

## Initiative Characteristics

*Descriptive data on the characteristics of initiatives/programs combined with other implementation measures (for example, participant characteristics and satisfaction) will enable you to answer questions about whether the initiative's implementation matched its design and how the design meets participants' needs. Comparing information about the format, location and duration of the initiative/program with responses to the satisfaction tool will help you understand the strengths and weaknesses of the initiative/program.*

*The Toolkit includes examples of this instrument, which was developed by the research team, for three different strategies.*

*In adapting this tool, it is important to relate it specifically to your initiative. In Example 1, question 5 should be adapted to include the languages in your service area. In Example 2, question 5 should be modified to reflect the grant sizes that your initiative offers.*

## Initiative Characteristics

### Example 1 – Professional Development, Training, Accreditation Strategies

1. Format (Check all that apply)

- Workshops
  - Single
  - Series
- Courses
  - Credit
  - Non-credit
- Mentoring
- Home Visits
- Technical Assistance
- Other: \_\_\_\_\_

2. Location of services (Check all that apply)

- Community-based organization
- Child care resource and referral agency
- State office/agency
- Conference center
- School building/system
  - K – 12
  - Community college
  - Four-year college
- Head Start center
- Library
- Faith-based organization
- On site
- On-line
  - Internet
  - Bulletin board
- Other: \_\_\_\_\_

3. Services administered by:

- Community-based organization
- Child care resource and referral agency
- State office/agency
- School system
- Head Start center

- Library
- Faith-based organization
- Other: \_\_\_\_\_

4. Duration of services

a. Length of sessions

- 1.5 hours
- 2 hours
- Other: \_\_\_\_\_

b. Total number of sessions \_\_\_\_\_

c. Length of series

- \_\_\_\_\_ Weeks
- \_\_\_\_\_ Semester(s)
- \_\_\_\_\_ Year

5. Delivery Methods: (Check all that apply)

- Lecture
- Seminar
- Small group discussion
- Role play exercises
- Modeling
- Technical assistance
- Other: \_\_\_\_\_

6. Services are offered in the following languages: (Check all that apply)

- English
- Spanish
- Other \_\_\_\_\_

7a. Participation costs: (Check one)

- Fee
- No fee

7b. Financial assistance for participation from: (Check all that apply)

- State
- Individual child care programs
- Agency

## Example 2 – Compensation, Facilities Improvement, Start-Up Strategies

### 1. Format

- Competitive application process (request for proposals)
- Non-competitive contract

### 2. Services administered by: (Check all that apply)

- Community-based organization
- Child care resource and referral agency
- State office/agency
- School system
- Higher education institutions
- Head Start center
- Library
- Faith-based organization
- Other

### 3. Duration

#### a. Constraints

- One-time
- Renewable
- Continuing
- Other \_\_\_\_\_

#### b. Length

- Less than six months
- Six months to a year
- More than a year

### 4. Delivery Methods:

#### a. Type of financial support: (Check all that apply)

- Loan
- Grant
- Award (e.g. bonus)
- Benefits (e.g. health insurance)
- Other \_\_\_\_\_

#### b. Use of funds: (Check all that apply)

- Retrofitting/renovation/rehab
- Expansion
- Purchase of new materials
- Compensation
- Planning /Community assessment
- Training

5. Range of financial support: (Please check one)

- Under \$50
- \$51 to \$100
- \$101 to \$150
- \$151 to \$200
- \$201 to \$300
- \$301 to \$400
- \$401 to \$500
- \$501 to \$1000
- Over \$1,000

6. Services offered in the following languages: (Check all that apply)

- English
- Spanish
- Other: \_\_\_\_\_