Module Four Project Evaluation Instructions for Trainers: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Introduction

Support for this training module was provided by the Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services (Grant #H25MC00238). In order to fulfill grant requirements, project evaluation information must be collected at each training session conducted before August 1, 2016, and submitted to the *Building a Healthy Start* project director. The forms to collect the evaluation information are located in Attachment A and include the sign-in sheet, pre-and post-tests, training evaluation form, and training evaluation spreadsheet. Specific instructions for the completion these forms follow.

Sign-in Sheet

Each participant should provide his or her name and contact information on the sign-in sheet for each session. As part of evaluation of the training module's usefulness and effectiveness, a post-training survey will be distributed to a random sample of training participants three months after the training session by the Project's evaluation team. Slide 90 alerts training participants to this possibility.

Pre- and Post-Tests

Training participants should complete a pre-test before the training session and a post-test after the session. The pre- and post-test may be reproduced on two sides of the same sheet of paper at the trainer's discretion. Participants will enter a participant code on both the pre- and post-tests and later on the training evaluation form. The purpose of the code is to enable the trainer to match the pre- and post-test scores with the training evaluation form for data entry on the training evaluation spreadsheet. Trainers may use their customary method of creating a participant code.

If the trainer does not have a suitable or customary method, the code may be created by using the participant's first and last initial and birthday (month and day) in six characters. For example, Jane Doe, who was born on January 9, would have the code JD0109. Sue Smith, who was born on November 11, would have the code SS1111.

Training Evaluation Form

Each participant should enter their code on the training evaluation form and fill it out completely. The trainer should collect these forms at the end of the training session.

Training Evaluation Spreadsheet
The trainer should complete the training evaluation spreadsheet following the training session and submit it within 10 working days to the *Building a Healthy Start* project director for any training that falls within the project period of August 1, 2013 through July 31, 2016. In order to complete the spreadsheet in a timely manner, it is suggested that the pre- and post-tests and training evaluation forms be matched by the participant code prior to data entry. The date of the training session and the participant code are completed first. Next, the trainer should select the category that the participant self-reported as best describing his or her race/ethnicity from the dropdown box. The trainer should select "N/A" if the participant failed to provide information about his or her race/ethnicity. For each statement about the training on the evaluation form, the participant's numeric answer (1, 2, 3, or 4) should be entered on the spreadsheet. The participant's pre-test and post-test scores should then be entered on the spreadsheet. Finally, the participant's self-reported county of residence should be entered on the spreadsheet. If the participant does not live in Alabama, enter "Other." The module number will populate itself each line is created in the spreadsheet. (NOTE: It is very important to use the correct spreadsheet for each module because of this feature.) Please double-check the data for accuracy before submission. If multiple sessions are taught by the same trainer within a one-month period, the data from all sessions can be entered and submitted on one spreadsheet at the end of the month.

Submission of Training Evaluation Data
The trainer should make copies of the sign-in sheet(s), pre- and post-test tests, and evaluation forms. These items should be submitted by postal mail to Dawn Ellis, the *Building a Healthy Start* project director, at the following address:

> Dawn Ellis, M.P.H., R.N.
> Bureau of Family Health Services
> Alabama Department of Public Health
> P. O. Box 303017
> Montgomery, Alabama 36130-3017

The spreadsheet should be submitted electronically to Dawn Ellis at dawn.ellis@adph.state.al.us. If electronic submission is not possible, please call (334) 206-2965 to arrange for an alternate means of submission.

Prompt submission of accurate data will enable to the Project to determine the effectiveness of the training and to use this information to improve the development and deployment of future modules.

ATTACHMENT A: Evaluation Forms

BUILDING A HEALTHY START: Professional Development for Caregivers of Infants and Toddlers
Module 4: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Date of training: _____ Trainer: _____

SIGN-IN SHEET
Please print clearly

Participant Name	Mailing Address, Including City, State, and ZIP Code	Telephone Number/ Email Address

BUILDING A HEALTHY START:
Professional Development for Caregivers of Infants and Toddlers
Module 4: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Pre-Test and Post-Test Answer Sheet

1. Indoor air quality can be less healthy than outdoor air quality.
   a. True**   b. False

2. Although use of all tobacco products is prohibited, it is acceptable to use e-cigarettes in the early childhood environment.
   a. True   **b. False****

3. Microfiber cloths and mops pick up dirt, oils, and germs more effectively than sponges and other cleaning tools.
   a. True**   b. False

4. The use of fragranced cleaning, laundry, and personal body products is acceptable in early childhood programs if the products have a nice smell.
   a. True   **b. False****

5. Controlling excess moisture is the key to preventing and stopping indoor mold growth.
   a. True**   b. False

6. Carbon monoxide (CO) is a colorless, odorless, deadly gas.
   a. True**   b. False

7. Lead poisoning has no cure. The effects cannot be reversed once the damage is done.
   a. True**   b. False

8. A good way to prevent cockroaches and insects is to apply pesticide every month.
   a. True   **b. False****

9. You can get rid of pests by reducing or eliminating their access to water, food, and shelter.
   a. True**   b. False

10. You can reach the local Poison Control Center from anywhere in the United States by dialing 1-800-222-1222.
    a. True**   b. False

BUILDING A HEALTHY START:
Professional Development for Caregivers of Infants and Toddlers
Module 4: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Pre-Test

Date of training: _____   Trainer: _____

1. Indoor air quality can be less healthy than outdoor air quality.
    a. True   b. False

2. Although use of all tobacco products is prohibited, it is acceptable to use e-cigarettes in the early childhood environment.
    a. True   b. False

3. Microfiber cloths and mops pick up dirt, oils, and germs more effectively than sponges and other cleaning tools.
    a. True   b. False

4. The use of fragranced cleaning, laundry, and personal body products is acceptable in early childhood programs if the products have a nice smell.
    a. True   b. False

5. Controlling excess moisture is the key to preventing and stopping indoor mold growth.
    a. True   b. False

6. Carbon monoxide (CO) is a colorless, odorless, deadly gas.
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7. Lead poisoning has no cure. The effects cannot be reversed once the damage is done.
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8. A good way to prevent cockroaches and insects is to apply pesticide every month.
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9. You can get rid of pests by reducing or eliminating their access to water, food, and shelter.
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10. You can reach the local Poison Control Center from anywhere in the United States by dialing 1-800-222-1222.
    a. True   b. False

BUILDING A HEALTHY START:
Professional Development for Caregivers of Infants and Toddlers
Module 4: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Post-Test

Date of training: _____   Trainer: _____

1. Indoor air quality can be less healthy than outdoor air quality.
    a. True   b. False

2. Although use of all tobacco products is prohibited, it is acceptable to use e-cigarettes in the early childhood environment.
    a. True   b. False

3. Microfiber cloths and mops pick up dirt, oils, and germs more effectively than sponges and other cleaning tools.
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10. You can reach the local Poison Control Center from anywhere in the United States by dialing 1-800-222-1222.
    a. True   b. False

BUILDING A HEALTHY START:
Professional Development for Caregivers of Infants and Toddlers
Module 4: Creating a Healthy Environment for Infants and Toddlers in Early Childhood Settings

Training Evaluation

Date of training: _____ Trainer: _____

My race/ethnicity: ☐ American Indian or Alaska Native ☐ Asian
(Choose one) ☐ Black or African American ☐ Hispanic/Latino
☐ Native Hawaiian or Other Pacific Islander ☐ White
☐ More than one race

What county in Alabama do you live in? _____ **or** ☐ I live outside of Alabama

Training Objectives

At the end of this training, participants will be able to:
- Identify sources of airborne contaminants.
- List ways to reduce airborne contaminants in the child care environment.
- Recognize sources of surface contaminants.
- List ways to reduce surface contaminants in the child care environment.

Please circle the number on the right that corresponds to the statement about the training.
Scale: 1 = Not at all   2 = Somewhat   3 = Yes, good work   4 = Yes, this was excellent

The information presented was easy to understand.	**4**	**3**	**2**	**1**
The training provided me with new knowledge.	**4**	**3**	**2**	**1**
The trainer was knowledgeable and answered questions.	**4**	**3**	**2**	**1**
The handouts provided were helpful to me.	**4**	**3**	**2**	**1**
The activities increased my understanding of the topic.	**4**	**3**	**2**	**1**
The length and format of the training was appropriate.	**4**	**3**	**2**	**1**
The slide presentation was appropriate and helpful.	**4**	**3**	**2**	**1**
The training session was interesting.	**4**	**3**	**2**	**1**

One new thing that I learned from this training is:

One thing that I will do differently as result of this training is:

Other comments:

Quality Contractor: _____   **BUILDING A HEALTHY START: Module 4**   **FY: 2015   Quarter: 3**
                                                                     Training Evaluation Data

Date	Participant Code	Race/Ethnicity	Easy to Understand	New knowledge	Trainer was knowledgeable	Handouts helpful	Activities increased understanding	Length/format appropriate	Slide presentation helpful	Session interesting	Pre-Test	Post-Test	County of Residence	Module
								SCORING AREA						
5/23/2014	EC0409	White	4	4	4	4	3	3	4	4	70	90	Montgomery	Module 4