



Evaluation Inventory

Worksheet #1

1. The "Big Picture" . . . Who cares about my program?

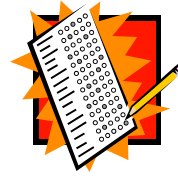
Stakeholders	What do they want to know?
a.	
b.	
c.	
d.	
e.	
f.	

Stakeholders can include*:

1. Persons involved in program operations (e.g., sponsors, collaborators, coalition partners, funding officials, administrators, managers, and staff);
2. Persons served or affected by the program (e.g., clients, family members, neighborhood organizations, academic institutions, elected officials, advocacy groups, professional associations, skeptics, opponents, and staff of related or competing agencies); and
3. Primary users of the evaluation (e.g., specific persons in a position to do or decide something regarding the program).

(Source: CDC Evaluation Working Group, <http://www.cdc.gov/eval>)

2. Who currently receives evaluation findings for your program?



Evaluation Leadership Self-Assessment

Worksheet #2

Evaluation Planning:

- Completed Logic Model for Program Planning & Evaluation
- Discussion(s) of evaluation planning with key stakeholders
- Identification of Short-Term Outcome Indicators
- Identification of Medium-Term Outcome Indicators
- Identification of Long-Term Outcome Indicators
- Inclusion of explicit output and outcome indicators in planned program for reporting through AIMS

Evaluation Collaboration & Support:

- Written evaluation management plan with roles, methods, and timelines identified and formalized
- Instruments/sources of data identified & communicated
- Training related to protocols provided to evaluation team members (persons with roles in the collection and reporting of evaluation data)
- Data reporting guide/e-mail provided to evaluation team for data collection & reporting for federal fiscal year

Evaluation Implementation:

- Identification, collection, and reporting baseline data
- Measurement & reporting of Short-Term Outcome Indicators
- Measurement & reporting of Medium-Term Outcome Indicators
- Measurement & reporting of Long-Term Outcome Indicators
- Periodic data review and monitoring for identification & correction of errors
- Analysis of data
- Dissemination of evaluation findings to stakeholders
- Modifications to program planning based on evaluation data for process improvement

Data Quality = Evaluation Management based on Uniformity of:

1. Indicators (What will be measured)
2. Tools/Roles (How and Who will measure)
3. Data Collection Plan (When)
4. Uniform Reporting (Where)
5. Contextual Interpretation