# NCDB Intensive Child-Specific TA Intake Form

## Introduction****This form is for state deaf-blind projects interested in intensive child-specific TA from NCDB to describe their needs and request support. If you have questions, contact Megan Cote (mcote@helenkeller.org).********We recommend that you complete a Word version of the form prior to filling out the online version, as you may need time to find the necessary information and consult with other project staff.****

## Project Information

### 1) Project Name\*

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### 2) Project Lead\*

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### 3) Phone Number

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### 4) Email

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## Defining the Work

### 5)

**Briefly describe why you want to engage in intensive work related to your child-specific TA practices. What problems or issues do you face?**

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### 6)

**What targeted NCDB TA activities for child-specific TA (e.g., consultation, peer-learning communities, mentoring) have you engaged in to date? What outcomes or outputs did you identify, address, or achieve as a result?**

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#### 7)

**I have read the** [**Readiness for Intensive Child-Specific TA document**](https://nationaldb.org/pages/show/ncdb-technical-assistance/readiness-intensive)**.**

( ) Yes

( ) No

## Existing Child TA Documents and Processes

### ****What processes and documents do you have in the following areas? These may or may not be documented. Please describe them, even if very informal.****

### 8) Intake

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### 9) Information on your TA for recipients

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### 10) Internal TA process documents

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### 11) Exploration and needs assessment

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### 12) TA planning

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### 13) TA agreement

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### 14) TA delivery

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### 15) Evaluation

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### 16) Other

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#### 17)

**Please attach any existing documents and written processes or email to mcote@helenkeller.org.**

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### 18) What aspects of your current processes work well?

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### 19)

**If you wish to address TA to families as part of intensive TA, please describe your current processes. How do you include families in child-specific TA? Do you have separate processes and/or documents for serving families?**

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## Timelines and Capacity

### 20) How much time per month are you able to dedicate to working with NCDB and on your own to address child-specific TA processes?

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### 21) What is your expected timeline for finishing the work?

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## Outcomes and Outputs

### 22) Outcomes: Describe what you what you hope to accomplish as a result of intensive TA from NCDB. What do you want to change or improve?

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### 23) Outputs: What specific documents and processes do you want to create or improve (e.g., TA processes, intake forms, needs assessment, TA plan, TA agreement)?

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## Ways of Working Together

### 24) What types of activities and supports would you find helpful during this intensive TA process (e.g., review of current processes, goal setting, feedback on documents)?  See [Child Specific TA: NCDB Support for State Deaf-Blind Projects](https://nationaldb.org/pages/show/ncdb-technical-assistance/child-specific-ta) for ideas, but feel free to add others.

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## EvaluationNCDB will evaluate both the fidelity and effectiveness of its intensive TA activities through surveys, review of artifacts such as intensive TA plans, and interviews of a sample of recipients. We hope you will be willing to participate in our evaluation processes to assist us in improving our own TA processes.

## Thank You!Thank you for completing the form. You are ready to input the information above into the [online form](https://www.surveygizmo.com/s3/5108115/NCDB-Intensive-Child-Specific-TA-Intake-Form) to submit it.