

## Addendum to Trainer Agreement:

### Evaluation Surveys

#### Hawaii

The goal of the Child and Youth Training and Technical Assistance Project (CYTTAP) is to improve the quality and quantity of child care services for off-installations military families. One of the ways to accomplish this goal is to train child care providers using evidence-based curriculum. Trainers play a key role in the evaluation process by distributing training surveys and collecting responses from participants. As a result of being a trainer, I agree to:

1. Distribute a training survey. The two options include:

(a) Download and print the surveys for participants to fill out on paper visit CYTTAP Website:  
<http://child.unl.edu/instructor-resources>

(b) Provide the online survey web site link for participants to fill out on their laptops/tablets/smartphone immediately following the training:  
[https://umn.qualtrics.com/SE/?SID=SV\\_6tXGyxMre9Ypf0h](https://umn.qualtrics.com/SE/?SID=SV_6tXGyxMre9Ypf0h)

2. Allocate time at the end of each training for participants to fill out the survey. The online option is to be used on-site and not at home to ensure a good number of completed surveys.

3. At the end of each training, **tell participants** that there will be a three-month\* follow-up training survey e-mailed to them by University of Nebraska-Lincoln\* for the purposes of the CYTTAP.

4. After each training, pass on completed paper training surveys to a coordinator.

#### Contact Information for Survey Coordinator

*Scan or mail the survey responses to:*

Claire M. Nakatsuka  
Cooperative Extension Service 1955  
East West Rd. #217 Honolulu, HI  
96822  
808-956-7196 | [nakatsuk@hawaii.edu](mailto:nakatsuk@hawaii.edu)

**\*Change to previous addendum. Date effective: 12/1/2015**