

**Making Use of Evaluation
Data Daily
or
Evaluator/Project Staff
Communication**

**LAUNCH Grantee Meeting
August 5, 2010**



Optimal Evaluator Relationships with Project Staff Usually Include:

■ Clear lines of communication

- Written
- Calls
- Meetings

■ Established procedures for

- Collecting data,
- Reviewing analysis plans
- Reviewing reports

Optimal Evaluator Relationships with Project Staff Usually Include

- **Clear procedures for how to share information**
 - With project staff
 - With funder(s)
 - With press and policy-makers
- **Agreement on how information will be used**
 - Quality assurance and improvement
 - Management improvements
 - Outcome evaluation for policy-makers
 - Other

Three Key Evaluator/Project Staff Areas for Clear Lines of Communication and Agreement

- **Communication**
- **Reviewing Findings**
- **Sharing Reports and Information**

Communication Key Questions

- **Do you have regular forms of communication? How frequently? Are they in written formats, by calls, in meetings, other?**
- **Des the evaluator regularly communicate separately with the state project staff and the local staff? Or is the communication with both staff?**

Communication Key Questions

- **Is there a clear agenda for calls and meetings? A clear format for written communication and reports?**
- **If there is a problem with data collection or the evaluation activities, how (and by whom) is this communicated to the project staff?**

Exercise 1: Communication (15 minutes)

- **Discuss with your state team**
- **Share state team practices**
- **Make decisions about next steps in developing standard procedures**

Communication Key Questions

- **Are there established procedures for data collection that are agreed upon by evaluation and project staff? If yes, what are they; if no, what may be needed?**
- **Are there established procedures for data analysis that are agreed upon by evaluation and project staff? If yes, what are they; if no, what may be needed?**

Communication Key Questions

- **Are there established procedures for reviewing all evaluation findings by evaluation and project staff? What findings (CSE reports, SAMHSA reports, other) are reviewed by which project staff (state director, local director, other) at which points (draft, final report, etc.) in the process?**

Exercise 2: Reviewing Findings (15 minutes)

- **Discuss with your state team**
- **Share state team practices**
- **Make decisions about next steps in developing standard procedures**

Communication Key Questions

- **What types of reports are planned or have been prepared by the evaluation team?
Written reports? Oral reports? Content of reports?**
- **Do you have a dissemination plan for the findings from your LAUNCH evaluation?
What is included? Who approves the plan?**

Communication Key Questions

- **Do you have a procedure for project staff or others to review the evaluation reports? If so, who is involved (other staff, supervisors, outside reviewer, etc.)? What reports are included in these reviews (reports to the CSE, to SAMHSA, to state and local policy-makers, press or media outlets, etc.)?**

Communication Key Questions

- **Do you have a mechanism for sharing ongoing findings from the evaluation with**
 - a. project staff at the state level?**
 - b. project staff at the local level?**
 - c. program managers/providers?**
 - d. the state/tribe Child Wellness Council?**
 - e. the community Child Wellness Council?**
 - f. policy makers in the state/tribe or community?**
 - g. press and media outlets?**
 - h. general public?**
 - i. other researchers and evaluators?**

Communication Key Questions

- **To date, how have evaluation findings been used by**
 - a. project staff at the state level?**
 - b. project staff at the local level?**
 - c. program managers/providers?**
 - d. the state/tribe Child Wellness Council?**
 - e. the community Child Wellness Council?**

Exercise 3: Sharing and Using Reports and Information (30 minutes)

- **Discuss with your state team**
- **Share state team practices**
- **Make decisions about next steps in developing standard procedures**