

Creating Evaluation Plans

A decorative graphic element consisting of a light blue curved shape that starts near the top left and curves downwards and to the right, ending in a darker blue wedge-like shape at the bottom right corner of the slide.

Presented by:

Scott Formica

Social Science Research & Evaluation, Inc.

21-C Cambridge Street

Burlington, MA 01803

781-270-6613

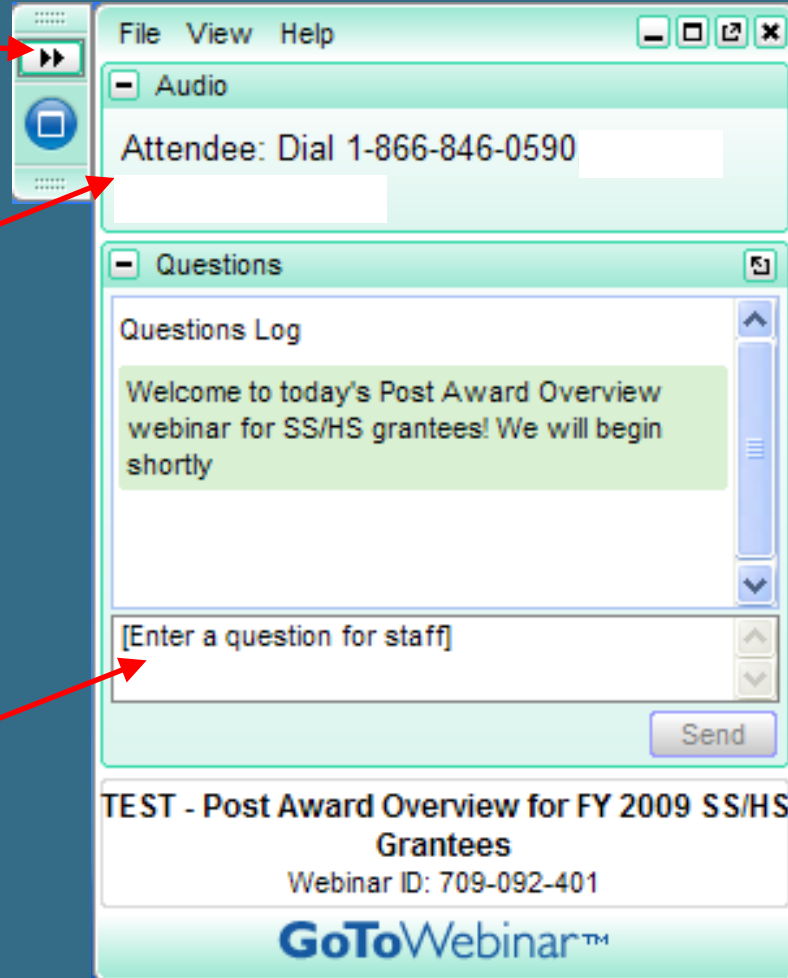
sformica@ssre.org

**Press *#
at any time
to ask a question.**

**Press *# again
to withdraw
your question.**

Your Webinar Control Panel

Open/Close Tab



Audio Info

If you haven't already, call the number in this box on your control to join the webinar audio.

Question/Answer Box

Purpose

- **Purpose of Presentation:** To provide guidance on the content and structure of a plan to evaluate a SS/HS project.
- **Purpose of the Process:**
 1. To assist you in developing a more detailed evaluation plan than the one in your initial proposal.
 2. To capture any new components from your logic model or calls with your FPO.
 3. To provide more detail on the evaluation than may have been possible in the initial proposal.

Requirements and Recommendations

- **Required**: Each SS/HS site must submit an evaluation plan to their Federal Project Officer. **Due January 31, 2010**
- **Required**: Each SS/HS site must collect and report information on **all** of the outcome measures in their approved logic model (including the **six** GPRA indicators) in each year of the grant.
- **Recommended**: It is recommended that sites use the evaluation plan template presented here.

Audiences and Potential Uses for the Evaluation Plan

- **Project Director**: may use the plan to monitor performance of the local evaluator and to assist with performance reports.
- **SS/HS Partnership Members**: need to understand the local evaluation and assure that necessary information is being collected to support data-driven decision-making.
- **Federal Funders**: responsible for mentoring and monitoring the performance of the grant and assessing implementation and compliance.
- **National Evaluation Team**: need to understand how each local evaluation is being implemented.

Overview of the Evaluation Plan Tool

- **Step 1**: Goals, Elements, Objectives, and Activities
- **Step 2**: Process Evaluation
- **Step 3**: Outcome Evaluation
- **Step 4**: Reporting
- **Step 5**: Staffing
- **Step 6**: Protection of Human Subjects

Example of STEP #3: Outcome Evaluation

GOAL: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Element(s): Safe School Environments and Violence Prevention Activities (Element One)

Objective 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project.

Activities Related to Objective 1.1:

Activity 1.1.1. – Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district

Outcome Measure 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project as measured by a school-wide survey.

- **Baseline Data:** 25% of middle grades youth surveyed in April 20XX reported engaging in bullying activities during the past 30 days.
- **Evaluation Design:** One-group pretest-posttest design
- **Source of Information/Instrument(s):** Youth Risk Behavior Survey.
- **Who Will Collect the Data:** Teachers will administer the survey in classrooms.
- **Timing of Data Collection:** End of each academic year.
- **Population or Sample:** Population (all 6th-8th grade students in the targeted schools will take the survey)
- **How will the data be described and/or analyzed:** Descriptive statistics will be used to present the percentage of students who report bullying others in the past 30 days.

Process Measure 1.1.1a: Number of teachers trained to deliver the curriculum

- **Source of Information/Instrument(s):** Training sign-in sheets
- **Who Will Collect the Data:** Administrative assistant will require participants to sign in
- **Timing of Data Collection:** Prior to the training
- **Population or Sample:** Population (participants from all trainings will be counted)
- **How Will the Data be Described/Analyzed:** Total number of teachers trained will be reported

Process Measure 1.1.1b: Number of sessions delivered per classroom.

- **Source of Information/Instrument(s):** Teacher session logs
- **Who Will Collect the Data:** Teachers will fill out logs
- **Timing of Data Collection:** After each session
- **Population or Sample:** Population (all teachers will fill out logs)
- **How Will the Data be Described/Analyzed:** Frequency counts of sessions per classroom and average number of sessions across classrooms

Process Measure 1.1.1c: Measures of program fidelity

- **Source of Information/Instrument(s):** Trained observers and teacher checklists
- **Who Will Collect the Data:** Trained observers will conduct observations and teachers will fill out checklists
- **Timing of Data Collection:** Observations will happen once weekly until all teachers are observed twice; teacher checklists will be filled out at the end of each session
- **Population or Sample:** Population (all teachers will be observed and required to fill out checklists)
- **How Will the Data be Described/Analyzed:** Qualitative data from observations will be summarized by the observer and fed back to the teacher being observed, information about program fidelity will be summarized and given to the evaluator; descriptive statistics will be computed from teacher check-lists

REPORTING

Reporting to the local project (how and when):

The local evaluator will report on process data in schedules monthly meetings and conduct briefings to provide project staff and steering committee members with recommendations for strengthening programs and strategies. Outcome evaluation results will coincide with the semi-annual and annual reporting cycle of the grant. Results will be provided to the Project Director and SS/HS partners. Data will be placed on the SS/HS website for access to parents and interested community members.

PROJECT STAFFING

Staffing

Staff Person	Percent Time	Tasks
Sally Sorensen (lead evaluator)	50%	Purchase and development of necessary evaluation tools, training of staff for data collection, data analysis, presentation of evaluation activities and evaluation results at coalition meetings, oral updates for the project director, report writing, telephone surveying, coordinate with the National Evaluation Team to supply necessary data
Alex Adler	25%	Data entry and cleaning, data analysis, report writing, telephone surveying
Betsy Brighton	25%	Data entry and cleaning, data analysis, report writing, telephone surveying

PROVISIONS FOR THE PROTECTION OF HUMAN SUBJECTS AND IRB

See completed IRB application and approval letter attached.

Link Between Plan and Source Materials

Steps in Evaluation Plan	Source Document(s)
Step 1: Goals, Elements, Objectives, Activities	Logic Model: Goals, Elements, Objectives, Activities
Step 2: Process Evaluation	Logic Model: Process Measures
Step 3: Outcome Evaluation	Logic Model: Indicators and GPRA
Step 4: Reporting	Application: Evaluation and Management Sections; Local Evaluation Scope of Work; MOA; Contract.
Step 5: Staffing	Application: Evaluation and Management Sections; Local Evaluation Scope of Work; MOA; Contract.
Step 6: Protection of Human Subjects	Application: Protection of Human Subjects Appendix

SS/HS Element: Safe School Environments and Violence Prevention Activities (Element One)

Goal: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Baseline Data/Needs	Objectives	Activities	Process Measures	Partners	Indicators and GPRA
<p>1.1. 25% of middle grades youth surveyed in April 20XX reported engaging in bullying activities during the past 30 days.</p>	<p>1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX.</p>	<p>1.1.1. Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.</p>	<p>1.1.1a. Number of teachers trained to deliver the curriculum 1.1.1b. Number of sessions delivered per classroom 1.1.1c. Measures of program fidelity</p>	<p>1.1.1. Mental health partner will train teachers in use of the curriculum. 1.1.1. Teachers will deliver the STOP Bullying program 1.1.1 Students who exhibit high levels of risk will be referred to the mental health partner for services.</p>	<p>1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u></p>
<p>1.2. 35% of middle grades youth surveyed in April 20XX reported being bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days.</p>	<p>1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX.</p>	<p>1.2.1. School resource officers will patrol the campus and common walking routes to school. 1.2.2. The principal will host an open forum with faculty to talk about the issue of bullying.</p>	<p>1.2.1. School resource officer event logs. 1.2.2a. Number of faculty present at the forum 1.2.2b. Satisfaction survey post-forum.</p>	<p>1.2.1. Law enforcement partner will monitor SROs. 1.2.2. Community partner will help facilitate the bullying forum.</p>	<p>1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u></p>

Step One: Populating the Evaluation Plan with Project Goals, Elements, Objectives, and Activities

GOAL: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Element(s): Safe School Environments and Violence Prevention Activities (Element One).

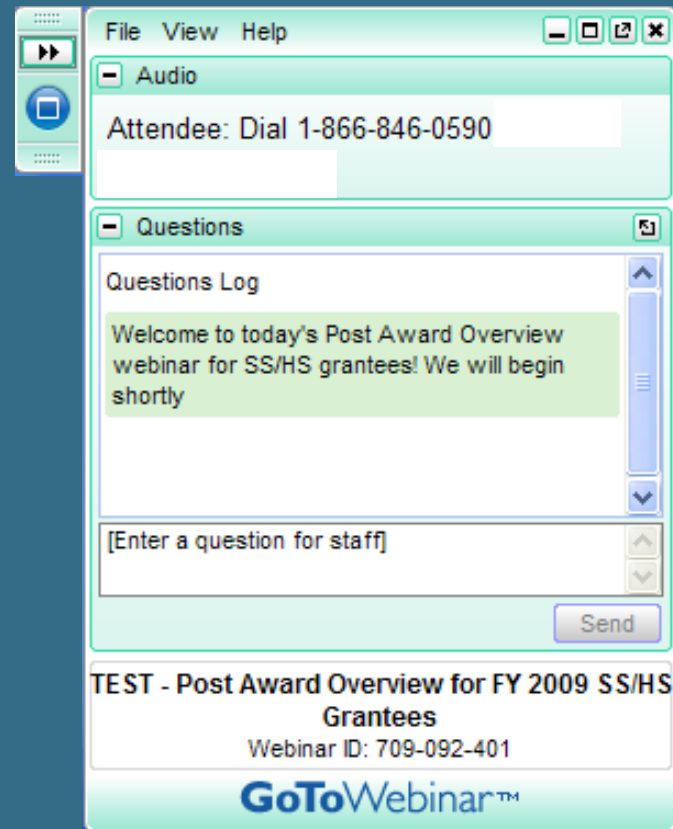
Objective 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project.

Activities Related to Objective 1.1:

Activity 1.1.1. – Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.

Questions?

Press *#
to
“raise your
hand” or



SS/HS Element: Safe School Environments and Violence Prevention Activities (Element One)

Goal: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Baseline Data/Needs	Objectives	Activities	Process Measures	Partners	Indicators and GPRA
1.1. 25% of middle grades youth surveyed in April 20XX reported engaging in bullying activities during the past 30 days.	1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX.	1.1.1. Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.	1.1.1a. Number of teachers trained to deliver the curriculum 1.1.1b. Number of sessions delivered per classroom 1.1.1c. Measures of program fidelity	1.1.1. Mental health partner will train teachers in use of the curriculum. 1.1.1. Teachers will deliver the STOP Bullying program 1.1.1 Students who exhibit high levels of risk will be referred to the mental health partner for services.	1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u>
1.2. 35% of middle grades youth surveyed in April 20XX reported being bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days.	1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX.	1.2.1. School resource officers will patrol the campus and common walking routes to school. 1.2.2. The principal will host an open forum with faculty to talk about the issue of bullying.	1.2.1. School resource officer event logs. 1.2.2a. Number of faculty present at the forum 1.2.2b. Satisfaction survey post-forum.	1.2.1. Law enforcement partner will monitor SROs. 1.2.2. Community partner will help facilitate the bullying forum.	1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u>

Step Two: Process Evaluation

GOAL: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Element(s): Safe School Environments and Violence Prevention Activities (Element One).

Objective 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project.

Activities Related to Objective 1.1:

Activity 1.1.1. – Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.

Process Measure 1.1.1a: Number of teachers trained to deliver the curriculum

Source of Information/Instruments: Training sign-in sheets

Who Will Collect the Data: Administrative assistant will require participants to sign in

Timing of Data Collection: Prior to training

Population or Sample: Population (participants from all trainings will be counted)

How Will the Data be Described/Analyzed: Total number of teachers trained will be reported.

Process Measure 1.1.1b: Number of sessions delivered per classroom

Source of Information/Instruments: Teacher session logs

Who Will Collect the Data: Teachers will fill out logs

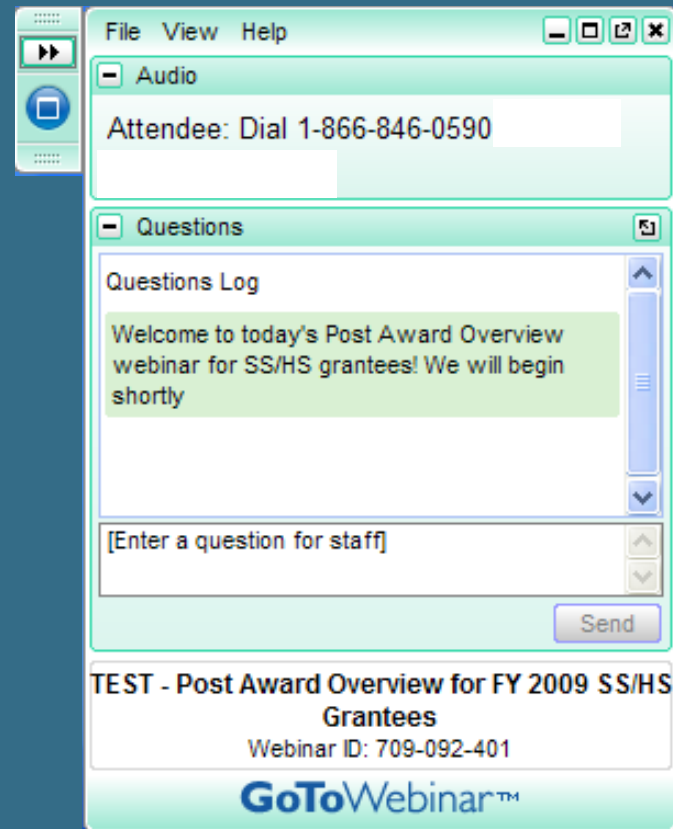
Timing of Data Collection: After each session

Population or Sample: Population (all teachers will fill out logs)

How Will the Data be Described/Analyzed: Frequency counts of sessions per classroom and average number of sessions across classrooms

Questions?

Press *#
to
“raise your
hand” or



SS/HS Element: Safe School Environments and Violence Prevention Activities (Element One)

Goal: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Baseline Data/Needs	Objectives	Activities	Process Measures	Partners	Indicators and GPRA
<p>1.1. 25% of middle grades youth surveyed in April 20XX reported engaging in bullying activities during the past 30 days.</p>	<p>1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX.</p>	<p>1.1.1. Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.</p>	<p>1.1.1a. Number of teachers trained to deliver the curriculum 1.1.1b. Number of sessions delivered per classroom 1.1.1c. Measures of program fidelity</p>	<p>1.1.1. Mental health partner will train teachers in use of the curriculum. 1.1.1. Teachers will deliver the STOP Bullying program 1.1.1 Students who exhibit high levels of risk will be referred to the mental health partner for services.</p>	<p>1.1. To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u></p>
<p>1.2. 35% of middle grades youth surveyed in April 20XX reported being bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days.</p>	<p>1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX.</p>	<p>1.2.1. School resource officers will patrol the campus and common walking routes to school. 1.2.2. The principal will host an open forum with faculty to talk about the issue of bullying.</p>	<p>1.2.1. School resource officer event logs. 1.2.2a. Number of faculty present at the forum 1.2.2b. Satisfaction survey post-forum.</p>	<p>1.2.1. Law enforcement partner will monitor SROs. 1.2.2. Community partner will help facilitate the bullying forum.</p>	<p>1.2. To reduce the percentage of students in grades 6-8 who indicate they were bullied, threatened, or pushed around in school or on the way to or from school in the past 30 days by 25% from baseline by the end of the project in June 20XX <u>as measured by a school-wide survey.</u></p>

Step Three: Outcome Evaluation

GOAL: To reduce the level of bullying among middle grades youth (grades 6-8) in our school district.

Element(s): Safe School Environments and Violence Prevention Activities (Element One).

Objective 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project.

Activities Related to Objective 1.1:

Activity 1.1.1. – Implement the STOP Bullying program with middle school youth in grades 6-8 in all schools in the district.

Outcome Measure 1.1: To reduce the percentage of students in grades 6-8 who report bullying others in the past 30 days by 15% from baseline by the end of the project as measured by a school-wide survey.

Baseline Data: 25% of middle grades youth surveyed in April 20XX reported engaging in bullying activities during the past 30 days.

Evaluation Design: One-group pretest-posttest design.

Source of Information/Instruments: Youth Risk Behavior Survey.

Who Will Collect the Data: Teachers will administer the survey in classrooms.

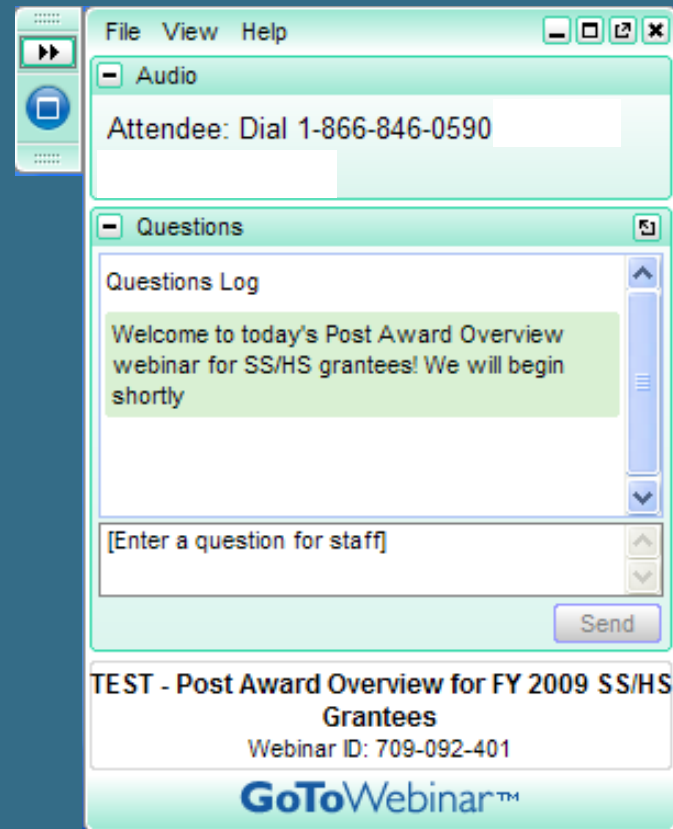
Timing of Data Collection: End of each academic year.

Population or Sample: Population (all 6th-8th grade students in the targeted schools will take the survey).

How Will the Data be Described/Analyzed: Descriptive statistics will be used to present the percentage of students who report bullying others in the past 30 days.

Questions?

Press *#
to
“raise your
hand” or



Step Four: Reporting

Example #1 from SS/HS Application

Reports of outcomes and results will be provided on an annual basis or as required by the funding agency. They will also be provided on a more informal basis at SS/HS partnership meetings. Evaluation reports will be provided monthly to implementing agencies to help assess progress, determine strengths and weaknesses, and adjust strategies.

Example #2 from SS/HS Application

The local evaluator will report on the process data in scheduled monthly meetings and conduct briefings to provide project staff and steering committee members with recommendations for strengthening programs and strategies. Outcome evaluation results will coincide with the semi-annual and annual reporting cycle of the grant. Results will be provided to the Project Director and SS/HS partners. Data will be placed on the SS/HS website for access to parents and interested community members.

Step Five: Identifying Project Staffing

Staff Person	Percent Time	Tasks
Sally Sorensen (lead evaluator)	50%	Purchase and development of necessary evaluation tools; training of staff for data collection; data analysis; presentation of evaluation activities and evaluation results at partnership meetings; oral updates for the Project Director; report writing; telephone surveying; coordinate with the National Evaluation Team to supply necessary data.
Alex Adler	25%	Data entry and cleaning; data analysis; report writing; telephone surveying.
Betsy Brighton	25%	Data entry and cleaning; data analysis; report writing; telephone surveying.

Step Six: Protection of Human Subjects

- Summarize or replicate information on Protection of Human Subjects from your grant application appendix. Update this information to reflect any changes that have occurred since the grant was funded. Attach any IRB materials and approvals.
- All FY 2009 grantees are encouraged to go through IRB review.
- Any evaluation plan that does not go through an IRB will be sent to the ED Protection of Human Subjects coordinator for official determination. Basic information is available at: <http://www.ed.gov/about/offices/list/ocfo/humansub.html>.
- Contact the Protection of Human Subjects coordinator with questions or for information on Common Rule requirements: Jeffery Rodamar - Protection of Human Subjects Coordinator - jeffery.rodamar@ed.gov - 202 260 3353
- *No covered research can be conducted until the study has ED protection of human subjects clearance. Delays in obtaining clearance make it impossible to collect baseline data.*

Element Two Activity

GOAL:

Element(s): Alcohol, tobacco, and other drug prevention activities

Objective 2.1:

Activities Related to Objective 2.1:

Outcome Measure 2.1:

Baseline Data:

Evaluation Design:

Source of Information/Instruments:

Who Will Collect the Data:

Timing of Data Collection:

Population or Sample:

How Will the Data be Described/Analyzed:

Process Measure 2.1.1a:

Source of Information/Instruments:

Who Will Collect the Data:

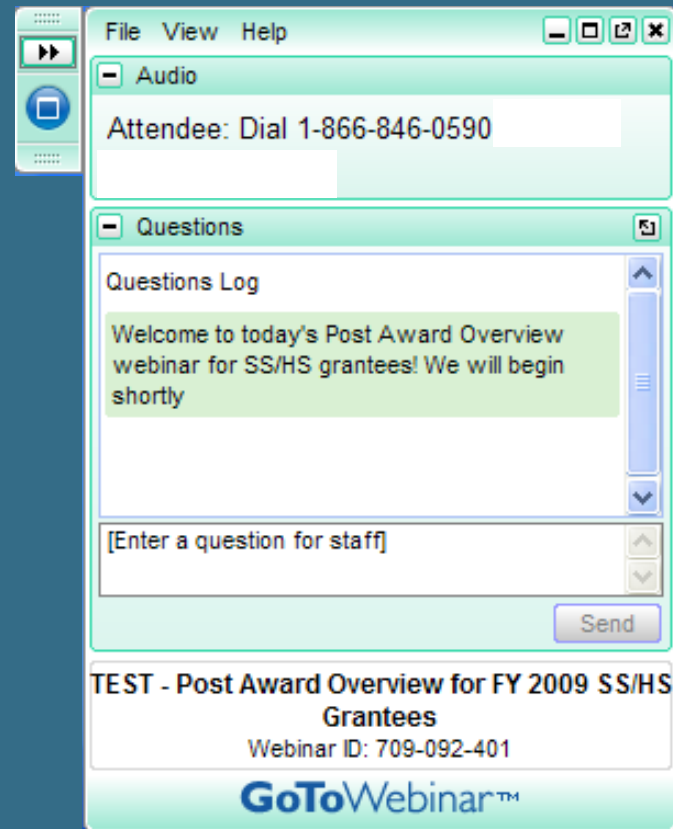
Timing of Data Collection:

Population or Sample:

How Will the Data be Described/Analyzed:

Questions?

Press *#
to
“raise your
hand” or



Next Steps

- Evaluation Meeting is being held on January 14-15, 2010 at the Hyatt Regency Bethesda in Bethesda MD.
- Should begin working on your evaluation plan as soon as possible.
- Evaluation plans are due January 31, 2010 with the first report.
- Any questions about evaluation plans can be directed to your technical assistance specialist or to Scott Formica at 781-270-6613 or sformica@ssre.org