

Evaluation Status Checklist

Pre-Planning

Discuss with your partners:

- The information they would like to get out of the evaluation.
- Potential process, outcome, and impact questions you want answered about the programs, policies, and practices that you will deliver.
- Characteristics which are most important in an evaluator.

Discuss with your key stakeholders:

- What information they would like to get out of the evaluation.
- How you will keep them informed about and involved in the evaluation.

Determine the resources that you have available to conduct the evaluation:

- Identify who on the program will help carry out evaluation activities.
- Identify existing data collection systems that can be used (e.g., attendance databases, school records, mental health logs).

Bringing an Evaluator On Board

- Identify potential candidates to conduct the evaluation (e.g., issue a request for proposals, get referrals from local universities, partner programs that required an evaluator)
- Request references from potential candidates and follow up on these references.

Discuss with potential evaluators:

- The evaluation approach that you expect to use (e.g., participatory evaluation).
- The scope of work for the evaluation including when and how the evaluator will report on the status of the evaluation.
- Have your chosen evaluator sign a contract for the scope of work.

Discuss with your evaluator:

- Meeting times with the evaluator and key staff.
- The evaluation terms that you ought to be familiar with.
- Introduce your evaluator to your grant partners and key stakeholders and have him/her describe how he/she will provide data in a timely fashion to enhance programs, policies, and practices.

Your Roadmap: the Logic Model

- Meet with your partners, stakeholders, program staff, and evaluator to review and finalize your logic model (including your goals, objectives, activities, process measures, and performance indicators).
- Identify baseline data against which to measure your progress.

Evaluation Plan

- Develop a list of evaluation questions.
- Determine how to best allocate your evaluation resources.
- Review, refine, and finalize your data sources, including selecting and/or developing data collection tools.
- Map your data collection tools with the process measures, performance indicators in your logic model.
- Develop data collection protocols (including the respondents, instruments, logistics, and frequency of data collection).
- Developed a plan for the reporting of evaluation data. Discuss partner/key stakeholder preferences for reporting content and format.
- Determine the schedule and target audience for formal reports, brief reports, and/or data presentations.
- Have all of your partners review the evaluation plan to assure that their views, concerns, and priorities are reflected.
- Discuss with your evaluator plans to collect continuous quality improvement data that can be used to identify implementation problems and point to potential corrections.

Implementation

- Finalize all data collection instruments.
- Contact the developers of any evidence-based programs you are using to see whether or not they provide process evaluation guidelines, fidelity instruments, or outcome instruments.
- If required by any funder, check that you are in compliance with federal regulations concerning the protection of human subjects (*including having your project reviewed by an IRB, as needed*).
- Attend to all protection of human subjects considerations (*including obtaining any necessary parental or youth consent/assent forms*).
- Review the PPRA and FERPA to ensure that you are in compliance.
- Finalize all data collection plans (*including who is responsible for collecting which data, from whom, and when*).
- Put your evaluator in contact with any partner staff members who might be assisting with data collection or data generation. Have the evaluator train these folks or instruct them on the information needed.

Maintenance, Reporting and Sustainability

- Assess whether any of the program implementation or outcome data point to the need for changes or modifications.
- Verify that relevant stakeholders, including program staff, have received all relevant evaluation reports (*particularly if they are involved in the data collection process*).
- Make any necessary changes to the program activities or the evaluation based on data from the evaluation.
- Train staff in any new data collection protocols.
- Start planning with your evaluator, partners, and stakeholders how to use the evaluation data to support your sustainability efforts. Now that you see what data you have, make steps to collect any other data to help support your sustainability efforts.

Ongoing

- Regularly review your data with an emphasis on sustainability planning. Highlight data that are most compelling. Identify which program components are most worthy of being sustained. Assess how data be used to pursue additional funding.
- Conduct quarterly reviews of the logic model and evaluation plan to make sure nothing is “slipping through the cracks.”