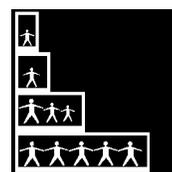


Tier Three Worksheets

Tier Three:**Fit Assessment Worksheet**

Part 1. Examine and compare data collected in Tiers 1 & 2, personal observations of staff members, and program satisfaction data to discuss the fits between (1) participant needs and services received and (2) the proposed plan and actual implementation.

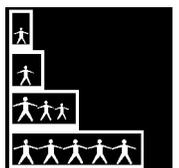
1. Has the program been implemented as planned? If not, what happened?
 - a. Have some components been dropped, modified, or added?
 - b. Have critical activities actually occurred?
 - c. What meetings occur to help remedy program problems and share successes?
2. Is it clear how current activities will lead to the accomplishment of program goals?
3. Are there any services that need to be modified?
4. Do participants feel that modifications could improve the program? Is there any evidence to support this?
5. Do participants feel that extending the life of these services would be useful? Is there any evidence to support this?
6. Have there been any changes in the people you serve?
 - a. If there have, could you describe these changes?
 - b. Why did these changes occur?
 - c. What differences have you noticed as a result of these changes?
7. Is your program reaching the targeted population? Are any other groups of people being reached by the program?
8. What are the daily experiences of staff, volunteers, and participants? Are they consistent with the goals of the program?
9. Does the data suggest that the program is meeting the identified needs of the community?
10. Do participants say that the program is meeting their needs?



11. Does the data suggest that the program utilizes community assets?
12. Have additional needs or assets come to your attention since program implementation? Have you attempted to incorporate these into your program?
13. Do materials/curriculum seem to fit program objectives and goals?
 - a. How are they used?
 - b. Are they all used?
 - c. How often is each used?
 - d. How are they chosen?

Part 2. Assess the fit between staff, services provided, and program participants.

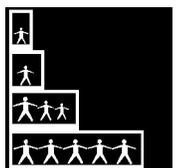
1. What are the job descriptions of staff and are these accurate?
2. Have job roles been modified or new ones added?
3. What are the credentials of staff members?
4. How were staff members selected?
5. Were any positions difficult to fill?
6. What training procedures were used? Were these adequate?
7. Were there any specific problems in developing and maintaining staff morale?
8. What are the rates of staff turn-over and the causes?
9. Have there been any changes in the type of volunteers or the personnel working with the program?
 - a. If there have, could you describe the changes?
 - b. Why did the changes occur?
 - c. What differences have you noticed as a result of these changes?



Tier Three:**Lessons Learned Worksheet**

Examining the data collected thus far, discuss important lessons learned throughout the process of program development and implementation.

1. What changes have occurred in the program since it first started?
 - a. Please describe the changes.
 - b. Why did they occur?
 - c. What differences have occurred due to these changes?
2. Describe the different attitudes of the participants throughout the program. How do attitudes change during the course of the program?
3. Are there any differences in receptiveness toward the program based on gender, age, ethnicity, SES, etc? If so, discuss these differences and possible reasons for these differences.
4. What evidence is there that activities are interesting and useful?
5. Have any concerns been raised? If so, what are they and how were they remedied?
6. Describe the various reactions to the materials or curriculum.
7. Do you have any indication that the materials (or curriculum) are appropriate (reading level, understanding of child development, etc.) for participants?
8. How are program policy decisions made?
9. What accountability issues affect the program?
10. What feedback can be used to improve the program in the future?



Tier Three:

Program Strengths and Weaknesses Worksheet

Make a list of program strengths and weaknesses.

Program Strengths	Program Weaknesses

What decisions are made based on the review of information pertaining to program strengths and weaknesses?