

SS/HS Evaluation Plan Worksheet (Updated 2-12-08)

Cut and paste the text to expand this worksheet as needed, or delete extra text to suit your evaluation.

GOAL #1:

Element(s):

Objective 1.1:

Activities Related to Objective 1.1:

Outcome Measure 1.1:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.1a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.1b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.1c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #1:

Element(s):

Objective 1.2:

Activities Related to Objective 1.2:

Outcome Measure 1.2:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.2a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.2b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 1.2c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #2:

Element(s):

Objective 2.1:

Activities Related to Objective 2.1:

Outcome Measure 2.1:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.1a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.1b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.1c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #2:

Element(s):

Objective 2.2:

Activities Related to Objective 2.2:

Outcome Measure 2.2:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.2a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.2b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 2.2c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #3:

Element(s):

Objective 3.1:

Activities Related to Objective 3.1:

Outcome Measure 3.1:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.1a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.1b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.1c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #3:

Element(s):

Objective 3.2:

Activities Related to Objective 3.2:

Outcome Measure 3.2:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.2a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.2b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 3.2c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #4:

Element(s):

Objective 4.1:

Activities Related to Objective 4.1:

Outcome Measure 4.1:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.1a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.1b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.1c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #4:

Element(s):

Objective 4.2:

Activities Related to Objective 4.2:

Outcome Measure 4.2:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.2a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.2b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 4.2c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #5:

Element(s):

Objective 5.1:

Activities Related to Objective 5.1:

Outcome Measure 5.1:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.1a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.1b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.1c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

GOAL #5:

Element(s):

Objective 5.2:

Activities Related to Objective 5.2:

Outcome Measure 5.2:

- **Baseline Data:**
- **Evaluation Design:**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.2a:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.2b:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

Process Measure 5.2c:

- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

CROSS GOAL (if applicable)

Element(s):

Objective:

Activities Related to Objective:

Measure:

- **Baseline Data (if applicable):**
- **Evaluation Design (if applicable):**
- **Source of Information/Instrument(s):**
- **Who Will Collect the Data:**
- **Timing of Data Collection:**
- **Population or Sample:**
- **How Will the Data be Described/Analyzed:**

REPORTING

Reporting to the local project (how and when):

Reporting to the NET (how, when, and in what format data on GPRA indicators will be submitted):

PROJECT STAFFING AND TIMELINES

Staffing

Staff Person	Percent Time	Tasks

Timeline

Evaluation Activity	Due Date

PROVISIONS FOR THE PROTECTION OF HUMAN SUBJECTS AND IRB

CHECKLIST

- I understand how my evaluation plan flows from my logic model
- I understand how to incorporate GPRA and other required performance measures into my evaluation plan.
- I understand how to incorporate the design and measures best suited for my site into my evaluation plan.
- I understand how to address project management needs in my evaluation plan.
- If IRB is required, I know how to write an IRB plan and to include it as an appendix to my evaluation plan
- If I don't feel comfortable addressing all of the areas above by the set deadline, I know how to contact my TAS.