

Community/Congregation Assistance Program Facilitators Evaluation Instructions

Thank you so much for implementing the CAP Program in your RBHAO Region. CAP has been offered state-wide in various capacities over 20 years. One essential piece to any program such as this is a structured evaluation protocol. Outcomes of this protocol are utilized to inform future programming and to provide feedback to program funders. Please complete the following evaluation steps for every CAP Program you implement.

BEFORE THE TRAINING:

- 1) Print one copy of the Facilitators Coversheet
- 2) Print enough STAPLED copies for each person of the program assessment tool. If 12 people are signed up for CAP, plan to bring 14 copies, extra always helps if someone makes an error or spills a drink on their materials.
- 3) Bring enough pens for participants to complete the program assessment tool

AT THE TRAINING:

- 1) Complete the Facilitators Coversheet
- 2) *During the program overview*, tell participants that at the conclusion of the training they will be asked to complete the program assessment tool. If they have to leave early, please have them complete the tool before they leave.
- 3) *At the conclusion of the training* ensure that all participants have a copy of the program assessment tool and enough time to complete it, this tool should take 6-10 minutes to complete. Perhaps offer a small incentive in exchange for completed tool, such as candy or a logo pen etc. Please remind them that the questions are structured so that they are reflecting their knowledge and attitudes before and after the training, and to read carefully.

AFTER THE TRAINING:

Make sure the Facilitators Coversheet is complete

Scan, *with the Facilitators Coversheet on top*, all of the completed program assessment tools

E-mail the scanned document to Bonnie Smith, CAP Program Evaluator, at bonnie@bwsmithconsulting.com

IF SNAIL MAIL MAKES YOU MORE COMFORTABLE:

Make a copy of the Facilitator's Coversheet and all complete program assessment tools *for your records*, mail the originals to B. Weyland Smith Consulting, 126 Meadowgate St, Wethersfield, CT 06109.