

Individual TA Plan and Summary Report

UCEDD:

Director:

Date of Request:

Describe purpose and context for TA:

TA request is: Identified by UCEDD, or New Director, or Required by AIDD

Goal:

Objectives:

TA Activities & Strategies Planned (with timeline & AIDD or consultant involvement)	Implementation Notes (with Dates)	Outcomes and Recommendations (add new TA activities and strategies as needed)
<i>Add more rows as needed</i>		

Evaluation Plan: The initial evaluation will measure the overall success of the TA, and will follow a general format that may be refined as the TA plan is further developed with input from the UCEDD and the consultants (if any). Results of this evaluation will also include an update on initial outcomes that have occurred in the first two months following the site visit. Below is the general format for the initial evaluation, which will be conducted via online survey tool:

1. The identified goal was met (Strongly agree/ Agree/ Agree somewhat/ Do not agree)
2. The identified objectives were met (Strongly agree/ Agree/ Agree somewhat/ Do not agree)
3. What initial outcomes occurred as a result of TA?
4. Please provide any additional comments or feedback regarding the TA provided.

A follow-up evaluation will be conducted via telephone interview to determine the outcomes from the TA, approximately 12 months after initiation of TA. The follow-up evaluation will use the general format outlined below:

1. To what extent did the TA contribute to meeting the identified goal and objectives?
2. What *anticipated* and *unanticipated* outcomes resulted from the TA provided?
3. What are your overall impressions of the TA provided?