Parent Café Evaluation FAQ

Be Strong Families is introducing a newly revised Participant Feedback Form for Parent Cafés to help us document the results for Café participants across the country. The form is part of a new evaluation system that we are developing to tell the full story of the benefits of Cafés for parents, families, and communities. We’re extending an invitation to our partner organizations to be part of our long-term learning and build a more robust system for capturing our results. For the full Parent Café Evaluation packet (including cover sheet and evaluation forms), see here.

Contact evaluation@bestrongfamilies.net for more information.

Why are we rolling out an evaluation process?
• Be Strong Families has a value of excellence, and this process is one way we’re living out that value together with our partners.

What are the features of the Participant Feedback Form?
• One-page and user-friendly format
• Creates an additional opportunity for Café participants to "digest" the experience and reflect on their learning

What kind of information are we collecting?
• How well Cafés are being implemented (emotional safety, individual deep self-reflection, peer-to-peer learning)
• Impact of Cafés on participants (building protective factors, connecting to host agency, leadership)
• Number and characteristics of Café participants

How do I use this Participant Feedback Form at my Café?
• This form should be used at the end of the Café, after the one-word closing. Make sure to leave time in the agenda.
• Invite everyone to fill out the form, and tell them why you’re asking. You can use the language at the top of the form, and we encourage you to add a personalized statement about why this information is valuable.
• You can encourage all participants to fill out the form, but make sure they know they are welcome to skip any questions that they are not comfortable answering.
• After the Café, doing a quick visual scan of completed forms can tell you what’s going well and what needs to be improved. Results can also help you debrief with your team after the Café.

How do I submit my evaluation data to Be Strong Families?
• We can offer basic training for you to enter and upload the data yourself via SurveyMonkey (see packet in link above for data entry tips) or your organization can add data entry as part of your contract with Be Strong Families at a rate of $40 per Café.

What will Be Strong Families do with my data?
• All respondents will be anonymous, the information shared will be confidential, and Be Strong Families will share aggregated data and no individual responses. Be Strong Families will not sell your data to any third party organization.
• We will regularly analyze the data and provide semi-annual reports to all partner organizations that share their data with us.
• We will compile all the data nationally to share in an annual report on the state of Parent Cafés.

How will evaluation data help me/my organization?
• By participating in this process, you are helping us build the evidence base on the effectiveness of Parent Cafés that can help all of us sustain the practice of Cafés nationally.
Parent Café Evaluation
How to Submit Your Evaluation Data

Be Strong Families is excited to partner with you to build the evidence base on the effectiveness of Parent Cafés. We have developed our evaluation system to be efficient and user-friendly, whether you are entering data yourself or contracting with Be Strong Families for data entry services. For the full Parent Café Evaluation packet (including an FAQ, the cover sheet, and evaluation forms), see here.

Step 1. Collect the cover sheet and Participant Feedback Forms (evaluations) for all Cafés.

- Designate one or two people responsible for tracking evaluations and submitting data to Be Strong Families. This will help streamline the process and avoid confusion.

- Collect cover sheets and completed Participant Feedback Forms from Café Hosts as soon as possible after each Café. Please review cover sheet to make sure it is complete and legible and follow up with Café Hosts if evaluations are missing.

- Submit Parent Café evaluation information for the previous month’s Cafés by the 15th of each month. If your organization is entering survey data on its own, plan to spend about one hour per every 30 surveys. Try to schedule uninterrupted time for data entry.

Step 2. Review and enter cover sheet information.

- Verify that the number of completed evaluations for each Café matches the number recorded on the cover sheet. Use pencil to write a number on each form. This will help you keep track of forms as you enter them.

- Make sure all completed evaluations have date and location filled out. Add in missing information with pencil as needed.

- Review completed Participant Feedback Forms to identify any responses that are unclear or confusing. For Qs 1-12, if more than one response is marked, choose the lowest response (lowest = Strongly Disagree and highest = Strongly Agree).

- Scan evaluations and save as a .pdf file using the name “SiteofCafe_ParentCafe_MonthDateYear” (e.g. WilsonCenter_ParentCafe_Jan282019).

- Enter cover sheet information for each Café and upload your scanned .pdf files in SurveyMonkey here.

Step 3. Enter data from all Participant Feedback Forms.

- Enter responses from each evaluation in SurveyMonkey in English here and Spanish here.

- Use pencil to mark each evaluation with a check and your initials after you have entered all the information.

- SurveyMonkey will automatically loop you back to the start of the survey after information from each evaluation is submitted.

- Use the final question on the survey to let us know if you noticed anything unusual about the form or the responses.

- If you have additional questions, you may contact evaluation@bestrongfamilies.net.
PARENT CAFE EVALUATION COVER SHEET

Host Agency (Name and address of organization responsible for the Café):
_____________________________________________________

Café Date: ___________________

Protective Factors Covered:
☐ Resilience  ☐ Support
☐ Relationships  ☐ Communication
☐ Knowledge

Café Theme:
_____________________________________________________

Café Location (Name and address of where the Café happened):
_____________________________________________________

Café Location:
☐ Family-Serving Agency  ☐ Religious Space
☐ Early Childhood Center  ☐ School
☐ Community Center  ☐ Other _________________

Café Host(s): _________________________________________

# of Completed Evaluations: ________  Total # of Participants: _________

For Office Use Only:

Date Submitted via SurveyMonkey to Be Strong Families: ______________________

Data Entered By: ____________________________________________
Please tell us about your Parent Café experience today.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I felt safe sharing with other participants in the Café.</td>
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<tr>
<td>2. I learned something through somebody else’s story/experience.</td>
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<tr>
<td>3. This experience helped me reflect on my strengths and challenges.</td>
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<tr>
<td>4. I learned a new way to handle stress or challenges in my life.</td>
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<tr>
<td>5. I met a person (or people) I plan to stay in touch with.</td>
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<tr>
<td>6. I learned that I can use the Protective Factors to keep my family strong.</td>
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<tr>
<td>7. I learned something that will help me deal positively with a challenge I’m currently having with my child or a child in my life.</td>
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<tr>
<td>8. As a result of my Café experience, I feel more comfortable going to a professional or seeking community resources for help.</td>
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<tr>
<td>9. I practiced ways to talk with others that will improve my relationships.</td>
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<tr>
<td>10. As a result of my Café experience, I want to get more involved with the host agency.</td>
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</tr>
<tr>
<td>11. I see myself being able and willing to be part of a Parent Café team.</td>
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<tr>
<td>12. How many Cafés have you attended?</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ This is my first Parent Café</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>□ 2-5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 6-10</td>
<td></td>
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<tr>
<td>□ 10+</td>
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<td></td>
</tr>
<tr>
<td>13. As a result of your Café experience(s), what changes have you made for yourself, your children, and/or your family? Continue on back</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. What else do you want to tell us about your experience today? Continue on back</td>
<td></td>
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</tr>
</tbody>
</table>

Please take a moment to tell us about you and your family.

Are you a parent?      □ Yes      □ No

If yes, do you identify as any of the following as well? (Check all that apply).

□ Foster Parent □ Adoptive Parent □ Grandparent □ Teen/Youth Parent

□ Parent of a child with special needs □ Parent of an LGBTQ child □ LGBTQ Parent □ Other

If yes, what ages are your children? (check all that apply): □ 0-4 □ 5-12 □ 13-17 □ 18+

What is your gender? □ Male □ Female □ Other

What is your age? □ 19 or younger □ 20-21 □ 22-30 □ 31-54 □ 55 or older

What is your race / ethnicity? __________________________________________

What languages would you like to see Café materials in? _______________________

Thank You!

Revised February 2019
Encuesta para participantes del Café para Padres

Agencia anfitriona: ____________________________________________
Fecha: _______________________________________________________

Su opinión nos ayuda a fortalecer nuestros programas. Por favor conteste las preguntas con las que se sienta cómodo. La información que nos suministre solo se usará para ayudarnos a mejorar nuestros programas y asegurarnos de que tenemos los recursos necesarios para apoyar los Cafés para Padres.

Por favor, díganos cual fue su experiencia en el Café de hoy.

<table>
<thead>
<tr>
<th>Totalmente en desacuerdo</th>
<th>En desacuerdo</th>
<th>De acuerdo</th>
<th>Totalmente de acuerdo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Me sentí seguro al compartir ideas y experiencias con otros participantes del Café.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Aprendí algo a través de la historia o experiencia de otra persona.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Esta experiencia me ayudó a reflexionar sobre mis fortalezas y desafíos.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Aprendí una nueva manera de abordar el estrés o las dificultades en mi vida.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Conocí a una(s) persona(s) con la(s) que pienso mantenerme en contacto.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Aprendí que puedo usar los Factores de Protección para mantener a mi familia fuerte.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>7. Aprendí algo que me ayudará a abordar en forma positiva un problema que tengo actualmente con mi hijo o con un niño en mi vida.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Como resultado de mi experiencia en este Café, me siento más cómodo al ir a un profesional o buscar recursos comunitarios para obtener ayuda.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. Practiqué formas de comunicación con los demás que mejorarán mis relaciones.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. Como resultado de mi experiencia en este Café, quiero involucramme más con la agencia anfitriona.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11. Me veo dispuesto y capaz de ser parte de un equipo de Cafés para Padres.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12. ¿A cuántos Cafés ha asistido? ☐ Este es mi primer Café para Padres ☐ 2-5 ☐ 6-10 ☐ 10+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Como resultado de su experiencia en estos Cafés, ¿qué cambios ha hecho en relación con usted, sus hijos y/o su familia? Continuar en el reverso de la hoja ▶</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. ¿Qué más desea contarnos sobre su experiencia de hoy? Continuar en el reverso de la hoja ▶</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Por favor tómese un momento para contarnos sobre usted y su familia.

¿Es padre o madre? ☐ Sí ☐ No

En caso afirmativo, ¿se identifica también con alguna de las siguientes opciones? (Marque todas las que correspondan.)
☐ Padre de crianza ☐ Padre adoptivo ☐ Abuelo ☐ Padre joven/adolescente
☐ Padre de un niño con necesidades especiales ☐ Padre de un niño LGBTQ ☐ Padre LGBTQ ☐ Otro ______________

En caso afirmativo, ¿qué edades tienen sus hijos? (marque todas las opciones que correspondan): ☐ 0-4 ☐ 5-12 ☐ 13-17 ☐ 18+

¿Cuál es su género? ☐ Masculino ☐ Femenino ☐ Otro ______________

¿Qué edad tiene? ☐ 19 o menos ☐ 20-21 ☐ 22-30 ☐ 31-54 ☐ 55 o más

¿Cuál es su raza u origen étnico? ______________

¿En qué idiomas le gustaría ver los materiales del Café? ______________

¡Muchas gracias!

Revisado febrero 2019