**Montana CBCAP Self-Assessment Checklist**

 **Year 1:** Complete Baseline on each item of the CQI and Parent Leadership Subscales. Identify one (1) section from the CQI Subscale and five (5) *individual items* from the Parent Leadership Subscale to target for improvement. Choose items and sections that are most relevant to your program and that reasonably can be achieved over the course of a year.[[1]](#footnote-1) In some instances, not all items in a section will be relevant or achievable by your program. For those, select N/A as a response and briefly explain in the notes. In your annual report to the MCTF, submit the full checklist electronically (in Word or as a PDF,) with baseline data scored. Highlight the CQI section and the 5 Parent Leadership items you are targeting for improvement.

**Subsequent years:** During each year of funding, address the items and sections you targeted for improvement. At the conclusion of the year, a) submit electronically ONLY the targeted sections and Parent Leadership items with both baseline and 12-month follow-up scoring completed and b) identify another CQI section and 5 Parent Leadership items for targeting during the next 12-month period. In some cases, you may choose to continue working previous years’ items or sections. Discuss this option with Montana’s CBCAP lead.

**CQI Subscale, Sections 1-9**

Rank items using the following scale: SA=Strongly Agree A=Agree N=Neutral D=Disagree SD=Strongly Disagree DK=Don’t Know

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| ***Section 1 – Understanding of Participant Needs*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. Community needs are understood before services are planned. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The target population and its needs and desires are clearly identified.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. Participant satisfaction is measured formally on a routine basis.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Participant satisfaction is measured informally on a routine basis.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Staff has empathy for and understanding of families from different cultures. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 6. Services are designed to meet the needs of families of different cultural backgrounds as identified in the community needs assessment. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 2 – Evidence-Based (EB) and Evidence-Informed (EI)Programs & Practices [[2]](#footnote-2)*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. The concept of EB and EI Programs and Practices is understood by:a. Participants | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Board/council members  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Funders | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The value and importance of using EB and EI Programs and Practices is recognized by:a. Participants | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Board/council members  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Funders | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. In selecting EB and/or EI Programs and Practices, the target population’s language, ethnicity, and cultural background are considered. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. The program is offering EB and/or EI Programs and Practices. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. The core components of the EB and/or EI Programs and Practices have been identified and are being implemented and monitored for fidelity.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| ***Section 3 – Logic Model*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. The assumptions the program makes about why services should be effective appear valid. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The agency has a logic model for each of its funded programs. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. The logic model includes well-defined. . . a. Vision statement *(also referred to as a long-term goal )* | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Description of population served, including its needs and desires, which were identified in the needs assessment. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Outcomes and indicators that are directly linked to services/activities. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Services to be delivered, including the “dose” of services *(duration and intensity)* and the targeted number of participants. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e. Resources to provide the services are:1) identified | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2) Adequate | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Outcomes in the logic model relate to the agency’s mission and values. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. The logic model is reviewed and revised as needed**.** | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 4 – Evaluation Activities*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. The program has a documented evaluation plan. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The evaluation plan includes a mechanism to evaluate the program’s cultural sensitivity and responsiveness. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. The evaluation plan was developed in partnership with participants, staff, and other stakeholders, including community elders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Evaluation tools adequately measure program indicators described in the logic model. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Process/implementation measures are included in the evaluation plan. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 4 – Evaluation Activities (continued)*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 6. There is an established plan for data management. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 7. Staff who administer the evaluation tools have been trained to conduct the evaluations. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 8. There are specified timelines for administering, reviewing, and sharing evaluation findings. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 9. Informal evaluation is a daily activity that is effectively documented for inclusion in the data summary.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 10. Quantitative data are collected. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 11. Qualitative data are collected. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 12. Participants are given full disclosure about the evaluation, their participation, and the intended use of the data. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 13. Data shared is compliant with agency privacy policies. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 14. Results of the evaluation data are reviewed by a committee of staff, participants, and stakeholders for recommendations. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 15. Evaluation reports are prepared and disseminated to key stakeholders, funders, staff, and participants. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 16. The evaluation plan is updated as needed. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 5 – Standardizing Policies and Procedures*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. Each program has a policies and procedures manual. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The target population and a statement of its needs and desires are clearly spelled out in the policies and procedures manual. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. The manual includes: a. Administrative forms related to that program | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Program-specific policies | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 5 – Standardizing Policies and Procedures (cont.)*** | SA | A | N | D | SD | DK | NA | Notes |
| 3. The manual includes: (continued) c. Policies related to cultural sensitivity and responsiveness | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Policies related to parent leadership | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e. Guidelines for initial and ongoing training of staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| f. Precise description of how services are delivered | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| g. Employee and volunteer job descriptions | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| h. Program’s logic model and evaluation plan | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Staff are knowledgeable about policies and procedures. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Participants have the knowledge and ability to access all program policies and procedures. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 6. Policies and procedures are supportive of the agency’s program goals and objectives. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 7. CQI activities are defined and explained as an expectation in the policy manual. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 8. Manual is reviewed and updated as needed. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 6 – Trained and Supported Staff*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. Job descriptions include details of staff and volunteer roles in implementing the program. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. Staff supervision includes time for informal and formal evaluation of staff performances and participant outcomes. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. The staff meets as a team on a regular basis to share and dialogue. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. The Board/Council meets regularly with the program director and appropriate staff. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 6 – Trained and Supported Staff (continued)*** | SA | A | N | D | SD | DK | NA | Notes |
| 5. Adequate pre-service training is available to: a. Line Staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Supervisors | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Volunteers | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 6. Routine in-service training is available to:a. Line Staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Supervisors | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Volunteers | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 7. A grievance process is in place in the event conflicts occur. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| ***Section 7 – Data-Driven Decision Making*** | SA | A | N | D | SD | DK | NA | Notes |
| 1. The team responsible for analyzing and reviewing data receives input and support from staff, participants, and other stakeholders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The team reviews, analyzes, discusses data, and makes suggestions for improvements. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. Decisions for change are based on all data, including financial resources and agency capacity. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Improvement plans are documented, prioritized, and reviewed regularly. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Program improvement goals are reflected in all relevant documents. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| ***Section 7 – Data-Driven Decision Making (continued)*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 6. Participants, staff, funders, and other relevant stakeholders are notified of program-improvement 12-month review. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 7. Successes are reported and celebrated. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| ***Section 8 – Safe and Supported Environment*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. Formal evaluation processes include an explanation to participants on why the information is requested and how it will be used. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. Staff and participants’ privacy is respected during evaluation activities. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. All staff, including line staff, volunteers, and supervisors, feel comfortable expressing concerns and suggestions.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Participants feel comfortable expressing concerns and suggestions.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| ***Section 9 – System-wide Support of CQI*** |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. As needed, the agency’s mission and values are reviewed and revised with input from appropriate stakeholders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The agency supports creating and maintaining a CQI environment, including providing the necessary resources and infrastructure. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. The board/council supports creating and maintaining a CQI environment, including providing the necessary resources and infrastructure. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. The agency models CQI in its administrative functions. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Staff and volunteers understand and support the need for a CQI process. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 6. Participants understand and support the need for a CQI process. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

**Parent Leadership Subscale**

Rank items using the following scale: SA=Strongly Agree A=Agree N=Neutral D=Disagree SD=Strongly Disagree DK=Don’t Know

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | SA | A | N | D | SD | DK | NA | Notes |
| 1. The program provides training on parent leadership principles for. . . a. Administrators | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Volunteers | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Staff | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Board/council members | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e. Parents/caregivers | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 2. The program has adopted principles, goals, and objectives that emphasize the importance of parent leadership. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 3. Program policies provide parents with leadership opportunities as a standard of practice. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 4. Parent leadership opportunities are embedded in all aspects of service delivery. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 5. Parents are active members on program committees, councils, and boards. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 6. The program has a parent leadership development plan providing for continued individual growth and expansion of leadership opportunities. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 7. Parents are provided opportunities to contribute, including:a) Program planning | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b) Program review and evaluation | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| **Parent Leadership Subscale (continued)** | SA | A | N | D | SD | DK | NA | Notes |
| 7. Parents are provided opportunities to contribute, including: (cont.)c) Developing and adapting curriculum | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d) Programming decisions | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e) Program outreach | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| f) Co-facilitating and/or facilitating activities | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| g) Greeting or orienting new participants | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| h) Fundraising | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| i) Volunteering in various areas | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| j) Creation of promotional materials | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| k) Program awareness | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| l) Parent recruitment | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| m) Other (describe) | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 8. Parents taking leadership roles are representative of the larger community in terms of race, culture, language, and education. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 9. The program promotes and models parent leadership by:a. Including parents in meetings with organizational partners | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Including parents in strategic planning session | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent Leadership Subscale (continued)** |  | SA | A | N | D | SD | DK | NA | Notes |
| 9. The program promotes and models parent leadership by: (cont.)c. Including parent input on RFP designs | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Including parent input during program planning and design | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e. Using teams of parent leaders and staff to co-present at conferences and meetings | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| f. Encouraging and supporting parents in serving on community boards and committees at the local, state, and national levels | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 10. The program actively encourages the adoption of policies at the federal, state, county, or other levels that support parent leadership. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 11. Parent leaders are encouraged to participate in community advocacy. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 12. Parent leaders are encouraged to inform, educate, and engage their peers and other community members in topics they are interested in. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 13. Program provides individual feedback and recognizes parents’ leadership accomplishments. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 14. Evaluation and monitoring of the program includes measures of the program’s success in building parent leadership | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 15. The program devotes resources, including money and staff time, to promoting parent leadership. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 16. The program policy manual reflects the responsibilities and value of parent leaders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 17. The program uses a variety of strategies to identify and recruit parents to participate in leadership and advisory roles.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 18. The program intentionally and meaningfully engages both mothers and fathers as parent leaders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 19. Program services, activities, and parent leadership opportunities are geared toward both mothers and fathers.  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent Leadership Subscale (continued)** |  | SA | A | N | D | SD | DK | NA | Notes |
| 20. The program recognizes contributions of parent leaders . . . a. Internally within the organization: | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Externally within the community | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 21. The program has established a mechanism to provide adequate resources for parent leaders, such as: a. Stipends. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Assistance with transportation | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Childcare | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Providing meals when appropriate | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| f. Access for persons with special needs | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| g. Specialized training | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| h. Other (describe) | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 22. The program reduces barriers to parent leadership by holding meetings at a. . . a. Convenient or appropriate time for parents | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Safe and accessible location | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 23. Roles and expectations are clearly communicated to parent leaders. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 24. The program ensures that all information shared with parents is free of jargon and can be easily understood. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 25. The program maintains a listing of parent leaders and their skills to support the program. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| **Parent Leadership Subscale (continued)** |  | SA | A | N | D | SD | DK | NA | Notes |
| 26. The program supports and benefits from more than one parent leader where it is feasible. | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 27. The program provides ongoing skill development for parents by…a. Providing internal trainings | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Sponsoring their attendance at conferences, workshops, or trainings | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 27. The program provides ongoing skill development by…(continued) c. Providing access to publications and other pertinent materials  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| d. Providing access to information shared at meetings  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| e. Providing peer mentors  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| f. Providing constructive feedback  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| g. Offering training and support in advocating for issues important to them | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| h. Other (describe)  | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| 28. The program connects with all parents in multiple ways, including: | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| a. Electronic communication *(e-mail, text, Twitter)* | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| b. Non-electronic communication *(handouts, traditional mail, brochures)* | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |
| c. Feedback opportunities *(surveys, focused discussions)* | Baseline: |  |  |  |  |  |  |  |  |
| 12-month review |  |  |  |  |  |  |  |

1. .In some instances, the CBCAP lead may work with you to identify sections appropriate for your program. [↑](#footnote-ref-1)
2. ***(To learn more about*** *EB/EI* ***practice, visit:*** <https://friendsnrc.org/evidence-based-practice-in-cbcap> [↑](#footnote-ref-2)