

NCCIC Is a Service of the Child Care Bureau

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ACTIVITY: CHECKLIST TO DETERMINE RESOURCES

Suggestions for Presenters

1. Divide the participants into small groups, with five to seven members each. If possible, divide the group by State or partnership teams. Have each group choose someone to report back to the larger group.
2. Distribute *Assessment and Evaluation: Becoming an Educated Consumer Part II: Program Evaluation*. Page 3 has information about hiring an external evaluator. Also distribute Chapter 3 from the *Program Manager's Guide to Evaluation– Evaluation Expertise*. This document includes information and checklists on determining if an outside evaluation expert needs to be hired and how to contract and manage an outside evaluation. Depending on time and interest, determine if you will focus on all or part of the information in the handout.
3. Ask teams to read through and orient to the material. Have teams conduct checklist on determining resources available for evaluation expertise. Pass out roles and responsibilities chart of evaluator and evaluation manager.
4. Wrap up the exercise by asking the reporter from each group to summarize the group's "take-away" ideas.

Handouts

Assessment and Evaluation: Becoming an Educated Consumer Part II: Program Evaluation

Chapter 3 from the *Program Manager's Guide to Evaluation– Evaluation Expertise*
www.acf.hhs.gov/programs/opre/other_research/pm_guide_eval/reports/pmguide/chapter_3_pmguide.html