



LifeSkills Training Process Evaluation Site Visit

Program Site:

Date of Visit:

CSPV Rep:

Interviewee(s):

Questions for Site Coordinator:

- 1) What were the overall successes and challenges of the LST program this year?
If there were challenges, how were they resolved?
- 2) What kind of feedback have you received from LST teachers regarding the program?
- 3) What kind of feedback have you received from school administrators regarding the program?
- 4) Describe any direct contact with teachers, or support provided to the teachers?
- 5) What efforts have school administrators made to support LST in their schools?
Are there ways they could or should be more involved?
- 6) What kind of feedback, if any, have you received from parents regarding the program?
Are there ways parents could or should be better informed about LST?
- 7) If any, what support has the LST program received (monetary or non-monetary)?
- 8) How well did the training prepare teachers to teach LST?
Any suggestions for next year?
- 9) Did you participate in any of sustainability workshops (webinars, sustainability training)?
If so, how did it help? What changes were made as a result?

Overlapping Questions for Site Coordinator:

- 1) What percentage of students is receiving LST?
- 2) How well does the LST program align with state mandates?
In what ways does it fall short?
- 3) Does LST overlap with other material being taught in your school(s) (e.g. other drug/health programs)?
[Discuss issues w/ overlap, e.g. integrating or substituting other materials, not teaching the full content of lesson, student boredom]
- 4) Is the academic level of LST appropriate for students receiving the program?
What adjustments have been made?
- 5) Is the program culturally relevant for the students receiving the program?
What adjustments have been made?
- 6) Have you seen any evidence of impact on students receiving LST, e.g. discipline rates, referrals for substance abuse, absenteeism?
- 7) *[Years 2-3 only]* Have you seen the year-end report from last year?
If yes, what were your thoughts?
What changes have been made after reading the report?
Are there changes that we could make to improve the usefulness of the report?
- 8) Do LST teachers meet to discuss ideas and challenges?
If this would be beneficial, how can it be arranged?
- 9) Would any instructors benefit from Technical Assistance (TA)? *[Describe TA]*
- 10) What has been done this year to support LST sustainability beyond the grant? Encourage sites to understand their capacity to sustain LST by participating in the **Sustainability Assessment Tool** (www.sustaintool.org) during this academic year.
- 11) *[Year 3 only]* Is there interest among site administrators/principals/teachers to continue the LST program after the grant ends?
If **yes**: describe any obstacles that need to be overcome.
If **no**: describe what support/resources would be needed to continue LST.
Remind site that we will contact them 1 year and 2 years post-grant to obtain information about whether LST is continuing to be implemented.
- 12) Upcoming:
 - a. NHPA Sustainability Workshop – *[Inform of upcoming area workshops]*
 - b. Teacher Feedback Forms – What is the best way to collect these from teachers?
 - c. Planning for next year:
 - In what class will the next level of LST be implemented? Will it reach ALL students in that grade (e.g., students aren't consistently pulled out of the class for RTI or miss due to band)?
 - Upcoming Training(s)
 - Who (how many) will need to attend an Initial teacher training workshop?
 - Would returning teachers attend a one-day Reinforcement workshop, reiterating important concepts and addressing implementation challenges?
 - What dates might work next year for the LST teacher training/Reinforcement workshop?
 - Are these designated teacher training days?
 - If not dates that teachers are required to report to school, how can you ensure that **all teachers** will attend?
 - d. TOT Candidates – *[Describe TOT, including teaching requirement]*
Who would make good candidates for a TOT?



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Questions for Principal:

- 1) What is your overall assessment of the LST program this year?
Were there any notable successes or challenges?
If there were problems, how were they resolved?
- 2) Have you had any LST-specific contact with teachers, or provided any support to the teachers on this program [*Attended training, reviewed curriculum, observed/taught LST lesson*]?
- 3) What kind of feedback have you received from LST teachers regarding the program?

Overlapping Questions for Principal:

- 1) What percentage of students is receiving LST?
- 2) How well does the LST program align with state mandates?
In what ways does it fall short?
- 3) Does LST overlap with other material being taught in your school(s) (e.g. other drug/health programs)?
[Discuss issues w/ overlap, e.g. integrating or substituting other materials, not teaching the full content of lesson, student boredom]
- 4) Is the academic level of LST appropriate for students receiving the program?
What adjustments have been made?
- 5) Is the program culturally relevant for the students receiving the program?
What adjustments have been made?
- 6) Have you seen any evidence of impact on students receiving LST, e.g. discipline rates, referrals for substance abuse, absenteeism?
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If yes, what were your thoughts?
What changes have been made after reading the report?
Are there changes that we could make to improve the usefulness of the report?
- 8) Do LST teachers meet to discuss ideas and challenges?
If this would be beneficial, how can it be arranged?
- 9) Would any instructors benefit from Technical Assistance (TA)? *[Describe TA]*
- 10) What has been done this year to support LST sustainability beyond the grant? Encourage sites to understand their capacity to sustain LST by participating in the **Sustainability Assessment Tool** (www.sustaintool.org) during this academic year.
- 11) *[Year 3 only]* Is there interest among site administrators/principals/teachers to continue the LST program after the grant ends?
If **yes**: describe any obstacles that need to be overcome.
If **no**: describe what support/resources would be needed to continue LST.
Remind site that we will contact them 1 year and 2 years post-grant to obtain information about whether LST is continuing to be implemented.
- 12) Upcoming:
 - a. NHPA Sustainability Workshop – *[Inform of upcoming area workshops]*
 - b. Teacher Feedback Forms – What is the best way to collect these from teachers?
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Questions for Teacher:

- 1) What is your overall assessment of the LST program this year?
What was successful this year?
What was challenging [*completing lessons in 1 day, student boredom, classroom management, logistics*]?
How were these issues resolved?
- 2) How comfortable are you with teaching the LST program?
[*Returning teachers*] How does this compare with last year?
How comfortable are you with using the interactive methods from training?
- 3) What kind of feedback have you received from students regarding the program?
Does it differ by level [*e.g. did students complain about receiving same material? Forget previous lessons?*]
- 4) What is the general opinion of LST held by teachers at your school?
- 5) What is the general opinion of LST held by administrators at your school?
- 6) What efforts have school administrators made to support LST in their schools [*Attended training, reviewed curriculum, observed/taught LST lesson*]?
Are there ways they could or should be more involved?
- 7) What feedback, if any, have you received from parents regarding the program?
Are there ways parents could or should be better informed about LST?
- 8) How well did the training prepare you to teach LST?
[*Years 2-3 only: Was the booster training helpful regarding new material and techniques?*]
Any suggestions for next year?
- 9) Has your teaching schedule changed from what you originally provided?
- 10) Do you need additional curriculum materials?

Overlapping Questions for Teacher:

- 1) What percentage of students is receiving LST?
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In what ways does it fall short?
- 3) Does LST overlap with other material being taught in your school(s) (e.g. other drug/health programs)?
[Discuss issues w/ overlap, e.g. integrating or substituting other materials, not teaching the full content of lesson, student boredom]
- 4) Is the academic level of LST appropriate for students receiving the program?
What adjustments have been made?
- 5) Is the program culturally relevant for the students receiving the program?
What adjustments have been made?
- 6) Have you seen any evidence of impact on students receiving LST, e.g. discipline rates, referrals for substance abuse, absenteeism?
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What changes have been made after reading the report?
Are there changes that we could make to improve the usefulness of the report?
- 8) Do LST teachers meet to discuss ideas and challenges?
If this would be beneficial, how can it be arranged?
- 9) Would any instructors benefit from Technical Assistance (TA)? *[Describe TA]*
- 10) What has been done this year to support LST sustainability beyond the grant? Encourage sites to understand their capacity to sustain LST by participating in the **Sustainability Assessment Tool** (www.sustaintool.org) during this academic year.
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Questions for Observer:

[Be sure to review at least one of the classroom observer's forms with them at the meeting to ensure they are properly and fully completing the form. Conduct reliability test with all observers.]

- 1) How have observations gone this year?
What challenges did you experience [*e.g., teachers modifying schedule without informing you, canceling classes at the last minute, school functions that often interrupt the LST schedule*]?
If there were problems, how were they resolved?
Any differences from last year?
- 2) What is your overall assessment of the LST program this year?
Were there any notable successes or challenges? If there were problems, how were they resolved?
Any differences from last year?
- 3) Have teachers attempted to get feedback from you about their performance?
How did you respond?
- 4) Do you feel comfortable in your role as an observer?
If not, what suggestions do you have?
- 5) What responses have you seen from students regarding the program?
Does it differ by level? How so?
- 6) Have there been major fidelity problems [*e.g., Teachers not adhering to lesson content, teaching lessons out of order, >1wk gaps between lessons, not using interactive teaching techniques*]? If yes, describe.
- 7) Would any LST instructors benefit from Technical Assistance (TA)? [*Describe TA*]
- 8) What suggestions do you have for improving implementation or the role of the observer?