Evaluation Template for Community Action Grants



Version Date: 10/30/19

**Evaluation and Performance Measurement Plan**

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| **Grantee:** |
| **Document Date: Draft  Final** |

**Instructions**:

Evaluation and Performance Measurement are tools used to: 1) help demonstrate achievement of program outcomes; 2) build a stronger evidence base for specific program interventions; 3) clarify applicability of the evidence base to different populations, settings, and contexts; and 4) drive continuous program improvement. Evaluation and performance measurement can also determine whether program strategies are scalable and effective at reaching the target or intended populations. The plan must be refined and adjusted as needed – if strategy/activities change, the evaluation plan must be updated to reflect the change in strategy/activity.

1. After the needs assessment has been completed and stakeholders have proposed evidence-based strategies or promising practices to address items identified in the needs assessment, complete a logic model using the template available at <https://www.healthvermont.gov/alcohol-drug-abuse/grantees-contractors/reporting-forms-and-guidance-documents> to show how the strategies align with the State-identified intermediate and long-term outcomes.
2. Complete the section that discusses your community’s general approach to evaluation, how the evaluation results will be used, and the quality improvement processes that will be used to adjust strategies or activities based on the data.
3. There must be at least one evidence-based strategy or promising practice for **each** of the three priorities.
   1. Priority 1: Overdose Prevention Training
   2. Priority 2: Linkage to Care
   3. Priority 3: Enhancement of First Responder Engagement in Public Health Approaches to the Opioid Crisis
4. Complete the grid below for each planned strategy/promising practice. Copy the entire table and paste it into the document to add additional tables. Refer to the work plan so the strategies/activities each have an associated evaluation plan. Give a brief description of the strategy/activities.
5. Refer to the logic model to identify how strategies/activities align with the State mid and long term outcomes.
6. Propose an evaluation question or questions. These are high level questions that assess progress toward the identified outcomes.
7. Identify the SMART Measure(s) (Specific, Measurable, Achievable, Relevant, and Time-phased) that will be used to determine if progress is being made toward the short-term outcomes and that help to answer the evaluation question(s). They may be process or outcome measures.
8. Identify who is responsible for data collection and analysis, how it will be collected, and the sources of data that are needed to determine progress toward SMART measures.

# General evaluation Information

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| **Discuss your community approach to evaluation**: |
| **How will you share and use your evaluation results? Explain how lessons learned will be translated and disseminated (e.g., through publications, presentations, to inform quality improvement processes).** |
| **Describe anticipated monitoring and quality improvement processes**: |

# Evaluation Plan

| **Community Action Grant ADAP Priority:**  1 - Overdose Prevention Training  2 - Linkage to care  3 - First Responder Engagement | | |
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| **Strategy:** | | |
| **Activities (from workplan) :** | | |
| **Description of the strategy and any identified sub-activities:** | | |
| **Which Logic Model Outcome(s) are linked to this strategy and associated sub activities?**   * **Short-term outcome(s):** * **Intermediate outcome(s):** * **Long-term outcome(s):** | | |
| **Evaluation questions to be answered:** | | |
| **SMART Measure(s)** **to determine if progress is being made toward the short-term outcomes and that help to answer the evaluation questions:** | | |
| **Who is responsible for data collection and analysis?** | **Data collection methods**  Mark one:  Data exist  Data need to be collected (new data)  Baseline data:  Known  Unknown/TBD  Source(s): | **Timeline for data collection and analysis** |