Rocking Horse Circle of Support Evaluation

Reporting Instructions

The following instructions are provided to refine the Rocking Horse Program evaluation component to better monitor program outcomes and the process of conducting the groups. Data from the evaluation is critical to the growth and sustainability of the Rocking Horse Program.

ROCKING HORSE PARTICIPANT PRE-POST SURVEY

During the first session:

- Give the participants the survey during the first group session.
- Give the survey to women who start the group late regardless of what session they begin the group in.
- Read the information at the top of the survey. Participating in the survey is completely voluntary.
- Instruct the women to fill out all the information on the form, except for the "Post Survey" section and the last question ("Please tell us your opinions about the groups – what was helpful; what need improvement:"). These questions will be completed at the end of the last session.
- Collect all surveys before the end of the first session.

At the end of the last session

- Redistribute the survey to each participant. Use the number entered at the top of the first page (last four digits of their telephone number) to make sure that each participate receives the same form they completed during the first session.
- Read the information at the top of the survey. Participating in the survey is completely voluntary.
- Instruct the women to fill out the "Post Survey" questions and the "Please tell us your opinions about the groups" question on the last page of the survey.
- Collect all surveys at the end of the last session.

When you are ready to submit all your reporting for the group, scan all the surveys and save the surveys as one PDF file. They will be uploaded to ADAP via the "Rocking Horse Group Reporting Survey" (see below).

GROUP IMPLEMENTATION CHECKLIST

This form is used to confirm that group sessions are implemented based on the core elements of the Rocking Horse model. It should be completed at the end of each 10-week and uploaded to ADAP via the “Rocking Horse Group Reporting Survey” webpage (see below).

ROCKING HORSE STATISTICS FORM

The form should be filled out weekly after each session of the 10-week group is completed.

Definitions:

Date - Date the group was held

Number Attended - Number of individuals that participated in the group.

Number of No Shows - Number of individuals scheduled for the group that did not attend.

Number Referred for Other Services - Number of individuals that were referred for treatment or other supports outside the group.

Actual Group Time - Time spent directly with participants in group.

Group Prep Time - Time spent planning and preparing for the Rocking Horse groups and not spent directly with participants. This may be time spent in preparing for the group, obtaining incentives, coordinating childcare, arranging for transportation etc.

Time Spent on Marketing - Time spent with community organizations, agencies and others for marketing the program and developing a referral network.

Time Spent on Paperwork - Time spent on documentation directly associated with the Rocking Horse program.

At the end of your 10-week group, finish completing this form and scan it as a PDF file. It will be uploaded to ADAP via the “Rocking Horse Group Reporting Survey” webpage (see below).

WHAT TO DO WITH THE EVALUATION MATERIALS:

At the completion of each 10-week session please:

1. Complete the *Rocking Horse Statistics Form* and scan the form as a PDF file;
2. Complete the *Group Implementation Checklist* and scan the form as a PDF file;
3. Collect all the *Rocking Horse Participant Pre-Post Surveys* and scan them as one PDF file;
4. Go to the ADAP Grantee reporting page and complete the online *Rocking Horse Group Reporting Survey* (sgiz.mobi/s3/Rocking-Horse). As part of this survey, you will be asked to upload the documents listed above.

If you have any questions, please contact Nick Nichols at 802-651-1559 or mailto:nick.nichols@vermont.gov.