



## Illinois Criminal Justice Information Authority

### Illinois Protocol Initiative (IPI) Training Evaluation

#### Information and Instructions for

#### Illinois Family Violence Coordinating Council (IFVCC) Staff and Trainers

##### Training Evaluation Purpose

The IFVCC's Illinois' Integrated Protocol Initiative was funded by OVW to continue the process of statewide adoption and implementation of Domestic Violence (DV), Elder Abuse (EA) and Abuse of Persons with Disabilities (PWD) Protocols for Law Enforcement and Prosecution.

This grant provides for state-wide cross-disciplinary training on and adoption of these protocols as well as ongoing evaluation of protocol implementation through the Local Family Violence Coordinating Councils (FVCCs). The target population for this grant is professionals in the criminal justice and courts systems who respond to DV, EA and PWD who experience domestic/ sexual abuse. This will support the goal to continue to build a responsive, accountable and effective criminal justice system. One of the objectives of the grant is to develop a process for adoption, implementation and evaluation of law enforcement and prosecution DV, EA, and PWD protocols in local circuits. This packet contains materials to evaluate the Illinois Protocol Initiative (IPI) training sessions.

##### Training Evaluation Procedures

1. Review materials and check your inventory as you prepare for each training.

##### Use for any and all IPI trainings:

- ☐ **Participant Information Sheets** – for your training audience to keep
- ☐ **Training Participant Attendance Form** – for IFVCC Coordinator records
- ☐ **Assessment Submission Cover Sheet** – for ICJIA Evaluators

##### Select Assessments based upon audience and content:

- ☐ Law Enforcement Domestic Violence Training
  - ☐ Pre-assessments
  - ☐ Post-assessments
- ☐ Law Enforcement Elder Abuse and Persons with Disabilities Training
  - ☐ Pre-assessments
  - ☐ Post-assessments
- ☐ Prosecutor Domestic Violence Training
  - ☐ Pre-assessments
  - ☐ Post-assessments
- ☐ Prosecutor Elder Abuse and Persons with Disabilities Training
  - ☐ Pre-assessments
  - ☐ Post-assessments

2. If possible, copy pre- and post-assessments on different color paper
3. Make sure that all participants sign in on the *Training Participant Attendance Form* before beginning. You will keep this form for your records and submit a copy to the IFVCC Program Director. Some of this information will be summarized for the *Assessment Submission Cover Sheet* that you will submit to ICJIA with the completed assessments.
4. Right before you begin your training presentation, distribute the Participant Information Sheets. Give everyone 3-5 minutes to review and ask questions. If there are questions that you are not able to answer, please write them on the *Assessment Submission Cover Sheet*. An evaluator from ICJIA will get back to you with a response, if needed.
5. Inform everyone that the *Participant Information Sheet* is for them to **keep** in case they have any questions and want to contact ICJIA staff directly.
6. Then, distribute the pre-assessment needed for your audience and training topic. As you pass it out, remind people that you do not want their names or any other identifying information on the forms. It is a brief assessment and should take only 15 minutes to complete.
7. **Collect all of the forms** and place in an envelope or folder **before** you begin your training. We don't want the audience to be distracted by the assessment, or use it in any way to prepare for the post-assessment.
8. After your training, or break at the end of training, distribute the corresponding post-assessment. This is also brief and should take 10-15 minutes to complete.
9. Keep in mind, the first set of questions are different for the post-assessment (there are more question), although the pre/post-assessment items are the same, the overall assessment is not. Be sure to use the **post-assessment** form **after** your training.
10. Collect all of the forms and place in the same envelope or folder you used for the pre-assessments.
11. Complete the *Assessment Submission Cover Sheet*, and try not to leave anything blank. Submit this completed cover sheet with all of the pre- and post-assessments to ICJIA.
12. Do not send the *Training Participant Attendance Form* to ICJIA. Please keep a copy for yourself and provide your IFVCC Director with a copy.

13. There are several ways you can submit the cover sheet and assessments to ICJIA. If you think of another way, please e-mail first to discuss how, [Lynne.Mock@illinois.gov](mailto:Lynne.Mock@illinois.gov) .

**Mail** (using State interoffice mail, if available) materials to:

Lynne Mock, Ph.D.

IFVCC Program Evaluator

Illinois Criminal Justice Information Authority

300 West Adams St., Suite 200

Chicago, IL 60606-5107

Or, you may **fax** the *Assessment Submission Cover Sheet* and the assessments to:

Lynne Mock, Ph.D.

IFVCC Program Evaluator

Illinois Criminal Justice Information Authority

(312) 793-8422

Or, you may **scan and email** the sheet and assessments to [Lynne.Mock@illinois.gov](mailto:Lynne.Mock@illinois.gov) .

***Tips for collecting and submitting good assessments***

- Ask participants to use pens, especially if you plan to scan or fax the assessments to ICJIA. It's important that we are able to see the participant's responses. If possible, bring extra pens for participants.
- Send the information right away. For example, it does not matter if you wait to collect 20, it is best to send 3 if that is what you have, as soon as possible.
- Consider filling in the date and location information before you copy the assessments for your participants, this will save a little time.
- If you fax or scan your documents, please make sure that the writing and other markings are dark enough to be seen.



# Illinois Family Violence Coordinating Councils

## Training Participant Attendance Form

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

Training Location: \_\_\_\_\_

Audience	Training
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Prosecutors	<input type="checkbox"/> Elder and Persons with Disabilities Abuse
<input type="checkbox"/> Other:	

Print Name Email address	Example: Joe Sample Joe.Sample@illinois.gov	Job Title	Judicial Circuit #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Trainer: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

*Keep a copy for your records, submit original(s) to IFVCC Program Coordinator.*



**Illinois Criminal Justice Information Authority**  
**Illinois Protocol Initiative Training Evaluation**

**Assessment Submission Cover Sheet**

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

Training Location: \_\_\_\_\_

Trainer or Person submitting assessments: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<u>Audience (check all that apply)</u>	<u>Training (check all that apply)</u>
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Prosecutors	<input type="checkbox"/> Elder and Persons with Disabilities Abuse
<input type="checkbox"/> Other:	

How many of each assessment are you sending? Please use '0' for 'none' rather than leaving blank.

☐ **Law Enforcement Domestic Violence Training**

- ☐ Pre-assessments # \_\_\_\_\_
- ☐ Post-assessments # \_\_\_\_\_

☐ **Law Enforcement Elder Abuse and Persons with Disabilities Training**

- ☐ Pre-assessments # \_\_\_\_\_
- ☐ Post-assessments # \_\_\_\_\_

☐ **Prosecutor Domestic Violence Training**

- ☐ Pre-assessments # \_\_\_\_\_
- ☐ Post-assessments # \_\_\_\_\_

☐ **Prosecutor Elder Abuse and Persons with Disabilities Training**

- ☐ Pre-assessments # \_\_\_\_\_
- ☐ Post-assessments # \_\_\_\_\_

- ☐ **If there were any questions asked about the assessments that you could not answer, please check here, and write them on the back of this form. Thank you!**