

AVA Evaluation Checklist

Once a child/young person has agreed to take part in the AVA programme you will need to make sure that before the group starts you:

	Completed
1) Complete the PRE AVA questionnaire with the child/young person before the group starts	
2) Complete the PRE KIDSCREEN questionnaire with the child/young person before the group starts	
3) Assign the child/young person a unique number.	
4) Begin to fill in the details of the demographic spreadsheet and listed this unique number on their AVA and KIDSCREEN questionnaire	
5) Have the mother/caregiver complete the KIDSCREEN questionnaire with the child young person before the group starts	
6) Assign the mother/caregiver a unique number.	
7) Begin to fill in the details of the demographic sheet listed this unique number on their AVA and KIDSCREEN questionnaire	

After the group has finished you will need to:

	Completed
8) Complete the POST AVA questionnaire with the child/young person	
9) Complete the another POST KIDSCREEN questionnaire with the child/young person	
10) Ensure that the child's unique number is listed on all the PRE/POST KIDSCREEN questionnaires and post these questionnaires to the evaluation team	
11) Have the mother/caregiver complete the KIDSCREEN questionnaire with the child young person after the group finishes	
12) Ensure that the mother/caregiver's unique number is listed on the PRE/POST KIDSCREEN questionnaires, and post these questionnaires to the evaluation team	
13) Delete the children's and mothers' real names from the spreadsheet and email this to the evaluation team	
14) Complete the POST AVA questionnaire with the child/young person	

All completed questionnaires should be sent to:

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The Burroughs
Ravensfield
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