children that received scores above the cutoff (not passing) for each site
   c. **BOQ –** for centers implementing Pyramid Model center-wide (in every classroom)
   d. **FCCH-BOQ** new version used with Year 1 and Year 2 home-based providers (starting in the fall of 2022)
   e. **Coaching documentation –** Log every coaching session with the provider and/or director (if applicable)
   f. **Demographic Survey –** Enter demographic information about the director, providers, and children each fall
   g. **Expulsion Survey –** Record expulsions for classrooms receiving coaching and home-based child care centers in June and December

SharePoint Coach Folder: Each coach will have a personal folder in their name to submit *consent forms* and the *FCCH BOQ old version*.
   1. You will receive an email invitation to your coach RiR data folder.
   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. If you don't see it, please check your spam folder.
   4. **SAVE your invitation email as you will use the link in the invite each time you want to access your coach RiR Data folder.**

Coach RiR Data folder view (above right graphic): Upload **consent forms** and the **FCCH BOQ old version** for Year 3 providers (phased out July 1, 2024) to area circled in red. Do not upload data to any of the subfolders. 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.

Questions?
Contact Data Collection Manager Kate Dietrich kathryn.dietrich@unmc.edu, 402-559-7368

Where to Submit Data

Upload to SharePoint

FCCH BOQ
(old version)

Consents

TPOTS & TPITOS
(observer uploads)

Coaching Management System

Provider Information

FCCH BOQ
(new version)

BOQ

Demographic Survey

ASQ-SE2

Coaching Logs

Expulsion Surveys

Online

Provider Surveys

Reflective Consultation Surveys
(coach)

When to Submit Data

Year 1 Data

BOQ
ASQ-SE
Child Demographic Survey
TPOTS & TPITOS
Provider Focus Groups
Expulsion/suspension data
Reflective consultation surveys
Coaching Logs

Year 2 Data

BOQ
ASQ-SE
Child Demographic Survey
TPOTS & TPITOS
Provider Interviews
Provider Satisfaction Survey
Expulsion/suspension data
Reflective consultation surveys
Coaching Logs

Year 3 Data

BOQ
ASQ-SE
Child Demographic Survey
TPOTS & TPITOS
Provider Exit Survey
Expulsion/suspension data
Reflective consultation surveys
Coaching Logs

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

Questions?
Contact Data Collection Manager Kate Dietrich 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

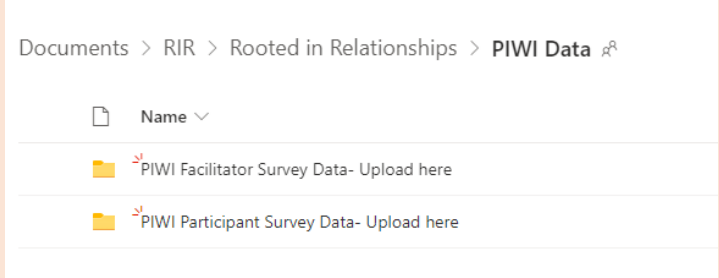| Priority Area	Definition and Examples

Family Engagement	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.
	• Parents Interacting with Infants (PIWI)
	• Circle of Security Parenting (COSP^{TM})
	• Parent Pyramid Modules
	• Community Specific Strategies
	    o e.g., Story Walk, Library Parent Corner, SE backpacks, etc.
	• Media/Information Sharing
	    e.g. Social Media, Newsletters/e-Newsletters, Press Releases/Public Presentations, Billboards

Early Care and Education (ECE)	Strategies that fit into this system impact the affordability, accessibility, reliability, and quality of child care in the community. • Networking Events, specifically for child care providers • Expanding Pyramid work to Spanish-speaking providers o Translation of the materials, Culturally appropriate implementation, Embedding Spanish-speaking capacity • Media/Information Sharing e.g. Social Media, Newsletters/e-Newsletters, Press Releases/Public Presentations, Billboards
Early Childhood Mental Health (ECMH)	Strategies that fit into this system impact the knowledge of, availability of, and access to mental health consultation, assessment resources, and therapy services. • Mental Health First Aid • Parent-Child Interaction Therapy (PCIT)
Medical	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. • Primary Care Project (e.g., Keith Co) • ASQ:SE screenings in primary care settings • Medical clinic partnership to prescribe reading to children
Partnerships with Schools	Strategies that fit into this system impact the engagement between parents and schools or builds partnerships with schools to increase social emotional development. • Engagement with Local School Systems/Head Start

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
Priority Area: Family Engagement			
Community Events	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) Standard Event Satisfaction Survey
Circle of Security Parenting (COSP)	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)	Circle of Security Facilitator Survey Circle of Security Parent Survey Circle of Security Classroom/ Early Care Professional Survey Circle of Security Attendance 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
			Please contact Kailey Snyder kasnyder@unmc.edu to request access.
Positive Solutions for Families (Parent Pyramid Modules)	Class attendance Participant survey	At the end of the classes	Positive Solutions for Families Class Attendance Positive Solutions for Families Participant Survey If surveys are not entered online at the links above, scans of hard copy surveys and attendance can be uploaded to SharePoint: Education and Child Development> Documents> RIR > Rooted in Relationships > Pyramid Parent Modules Please reach out to Kailey Snyder kasnyder@unmc.edu for access.

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
Parents Interacting With Infants (PIWI)	Participant survey Facilitator survey Class attendance	At the end of the classes	PIWI Facilitator Survey PIWI Participant Survey PIWI Attendance Sheet 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> Documents> RIR> Rooted in Relationships> PIWI Data Documents > RIR > Rooted in Relationships > PIWI Data Name PIWI Facilitator Survey Data- Upload here PIWI Participant Survey Data- Upload here Please reach out to Kelsey Tourek Kelsey.tourek@unmc.edu for access.
Social Emotional Backpacks for libraries	Counts of those utilization Brief satisfaction survey	Survey link/QR code should be included with backpacks when checked out	Number of times checked out/utilized: Report twice a year (Jan. and July) in community's progress reports that are submitted to NC 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. Dakota County SE Backpacks Satisfaction survey

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
			[Madison County SE Backpacks Satisfaction survey](#)
			[Dawson County SE Backpacks Satisfaction Survey](#)

Priority Area: Early Care and Education

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
Provider recognition/ appreciation events	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
Provider recognition/ appreciation gifts	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
Social Emotional Backpack Training for Providers	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: [Social Emotional Backpack Training Follow-up Survey for Providers](#)
Director Collaboration Meetings	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 https://unmcmmi.co1.qualtrics.com/jfe/form/SV_3q1JXoiTCs0nXhQ
Coach collaboration meetings	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.
High Quality Childcare- Information Dissemination	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
Priority Area: Early Childhood Mental Health			
Child-Parent Psychotherapy (CPP) – Getting therapist(s) trained	Number trained	After completing training	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC
Mental Health First Aid Trainings (MHFA) for Providers	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. https://www.surveymonkey.com/r/LD2686C

Strategy	Evaluation Tool	When to Collect	Method to Submit Data
Parent Child Interaction Therapy (PCIT)	Numbers and demographics of those served	After PCIT sessions are complete	Please contact your RiR TA to discuss how to submit data.
Supporting therapist training	Number trained	After completing training	Report twice a year (Jan and July) in community's progress reports that are submitted to NC

Other strategies not shown above

Community-specific, individualized systems strategies	Report twice a year (Jan. and July) in community's progress reports that are submitted to NC. 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.