

## Transfer of Learning Follow-Up Form (for County and/or Training Personnel)

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**I. Interview Information:** (To be filled in by interviewer before or at the end of the interview.)

Participant Name: \_\_\_\_\_

Training Date: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_

**II. Introduction:**

“Hello. My name is \_\_\_\_\_. I’m part of *(insert county name)* County Staff Development. I’m conducting a follow-up evaluation with everyone who attended the training, ‘Trauma-Informed Child Welfare Practice’ in *(insert place)* on *(insert date)* to find out how useful the training has been and what we might do to improve it. As part of the course, you completed a Personal Trauma-Informed Child Welfare Practice Action Plan and I’d like to talk to you about how the implementation of the plan went. This will take about 15 minutes.”

**III. Review actions planned:**

“If you’ll remember, as part of the Trauma-Informed Child Welfare Practice training you were asked to complete an Action Plan. The trainers asked you to think about ways you could apply what you learned to improve your own practice by using trauma-informed and trauma-sensitive strategies with children and families served by your agency, and to write down a few concrete actions you planned to take to do this. For each of your planned actions, I’d like to ask you about what you were able to do, what kind of impact you think your actions had, and what factors helped or hindered you.

“I would like to review what you wrote in your plan with you. It’s probably been a while since you attended the Trauma-Informed Child Welfare Practice training, and you may have forgotten what you wrote. I have a copy of your Action Plan and can review it with you. Would you like me to do that?” *(Have the original plan handy to remind the person, if necessary, of what they wanted to address.)*

1. Do you remember your Action Plan?

- Remembers/has Action Plan     Does not remember/did not do Action Plan

Then, ask the former trainee/current CWW the following questions, and complete this form as you do so:

“I’d like to begin with your first strategy from your original Action Plan.”

2. It appears that the first strategy on your Action Plan was (write in strategy here):

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a. For this first strategy, would you say that you (write an "X" in the applicable box):

- Were able to implement the strategy as planned
- Partially implemented the strategy
- Implemented a different but related strategy
- Were not able to implement the strategy at all (*if not at all, skip to question "b" below*)

If any of first three boxes were checked, ask:

i. Could you describe for me what you did? (try to get specifics/examples)

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ii. What effect(s) do you think your strategy had (e.g., on practice/clients, agency, community, etc.)?

iii. Were there any factors that helped you implement your strategy? If so, what were they?

- Support from supervisor
- Support from peers (other CWWs)
- Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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b. What, if any, barriers exist that hindered you in implementing this strategy? If so, what were they?

- Lack of support from supervisor
- Lack of support from peers (other CWWs)
- Time/competing priorities
- Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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3. The second strategy on your Action Plan was (write in strategy here):

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- a. For this second strategy, would you say that you (write an “X” in the applicable box):
- Were able to implement the strategy as planned
  - Partially implemented the strategy
  - Implemented a different but related strategy
  - Were not able to implement the strategy at all (*if not at all, skip to question “b” below*)

If any of first three boxes were checked, ask:

- i. Could you describe for me what you did? (try to get specifics/examples)

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- ii. What effect(s) do you think your strategy had (e.g., on practice/clients, agency, community, etc.)?

- iii. Were there any factors that helped you implement your strategy? If so, what were they?

- Support from supervisor
- Support from peers (other CWWs)
- Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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- b. What, if any, barriers exist that hindered you in implementing this strategy? If so, what were they?

- Lack of support from supervisor
- Lack of support from peers (other CWWs)
- Time/competing priorities
- Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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4. The third strategy on your Action Plan was (write in strategy here):

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- a. For this third strategy, would you say that you (write an “X” in the applicable box):

- Were able to implement the strategy as planned
- Partially implemented the strategy
- Implemented a different but related strategy
- Were not able to implement the strategy at all (*if not at all, skip to question “b” below*)

If any of first three boxes were checked, ask:

- i. Could you describe for me what you did? (try to get specifics/examples)

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- ii. What effect(s) do you think your strategy had (e.g., on practice/clients, agency, community, etc.)?

- iii. Were there any factors that helped you implement your strategy? If so, what were they?

- Support from supervisor  
 Support from peers (other CWWs)  
 Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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- b. What, if any, barriers exist that hindered you in implementing this strategy? If so, what were they?

- Lack of support from supervisor  
 Lack of support from peers (other CWWs)  
 Time/competing priorities  
 Other: \_\_\_\_\_

Please describe further: \_\_\_\_\_

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5. Which of the strategies do you feel were the easiest to implement in everyday practice? Please state reasons:

6. Which of the strategies do you feel were the most difficult to implement in everyday practice? Please state reasons:

7. What, if any, changes did you make in your practice that were a result of what you learned about trauma, but were not part of your initial Action Plan? If so, please provide examples:

8. What, if any, recommendations might you have about facilitating the inclusion of trauma-informed/trauma-sensitive strategies into ongoing daily child welfare practice?

9. Do you have any comments about the Action Plan process or this follow-up?

10. Do you have any other comments you would like to share with the project staff?