



Evaluation plan template



Evaluating your efforts to implement the 2020-2022 SAPA is important because it provides critical information on which strategies to implement, scale up, or discontinue and information about how to improve implementation in the future.

This evaluation template can help you develop an evaluation plan for measuring the effectiveness of SAPA-aligned strategies you are implementing or plan to implement. An evaluation plan describes how you will go about measuring the SMART objectives in your logic model. For more information about SMART objectives and evaluation planning, see the **Evaluate** section (page 42) of the [2020-2022 SAPA Implementation Toolkit](#).

This tool includes 3 sections:

- Evaluation plan template instructions;
- Evaluation plan example; and
- Evaluation plan template (blank worksheet).

Complete the **Basic Logic Model** template before starting your evaluation plan. Then, refer to the instructions and example template below for guidance on how to fill out your evaluation plan template. A blank evaluation plan template is provided for you to fill in on page 8.

Evaluation plan template instructions

Below are instructions for how to fill in your evaluation plan template on page 8.

Strategy information instructions

SAPA strategy	<i>List one strategy</i>
Priority populations(s)	<i>List one or more priority populations for the strategy above</i>



Process evaluation instructions

	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
Outputs <ul style="list-style-type: none"> • Insert outputs from the logic model • Add rows as needed 	<i>Describe how you will measure the outputs, such as through:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Program tracking log <input type="checkbox"/> Administrative data <input type="checkbox"/> Survey <input type="checkbox"/> Other 	<i>Describe when and how frequently data will be collected, analyzed, and reported</i>	<i>List person(s) responsible for each evaluation method</i>
Participant satisfaction <i>This is relevant for programs and services and can be more difficult to measure for policies.</i>	<i>Describe how you will assess participant satisfaction, such as through:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Survey <input type="checkbox"/> Focus groups <input type="checkbox"/> Key-informant interviews <input type="checkbox"/> Other 	<i>Describe when and how frequently data will be collected, analyzed, and reported</i>	<i>List person(s) responsible for assessing satisfaction</i>
Fidelity <i>This applies to specific evidence-based programs. Fidelity refers to the extent to which a program is implemented in a way that is consistent with the program model that has been proven effective.</i>	<i>Use any existing fidelity tool provided by the evidence-based program. Follow any fidelity assessment requirements for licensed programs (such as the Fidelity Manual for programs licensed by the Self-Management Resource Center). If a tool is not available, develop a brief fidelity checklist to document implementation of key components of the model, such as: personnel/training requirements, minimum/maximum number of participants, frequency of sessions, target population, etc.</i>	<i>Describe when and how frequently data will be collected, analyzed, and reported</i>	<i>List person(s) responsible for assessing fidelity</i>
Cultural fit/ accessibility <i>This refers to the extent to which the strategy was appropriate for or tailored to the needs of the priority population(s).</i>	<i>Describe how you will assess cultural fit/accessibility, such as through:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Survey <input type="checkbox"/> Focus groups <input type="checkbox"/> Key-informant interviews <input type="checkbox"/> Other 	<i>Describe when and how frequently data will be collected, analyzed, and reported</i>	<i>List person(s) responsible for assessing cultural fit/ accessibility</i>





Outcome evaluation instructions

	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
Performance outcome SMART objectives: Overall and for priority populations <ul style="list-style-type: none">• Insert all performance outcome SMART objectives from the logic model• Add rows as needed	<i>Describe how you will measure the SMART objectives, such as through:</i> <ul style="list-style-type: none"><input type="checkbox"/> Program tracking log<input type="checkbox"/> Administrative data<input type="checkbox"/> Survey<input type="checkbox"/> Interviews<input type="checkbox"/> Other	<i>Describe when and how frequently data will be collected, analyzed, and reported</i>	<i>List person(s) responsible for each evaluation method</i>



Evaluation plan example

This is an example of a completed evaluation plan template. You can use this example to provide you with additional guidance on how to fill in the blank evaluation plan template on page 8.

Strategy information

SAPA strategy	A Matter of Balance (MOB)
Priority populations(s)	Buckeye County residents with: <ul style="list-style-type: none"> • Low incomes • Disabilities

Process evaluation example

Outputs	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
<ul style="list-style-type: none"> • Number of instructors trained to teach MOB • Number of instructors trained in disability modifications 	Training log	Training log will be updated at the end of each training session. Carol will tally and report outputs on a quarterly basis.	Carol Evans
Overall and by zip code and disability status: <ul style="list-style-type: none"> • Number of locations offering MOB classes • Number of MOB workshops completed • Number of participants enrolled in MOB • Program completion rate 	Session tracking log	Session tracking log will be updated at the start of each workshop series. Bill will tally and report outputs on a quarterly basis.	Bill Hughes





Process evaluation example (cont.)

Outputs	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
Overall and by zip code and disability status: <ul style="list-style-type: none">• Number of participants who complete the class evaluation survey	Class evaluation survey	Instructors will hand out a paper version of the class evaluation survey at the end of the last class. It will also be sent via mail (paper copy) and email (link to online survey) within one week after the last class. A volunteer will enter the responses from the paper surveys into the online survey. Bill will tally the number of completed surveys from each group that completed the session during each quarter.	Bill Hughes
Participant satisfaction	<ul style="list-style-type: none">• The following question will be included on the class evaluation survey: "Would you recommend this class to others?" Answer options are "Yes," "No," and "Maybe."• Focus groups will include questions about satisfaction	<ul style="list-style-type: none">• See above for class evaluation survey• Students from Local University will conduct 3 focus groups with MOB participants, including 1 group with people with disabilities and 1 group in a low-income zip code. Focus group participants will be recruited in Aug.-Sept. 2022 and the groups will be facilitated in Sept.-Oct. 2022. Students will code, analyze, and summarize the results. Draft report is due Dec. 18, 2022 and final report is due Jan. 12, 2023.	Bill Hughes and Renita Jones
Fidelity	Fidelity checklist	<ul style="list-style-type: none">• Sheila will complete the fidelity checklist for each site by Dec. each year.• Sheila will observe each instructor at least one time each year.	Sheila Akah



Process evaluation example (cont.)

Outputs	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
Cultural fit/ accessibility	Focus groups will include questions about cultural fit and accessibility	Students from Local University will conduct 3 focus groups with MOB participants, including 1 group with people with disabilities and 1 group in a low-income zip code. Focus group participants will be recruited in Aug.-Sept. 2022 and the groups will be facilitated in Sept.-Oct. 2022. Students will code, analyze, and summarize the results. Draft report is due Dec. 18, 2021 and final report is due Jan. 12, 2023.	Bill Hughes and Renita Jones

Outcome evaluation plan example

Performance outcome SMART objectives: Overall and for priority populations	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
In 2022, the average fall prevention skill score will increase by at least 30% from the first MOB session to the last MOB session (2021 baseline: 20%)	Pre- and post-session surveys	Instructors will hand out a paper version of the survey at the first class and the last class. It will also be sent via mail (paper copy) and email (link to online survey) within one week after the last class. A volunteer will enter the responses from the paper surveys into the online survey. Bill will run a report of the results from the online survey tool on a quarterly basis for each group that completed the session during the quarter.	Bill Hughes
In 2022, the average fall prevention skill score will increase by at least 30% from the first MOB session to the last MOB session for participants from low-income zip codes and among participants with disabilities (No baseline data available)			





Outcome evaluation plan example (cont.)

Performance outcome SMART objectives: Overall and for priority populations	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
In 2022, at least 85% of MOB participants will report that they “strongly agree” or “agree” that they plan to continue exercising as a result of the class (2021 baseline: 80%)	Post-session survey	Instructors will hand out a paper version of the survey at the end of the last class. It will also be sent via mail (paper copy) and email (link to online survey) within one week after the last class. A volunteer will enter the responses from the paper surveys into the online survey. Bill will run a report of the results from the online survey tool on a quarterly basis for each group that completed the session during the quarter.	Bill Hughes
In 2022, at least 85% of MOB participants from low-income zip codes and/or with disabilities will report that they “strongly agree” or “agree” that they plan to continue exercising as a result of the class (Baseline data not available)			



Evaluation plan blank template

Refer to the instructions and example template above for guidance on how to fill out this evaluation plan template. Then, fill out this blank evaluation plan template for each strategy you plan to evaluate.

Strategy information

SAPA strategy	
Priority populations(s)	

Process evaluation blank template

	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership
Outputs			
Participant satisfaction			
Fidelity			
Cultural fit/accessibility			





Outcome evaluation template

Performance outcome SMART objectives: Overall and for priority populations	Evaluation methods and data sources	Timeline for data collection, analysis, and reporting	Leadership