

## Sample Letter: Evaluation of Action Plans

---

*(To be placed on county letterhead and distributed to training participants **IF** county personnel or training staff are following up with participants on their action plans after training)*

(Date)

Dear Training Participant:

**(Insert name of county)** has begun a process of evaluating Trauma-Informed Child Welfare Practice training in order to improve its effectiveness and relevance to your needs. To do that, we need your help. As part of the evaluation you will be asked to complete a participant Action Planning process before leaving the training today. Throughout the day you will be given worksheets for the Essential Elements of trauma-informed practice. Each sheet will have several strategies you could use in practice with children and families with trauma involvement. We will be asking you to check off the strategies you are most interested in implementing on these worksheets. At the end of the day you will be asked to choose three strategies from these worksheets for your final Action Plan. These will be the strategies you feel you can commit to implementing in your practice. **(Insert name of county) (or other)** staff will be contacting you x months after training to talk about what changes you were able to make as a result of your participation in this training and Action Plan. They will also be asking for information about facilitators and barriers that you experienced and general feedback on the course.

This evaluation has two purposes:

1. To see if the training has been effective in getting its points across and increasing the groups' knowledge of trauma-informed practice strategies for child welfare; and
2. To get feedback about transfer of knowledge to practice.

**Our purpose is to evaluate training, NOT the individuals participating in the training.**

In order to conduct a follow-up interview with you we will need your contact information. We are asking that you put your name and telephone number/extension on your final Action Plan form. Individual information will only be used to reach you for a follow-up interview. Once this is done, your individual responses will be combined into categories with like responses, and only category information will be reported. Occasionally, it is helpful to make a point to include a specific quote or example from the interviews. If this is done no identifying information will be attached to the quote. Identifying information includes not just your name

but any information (e.g., job title) that applies only to you and could identify you. **(If the county wants, they could also have the interviewer ask permission during the interview to use any especially good examples or quotes. If they do, add: “If the interviewer would like to use a quote or example that you have provided, he or she will ask your permission during the interview.”)**

Your help with this evaluation process is greatly appreciated. Your feedback will be instrumental in helping to improve training for future participants and our knowledge of effective practice strategies for children and families experiencing trauma. If you have any questions about the evaluation or how the data you provide will be used, please **contact** \_\_\_\_\_; **by e-mail at** \_\_\_\_\_, **or by telephone at** \_\_\_\_\_.

Sincerely,

(Name here)