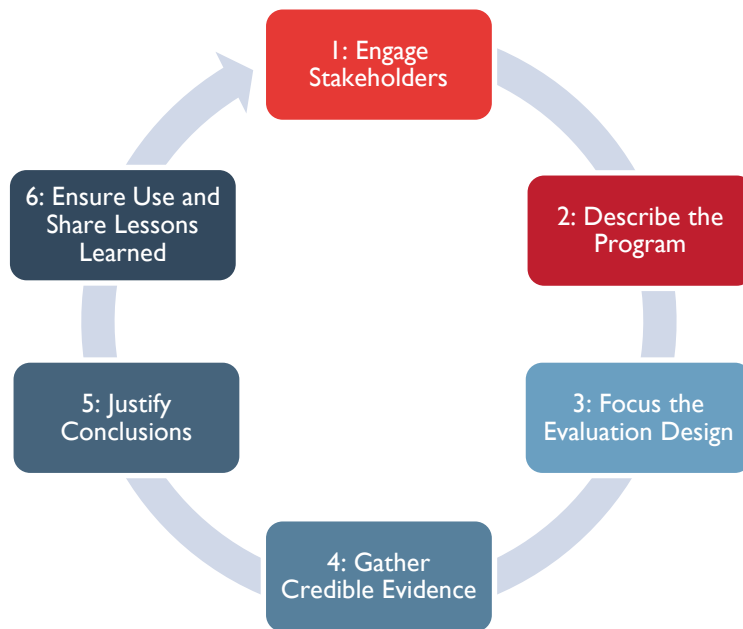


This evaluation readiness tool can assist an agency to identify program evaluation strengths and areas of improvement. The six sections of the tool list activities that demonstrate capacity within each step of the CDC Framework for Program Evaluation in Public Health.



This tool was adapted from *Building Evaluation Capacity: A Self-Assessment Checklist*, an assessment developed by the Centers for Disease Control and Prevention, Division of HIV/AIDS Prevention, Capacity Building Branch.

Instructions

Please review each section and the corresponding evaluation activities. For each item, indicate if your agency **currently fulfills the activity** (Yes), **does not fulfill the activity** (No), **somewhat fulfills the activity** (Partial) or if you are **unsure if an activity is in place** and need to discuss it further with agency staff (Unsure) by placing a checkmark in the appropriate column.

After each step, please identify activities that can be strengthened with additional training and technical assistance (TA). This assessment is intended for agency use, and should take about 25 minutes to complete.

Step 1: Engage Stakeholders

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
The program has written documentation of all identified stakeholders				
There is a written plan on when and how stakeholders will be engaged throughout the evaluation process				
Clients trust the agency to collect and use data responsibly and in their best interest				
A community advisory board reviews evaluation materials				
The agency staff view evaluation as an accountability tool				
The Executive Director and staff view evaluation as a benefit to the program				
Evaluation is seen as a “norm” within the agency/program				
Evaluation-related skills are included in agency job descriptions				
All program staff have participated in at least one training on program evaluation in the last 12 months				

Training and technical assistance that can strengthen this step:



Step 2: Describe the Program

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
Logic models have been developed describing planned implementation and outcomes				
Logic models <u>are used</u> during program planning				
All agency staff describe evaluation using similar language (terms)				
SMART process and outcome objectives are in writing				
SMART objectives tie to the logic model				
The Program Manager shares the status of SMART objectives with staff at least quarterly				

Training and technical assistance that can strengthen this step:

Step 3: Focus the Evaluation Design

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
Evaluation questions are in writing				
Evaluation questions are linked to the SMART objectives				
Evaluation questions are linked to the logic model				
Stakeholders had input in the development of evaluation questions				
All program budgets have set aside money for evaluation activities				

Training and technical assistance that can strengthen this step:

Step 4: Gather Credible Evidence

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
A data collection plan and procedures are in writing				
Staff responsible for data collection receive data collection training, including any time forms are updated or changed				
Data collection forms are piloted before implementation (e.g., literacy levels, clarity, adequacy of responses, etc. are verified)				
All staff are trained on confidentiality and data security upon hire				
Staff responsible for data collection understand why data are being collected and how these data contribute to the evaluation				
Staff do not see data collection activities as a barrier to services				
A data entry system and data backup is in place				
A process and timeline for data entry is in writing				

Training and technical assistance that can strengthen this step:

Step 5: Justify Conclusions

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
Data quality assurance systems and plans are in place (e.g. checking for errors, data cleaning, etc.)				
A data analysis plan for quantitative and qualitative data is in place				
The agency has partnerships with other organizations that can help with data analysis if needed				
Program staff are involved in data interpretation				

Training and technical assistance that can strengthen this step:

Step 6: Ensure Data Use and Share Lessons Learned

<i>Evaluation Activity</i>	Yes	No	Partial	Unsure
Stakeholders who may be interested in evaluation findings have been identified				
Evaluation findings are shared and discussed with all <u>community partners</u> in a timely manner				
Evaluation findings are shared and discussed with all <u>agency staff</u> in a timely manner				
Evaluation findings are shared and discussed with <u>clients</u> in a timely manner				
Effective and appropriate methods of sharing evaluation findings (fact sheets, social media, presentations, etc.) are selected for each audience				
Evaluation findings are used for program improvement during and after implementation				
Evaluation findings are referenced in overall agency decision making				
Evaluation data are used to write grants and other proposals for funding				
Evaluation reports are used to advocate for organizational change				

Training and technical assistance that can strengthen this step:

