

EVALUATION PROTOCOL

The evaluation of *Smart Steps* classes is essential to the continuation of funding. The government is expecting that we collectively serve and evaluate a minimum of 217 couples a year. To document our efforts, it is extremely important that all evaluation forms are completed and returned to USU as outlined in this document. For each round of classes, we will provide evaluation forms for 30 participants (15 couples). For additional copies you can find all of these forms online at: <http://extension.usu.edu/stepfamily/>. Detailed evaluation instructions for each session are included with the corresponding evaluation envelope. If you have any questions, please contact your project manager.

Adult Classes

(All of the adult forms are in large white envelopes. They are ordered by lesson number.)

PRE-SESSION FORMS FOR ADULT PARTICIPANTS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Consent Form for Adults and Adult Participant Information Form:** These forms must be completed at pre-registration or at the **beginning** of the first class. It takes 15-30 minutes to complete these forms, so we recommend they be done beforehand. Once signed and completed, participants should seal the Adult Participant Information Form in the attached envelope and place it in the large white envelope. Facilitators need to check each Consent Form for signatures and also place them in the large white envelope. These need to be mailed back to USU by the facilitator. Individuals may NOT attend the class if they don't sign a consent form.
 - **Confirmation of Head Start Eligibility-** *(For Head Start funded agencies ONLY)* This form must be completed at pre-registration or at the beginning of the first class. The form is attached to the required Consent Form for Adults. Participants must check the boxes that apply and sign their name.
 - **Adult Attendance Form:** This form is for the facilitator(s) to track attendance. Make additional copies as needed. You will **return a copy** of this form to USU weekly.
- **Additional Forms**
 - **Domestic Violence Fact Sheet and extra Copy of Consent Form for Adults:** These forms are stapled together and are to be handed out to participants at pre-registration or prior to the first class. These forms are to be kept by the participant for their records.
- **Keep all extra forms in case someone joins during a later lesson.** If someone wants to start attending once the classes are already underway, they will still need to receive and complete the Pre-Session forms.

LESSON 1 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Lesson 1 Class Evaluation:** This is to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 1 Facilitator Checklist:** This yellow form is to be filled out by **each** adult facilitator.
 - **Copy of the Attendance form.**

LESSON 2 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Lesson 2 Class Evaluation:** This is to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 2 Facilitator Checklist:** This yellow form is to be filled out by **each** adult facilitator.
 - **Copy of the Attendance form.**

LESSON 3 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Lesson 3 Class Evaluation:** This is to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 3 Facilitator Checklist:** This yellow form is to be filled out by **each** adult facilitator.
 - **Copy of the Attendance Form.**

Please be sure you have collected your local DV shelter information and have brochures ready to hand out in Lesson 4 next week.

LESSON 4 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Lesson 4 Class Evaluation:** This is to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 4 Facilitator Checklist:** This yellow form is to be filled out by **each** adult facilitator.
 - **Copy of the Attendance Form.**

LESSON 5 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope this week:**
 - **Lesson 5 Class Evaluation:** This is to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 5 Facilitator Checklist:** This yellow form is to be filled out by each adult facilitator.
 - **Copy of the Attendance form.**

LESSON 6 EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope:**
 - **Lesson 6 Class Evaluation and Post Program evaluation:** These forms are stapled together and need to be filled out by each adult participant at the **end** of the lesson. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Lesson 6 Facilitator Checklist and Facilitator Questionnaire:** These yellow forms are stapled together and are to be filled out by each adult facilitator and returned to USU.
 - **Copy of the Attendance form.**

BOOSTER EVALUATION FORMS

- **Forms to be completed and returned to USU in the large white postage-paid envelope:**
 - **Booster Session Evaluation Form:** This is to be filled out by each adult participant at the end of the booster session. Participants should seal it in the attached envelope and place it in the large white envelope to be mailed back to USU by the facilitator.
 - **Booster Session Facilitator Checklist:** This yellow form is to be filled out by each adult facilitator.
 - Complete the **Attendance Form** and return it in the white postage paid envelope.

Child Classes

(All forms for children and child facilitators are in three manila envelopes)

PRE-SESSION FORMS FOR CHILDREN

- **Forms to be completed and returned to USU in the manila postage-paid envelope:**
 - **Informed Assent for Youth:** Facilitators are to ensure that each child (age 6-17) fills out and signs the assent letter at the beginning of the first class. Additionally, facilitators must ensure that each parent or guardian has signed an **Informed Consent for Adults** found in the Pre-Session forms for Adult Participants.
- **Additional Forms:**
 - **Child Attendance Form:** This form is for the facilitator(s) to track attendance. Make additional copies as needed. You will return a copy of this form to USU weekly with the adult forms.
 - **Nursery Attendance Form:** This form is for the facilitator (s) to track attendance. Make additional copies as needed. You will return a copy of this form to USU weekly with the adult forms.
- **Keep extra Informed Assent forms in case someone joins later.** If someone wants to join once the classes are already underway, they will still need to sign the **Informed Assent for Youth** form. *We must have both an adult and youth signature for anyone under the age of 18 to attend.*

CHILD EVALUATION FORMS (to be completed during lesson 6)

- **Forms to be completed and returned to USU in this manila postage-paid envelope:**
 - **Youth Post Program Evaluation:** This is to be filled out by each child participant at the **end** of lesson 6. *Child facilitators may need to help children fill out the form. Please budget enough time for youth to fill out the form before they are dismissed.* Children should place their evaluations in the large manila envelope to be mailed back to USU by the facilitator.

CHILD FACILITATOR FORMS

- **Lesson 1-5 Child Facilitator Checklists:** Each week child facilitator(s) complete the form corresponding to the lesson taught. Return the checklist, along with the **Youth** and **Nursery** Attendance forms, to USU on a weekly basis. You may enclose these forms with the adult evaluation materials.
- **Lesson 6 Child Facilitator Checklist and Facilitator Questionnaire:** These forms are stapled together. They are to be filled out by each facilitator after lesson 6.

REMEMBER:

- Most people don't like to fill out forms and questionnaires. We need your help in encouraging them to do so.
- You may need to read out loud and/or assist participants in filling out the surveys.
- Budget sufficient time for participants to complete their forms.