

**Table 2****Evaluation Plan**

**Staff positions:** Executive Director Programmatic (EDP); Executive Director Administrative (EDA); Project Director Rural (PDR); Project Director Metro (PDM); Office Manager (OM); Administrative Assistant (AA); Information Resource Specialist (IRS); Parent educator (PE); Community Outreach Partners (COP); Board of Directors (BOD)

<b>Goal 1 (Information and Technical Assistance)</b>			
<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Computer intake forms	All Staff	On-going	Record and review all information, reason for call Parent participation in trainings, and case history
Data Base	OM, AA,	On-going	Records and review calls, reason for calls, assistance provided on computer intake form
Meetings with Parents	PE, PDR, PDM, COP	On-going	Observation of meeting, problem, resolution, Parents response of satisfaction
PEPP PTI Survey	All Staff	On-going	Review PTI evaluations
Multi-Media Materials	All Staff	On-going	Number requested and satisfaction to determine effectiveness

**Goal 2 (Training Effectiveness)**

**Staff positions:** Executive Director Programmatic (EDP); Executive Director Administrative (EDA); Project Director Rural (PDR); Project Director Metro (PDM); Office Manager (OM); Administrative Assistant (AA); Information Resource Specialist (IRS); Parent educator (PE); Community Outreach Partners (COP); Board of Directors (BOD)

<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Workshop Evaluation Form	EDP, EDA, OM, PDR, PDM	After Each	Participant's satisfaction with effectiveness of materials, information presented and format
Presenter Evaluation	Same as Above	Same as Above	Observation of presenters knowledge and effectiveness of training
On-line Training Discussions	PDR, PDM, PE, COP	After Each Discussion	Participants satisfaction with effectiveness of materials, information presented and format

**Goal 3 (Community Based Outreach Plan)**

**Staff positions:** Executive Director Programmatic (EDP; Executive Director Administrative (EDA); Project Director Rural (PDR); Project Director Metro (PDM); Office Manager (OM); Administrative Assistant (AA); Information Resource Specialist (IRS); Parent educator (PE); Community Outreach Partners (COP); Board of Directors (BOD)

<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Parent contacts with PTI office	EDP, EDA, OM, PDR, PDM	On-going	Number and type of contacts are recorded to monitor impact of PTI staff
In-Service Training and support for parents and professionals	Same as Above	After Each	Number of participants and satisfaction with information presented and effectiveness of materials
Trainer of Trainer Evaluation	EDP, EDA, PDR, PRM	After Each	Participants satisfaction with effectiveness of materials, information presented and format
Training and Support for PTI staff and COP's	Same as Above	On-going	Number of participants and satisfaction with information presented and effectiveness of materials
Support for Parent Volunteers	OM, AA, IRS	On-going	Number requested and satisfaction to determine effectiveness

**Goal 4 (Information Awareness and Training for Hard to Reach Families)**

**Staff positions:** Executive Director Programmatic (EDP); Executive Director Administrative (EDA); Project Director Rural (PDR); Project Director Metro (PDM); Office Manager (OM); Administrative Assistant (AA); Information Resource Specialist (IRS); Parent educator (PE); Community Outreach Partners (COP); Board of Directors (BOD)

<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Contact Sheets	All Staff	On-going	Satisfaction with effectiveness of materials information presented and format
Information Evaluation Form	All Staff	On-going	Satisfaction with effectiveness of materials information presented and format
Topical Workshop Evaluation Form	EDP, EDA, PDR, PDM	After Each	Participants satisfaction with effectiveness of materials, information presented and format
Agency Information requests	Same as Above	On-going	Satisfaction with effectiveness of materials, and information received

**Goal 5 (Intervention Plan)**

**Staff positions:** Executive Director Programmatic (EDP; Executive Director Administrative (EDA); Project Director Rural (PDR); Project Director Metro (PDM); Office Manager (OM); Administrative Assistant (AA); Information Resource Specialist (IRS); Parent educator (PE); Community Outreach Partners (COP); Board of Directors (BOD)

<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Agency Workshop requests	EDP, EDA, PDR, PDM	On-going	Number and type of workshops requested by agencies dealing with hard to reach parents
Special Topic Seminar Evaluation	Same as Above	After Each	Participants Satisfaction with effectiveness of materials, information presented and format
Topical Information Evaluation	Same as Above	After Each	Participants Satisfaction with effectiveness of materials, information presented and format
Assessment of Youth	Same as Above	On-going	Satisfactory results in information and resolutions

<b>Effectiveness and Efficiency of Administrative Procedures</b>
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<b>Information Collected</b>	<b>Collected/Evaluated By</b>	<b>Frequency</b>	<b>Evaluation Process/Analysis</b>
Bookkeeping	EDP, EDA, BOD	On-going/quarterly	Review for cost effectiveness
Staff activity records	Same as Above	On-going	Provides tracking of staff activities
Travel, mileage records	Same as Above	On-going	Review of travel for activity, and auditing purposes
Data collection and maintenance	Same as Above	On-going	Review of activities and progress to accomplishing goals and objectives