SPNS Cooperative Agreement Evaluation
Module 5: Technical Assistance Summary Form - Page 1 of 2
National Evaluation by The Measurement Group

Site	Sub-Provider	TA #	Technical Assistance Date	Hour	Length Minutes
			Month / Day / Year	○ am ○ pm	

Staff Providing Services #1 #2 #3 #4

Language Used (select one) ○ English ○ Both E&S ○ Spanish ○ Other

1. Topics (all that apply)

Special Populations
- ○ Adolescent/Youth
- ○ Gay/Lesbian Issues
- ○ HIV Sensitivity
- ○ Immigrants/refugees
- ○ Incarcerated
- ○ Pediatric
- ○ Racial & Ethnic Minority Issues/ Cultural Factors
- ○ Substance Abuser
- ○ Women
- ○ Women and Reproductive Health

Other:

Care/Case Management
- ○ Medical Intervention and Management-Diagnosis-Treatment
- ○ Psychosocial Issues-Case Management
- ○ Prevention of HIV Transmission
- ○ Workplace Issues
- ○ Legal Advocacy-Ethical Issues-Community Empowerment
- ○ Personal-Interpersonal Issues

Technical
- ○ Computer Software
- ○ Computer Hardware
- ○ Information Dissemination
- ○ Instrument Development
- ○ Data Management

2. Method (all that apply)
- ○ E-mail
- ○ Face-to-Face
- ○ Fax
- ○ Lecture
- ○ Mail
- ○ Phone
- ○ Preceptorship/Mentorship
- ○ Self-Study
- ○ Workshop

3. Materials Provided (all that apply)
- ○ Articles
- ○ Brochures
- ○ Descriptions of Model Programs
- ○ Directories/Service Provider Lists
- ○ Pamphlet
- ○ Recommendation to Purchase Materials
- ○ Technical Manual
- ○ Training Schedule
- ○ Other

Specify:

4. TA Provided Directly To (all that apply)
- ○ Program service staff
- ○ Program support staff
- ○ Other program staff (evaluator, consultants)
- ○ Program management/ supervisor
- ○ Board
- ○ Volunteers
- ○ Consumers
- ○ Staff-personnel from other agencies

5. Where did the request come from? (all that apply)
- ○ Board
- ○ Project officer or other funding official
- ○ Self (TA recipient)
- ○ Supervisor/manager
- ○ Training session
- ○ Other

6. Purpose of Activity (all that apply)
- ○ Agency Development
- ○ Client Advocacy
- ○ Computer/Technology Assistance
- ○ Cross Training
- ○ Dissemination
- ○ Evaluation
- ○ Fund-Raising
- ○ Grant Writing
- ○ Networking
- ○ Organizational/Management Consulting
- ○ Policy Advocacy
- ○ Staff Development

Other

7. Style of TA (all that apply)
- ○ Providing expert opinion/consultation
- ○ Facilitating problem detection/solution

8. What was requested and provided and actually needed now or in the future?

R=Requested **P**=Provided **N**=Need Identified

R	P	N	Org. development assistance
○	○	○	Staffing needs
○	○	○	Staff recruitment
○	○	○	Max. potential of current staff
○	○	○	Staff supervision
○	○	○	Advisory and director boards
○	○	○	Consumer involvement
○	○	○	Resource allocation
○	○	○	Internal support systems (financial, clerical)

R	P	N	Program dev. assistance
○	○	○	Scheduling client services
○	○	○	Selecting program services
○	○	○	Max. effectiveness of prog. component(s)
○	○	○	Matching client needs to services
○	○	○	Aftercare/follow-up services
○	○	○	Referrals to other agencies
○	○	○	Maintaining quality of service
○	○	○	Evaluating quality of service
○	○	○	Management information system

R	P	N	Infrastructure dev. assistance
○	○	○	Linkages with other agencies
○	○	○	Linkages with government entities
○	○	○	Cooperative-shared programming
○	○	○	Client referrals
○	○	○	Developing memo. of understanding
○	○	○	Community acceptance problems ("NIMBY")

R	P	N	Technology utilization assistance
○	○	○	Office systems
○	○	○	Computer software
○	○	○	Computer hardware
○	○	○	Instrument development
○	○	○	Data management
○	○	○	Information dissemination

R	P	N	Resource development
○	○	○	Grant writing
○	○	○	Fund-raising (cash)
○	○	○	Donations (materials and services)
○	○	○	Human resources (interns, volunteers)

Issues of cultural appropriateness, sensitivity, and access

R	P	N	*Approp. for special populations*
○	○	○	Language appropriateness
○	○	○	Staffing to match service population

R	P	N	*Sensitivity for special populations*
○	○	○	Agency issues (mission)
○	○	○	Staff issues
○	○	○	Facility issues
○	○	○	Printed materials (brochures, handouts, etc.)
○	○	○	Meals, clothing
○	○	○	Educational-prevention programs
○	○	○	Treatment programs

R	P	N	*Access*
○	○	○	Location
○	○	○	Physical access of facility
○	○	○	"Emotional" access of facility
○	○	○	Scheduling
○	○	○	Transportation
○	○	○	Child-care

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