

Submitting the Report and Payment

A draft of the report should be sent to the museum by the date specified in the agreement, along with a reminder of the agreed upon date that the museum should return comments to the assessor. If that date passes without you hearing from the museum, you should contact the museum.

Upon completion of the final report, you will send two copies to the institution, along with your invoice for the assessment fee. That same day, please e-mail Heritage Preservation at cap@heritagepreservation.org regarding the status of the report.

The institution will forward one copy of the report and the invoice for your fees to Heritage Preservation within 10 days of receiving them. If the final report and invoice have not been forwarded to Heritage Preservation within 10 business days of the receipt of the CAP report status e-mail from the assessors, CAP staff will contact the museum. You should expect payment for your professional fee from Heritage Preservation within four weeks of the museum's receipt of the final report.



TIP: Please remember to keep your receipts for all CAP-related travel, lodging, and meals. After completing the site visit, assessors may submit receipts for travel, lodging, or meals to the museum or Heritage Preservation for reimbursement, per the arrangements outlined in the agreement. See the Budget Details section on page 10 for more information.

After CAP

Program Evaluation

CAP participants are asked to complete two different program evaluations. Assessors who are interested in this feedback may contact Heritage Preservation.

The first evaluation is sent to museums soon after they complete the program. The form allows for feedback on the CAP materials, the CAP reports, and the overall CAP experience.

The second evaluation, called Outcome Based Evaluation (OBE), started in 2006. OBE, a requirement of the cooperative agreement with the Institute of Museum and Library Services, is intended to measure the success of the program. Using select questions from the CAP Site Questionnaire (completed by all participants at the start of the program) as the baseline data for OBE, Heritage Preservation poses select questions again in a follow-up survey one year after the museum completes the program. The answers indicate whether there is an increase in skills or knowledge or a change in behavior. In addition, the OBE questionnaire includes the executive summaries and recommendations from the CAP reports for museum staff to indicate what they have accomplished.

CAP Assessors may also submit their feedback to Heritage Preservation. Every summer, CAP sends an e-newsletter, *Assessor Update*, to assessors, and it contains a link to an anonymous online survey. Assessors are welcome to send comments to Heritage Preservation at any time.

Additional Consulting

After CAP you may be asked to participate in the development of a long-range plan or other project, or to review grant applications for the institution. Some institutions apply for funding to undertake the long-range planning process with their CAP assessors as their next step. In other instances, the institution will be able to construct a logical plan from the assessment recommendations, and your input may be minimal. In both instances, the assessor's insight into the amount of time required to carry out collections care activities as well as the logical ordering of activities will be important.