

instruments to assess quality in site program activities and the second set will include instruments to measure the programs' impact on children, families, communities and staff. A third set will include instruments to determine the variations in programs and may overlap with other sets. It is anticipated that information shall be gathered through interviews with parents and staff as well as through observation of children, parents, home environments, and staff.

The Contractor's approach to measurement, including discussion of measurement issues, for the several studies of this evaluation shall be presented. The Contractor shall identify strategies for searching for measurement instruments, for including measurement instruments utilized in related studies of infant/toddler development or family services; and for pilot testing the data collection instruments. It is anticipated that community-level outcomes may involve the development of new data collection instruments. It is possible that some of the quality, variations or policy-related data may be collected by the national Contractor using cross-site survey methods or qualitative assessments.

The instruments selected or developed shall be clearly linked to the conceptual design of the study, services delivered and expected outcomes. The set of instruments for the quality study shall generate information in critical areas such as:

- Child relationships with caregivers.
- Child and parent continuity in relationship with program providers.
- Parent perceptions of, expectations of, and satisfaction with the program.
- Staff perceptions of the quality of their program.
- Parent relationships with case managers and other key Staff.
- Goodness of fit between parent/child needs and services delivered.
- Availability, access and quality of services in the community.
- Availability, access and quality of parent education activities.
- Quality of home visitation.
- Perceptions of the program by community members.

The studies of impact shall generate information in critical areas not contained in the HSFIS or gathered as process data and including:

- Child development.
- Child security of attachment.
- Child risk and resiliency factors.
- Home environment.
- Child care environments.
- Parent-child relationships.
- Other caregiver-child relationships.
- Parenting attitudes.

- Parent knowledge of child development.
- Parent attitudes about guidance.
- Support for parenting.
- Perceptions of conflict and/or violence in the neighborhood.
- Perception of parent involvement activities.
- Community collaboration.
- Community development of services.
- Staff professional development.
- Staff-children/family relationships.
- Sibling health and development.

For each of the proposed data collection instruments, the Contractor shall attach an analysis of the instruments with regard to any prior use in other studies of a similar nature, their psychometric properties and their acceptance by experts in the field as appropriate measures. The Contractor shall attach the results from pilot studies of each of the instruments in the final protocol. The Contractor shall prepare complete protocols of all instruments, and a training plan for all data collectors. The Contractor shall revise the instruments plan based on input from the FPO and the consortium, including the Technical Work Group, and shall submit final data collection instruments to the FPO for approval by the end of the *tenth month* of Phase I.

TASK 15—SUBMIT A DATA COLLECTION AND ANALYSIS PLAN

The Contractor shall prepare a data collection and analysis plan that links each study question to the data collection instruments, proposed respondents/data sources and study methods and the final design and sampling plan (TASK 11). The Contractor shall provide a graphic that displays this information.

The national Contractor shall be responsible for all the costs of data collection for all of the national studies as described in this document, including the cost of compensating families for interviews. Local researchers will also be encouraged to generate additional material resources for families. Impact data collection may be, and it is anticipated in most cases, will be, subcontracted to the local researcher, in response to the Contractor's call for an application containing data collection plan and qualifications of staff. The local researcher shall have first subcontracting opportunity at the first collection period. However, if, after that, due to a lack of quality or timeliness in previous data collection; or the local researcher does not want to subcontract; or there is no local researcher at the site, the national Contractor may subcontract

with other qualified researchers for local data collection. Subcontracts shall be renewed on an annual basis.

The Contractor shall develop an overall data collection plan which clearly outlines timelines for all proposed data collection activities, including a theoretically-based justification for each proposed data collection activity. The data collection plan shall include:

- A discussion of issues around the timing of data collection and a proposed timetable for data collection. It is also anticipated that the impact data shall be collected at multiple points in time, to correspond with predetermined targets around children's age and parent and staff length of time in the program.

Thus, data collection activities involving parents and children may need to be decoupled, leading to the likelihood that data collection in any one site may be relatively continuous. The Contractor shall discuss a preferred approach to this issue;

- Procedures for contacting and tracking families over time;
- A discussion of recommended procedures for the follow-up of incomplete data;
- Theoretical justification, procedures and timelines for assessment strategies proposed by the Contractor in additional areas not already mentioned in the presentation related to data collection of the program process;
- Theoretical justification, procedures and timelines for assessment strategies proposed by the Contractor related to data collection of child, family, community or staff outcomes;
- Theoretical justification, procedures and timelines for conducting observations and other data collection focused on program quality or variations;

- A discussion of a quality control component which addresses the training of data collection staff at the local Early Head Start program sites, continuity of data collection staff and methods for ascertaining reliability and effectiveness of data collectors;

- Procedures for identifying and assessing the quality of existing data, as well as procedures for negotiating with sites to access and utilize existing sources of data, particularly as they pertain to community data for determining the representativeness of the Early Head Start recruited families; and

- Procedures for establishing, maintaining and overseeing the subcontractors cooperative relationships with the Early Head Start programs that shall maintain the independence and objectivity required for a third party