Evaluating for Outcomes & Reporting Results

Julie Huetteman, Alva Muhammad

**Session Worksheet**

**Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program/Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP 1 – Choose outcome from logic model**

Select from:

Program Area logic model:

-OR-

Program/Project logic model:

Medium-term outcome selected:

**STEP 2 – Write survey questions**

To evaluate medium outcomes, time has to have passed since the program/project. How much time, depends on your program/project and the outcome you expect.

**Template**

TIMEFRAME VERB ACTION SUBJECT/SETTING/TARGET/SITUATION

\_\_\_\_\_\_\_\_\_\_\_\_ [program/project], have you \_\_\_\_\_\_ a/n \_\_\_\_\_\_ for your \_\_\_\_\_\_?

This question, when answered, tells you about the accomplishment of the Logic Model outcome.

**Examples**

TIMEFRAME VERB ACTION SUBJECT/SETTING/TARGET/SITUATION

As a result of attending [program/project], have you started a behavior for your health?

In the 9 months since [program/project], have you adopted a practice for your operation/business?

Since attending [program/project], have you taken an action for your family?

In the last growing season [program/project], have you changed a/n something for your agency/community?

**WRITE YOUR OWN HERE – (STEP 2)**

TIMEFRAME VERB ACTION SUBJECT/SETTING/TARGET/SITUATION

\_\_\_\_\_\_\_\_\_\_\_\_ [program/project], have you \_\_\_\_\_\_ a/n \_\_\_\_\_\_ for your \_\_\_\_\_\_?

**STEP 3 - Craft Responses**

Write responses for your audience/participants to provide details about accomplishing the outcome.

TEMPLATE with Examples

**First level response – Yes/No**

**Yes/No**

* Yes
* No

**Optional - Yes/No, plus some more**

* Yes, I started \_\_\_\_\_
* Yes, I completed \_\_\_\_\_
* No

**Second level response - List actions**

(Create a list of specific actions or categories you taught them.)

If yes, what \_\_\_\_ did you adopt? Select all that apply.

* Talked to my family about our business plan
* Used “I messages” with my child/ren”
* Led STEM activities with middle school youth
* Worked on the strategic plan for our community
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third level response – List impact**

(List specific results expected from those actions you taught them.)

If yes, what results did you experience? Select all that apply.

* Our family updated the business plan for future generations
* Reduced the stress level in our household
* Middle school students presented STEM projects
* Our community has communicated a plan for the future
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third level response – Open ended**

If yes, explain how the \_\_\_\_ in \_\_\_\_ impacted you/your \_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WRITE YOUR OWN HERE -- (STEP 3)**

**First level response – Yes/No**

**Yes/No**

* Yes
* No

**Optional - Yes/No, plus some more**

* Yes, I started \_\_\_\_\_
* Yes, I completed \_\_\_\_\_
* No

**Second level response - List actions**

(Create a list of specific actions or categories you taught them.)

If yes, what \_\_\_\_ did you adopt? Select all that apply.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third level response – List impact**

(List specific results expected from those actions you taught them.)

If yes, what results did you experience? Select all that apply.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third level response – Open ended**

If yes, explain how the \_\_\_\_ in \_\_\_\_ impacted you/your \_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 4 – Sharing Results and Writing Impact**

TEMPLATE -- IMPACT STATEMENT and OUTCOMES

**What Has Been Done**

FIRST - [Description of program/project]

SECOND - [Audience/attendees (role, demographics)]

 # ROLE PROGRAM TITLE

“A total of \_\_\_\_\_\_\_\_ \_\_\_\_\_ attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

**Results**

FIRST - [List # of people who completed the survey.]

 # ROLE ACTION

“A total of \_\_\_\_\_\_\_ \_­­­­­­­­­­­­­­­­­­\_\_\_\_ completed the 9-month follow-up survey on \_\_\_\_\_\_\_.”

SECOND - [Share most important results.]

ROLE # / % “**yes**”

“\_\_\_\_\_ (\_\_\_\_ %) reported that since the program, they had adopted recommended practices.”

“The **most common** practices were: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (\_\_\_ %), 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (\_\_\_ %), and 3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (\_\_\_ %).”

ROLE

“**As a result** of those practices, \_\_\_\_\_\_ reported: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (\_\_\_ %) and 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_ %).”

THIRD - [State common/sample comments.] Select phrases or quotes from participants telling about their adoption of practices.

 ROLE

“\_\_\_\_\_ stated that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

**Outcome Indicators**

# Outcome indicator from Logic Model

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WRITE YOUR OWN HERE – (STEP 4)** Instructions: Given these hypothetical results, draft the sentences for the impact statement.

* 220 people completed program
* 100 people completed the survey
* 77 people said “yes” to the question for the medium outcome
	+ 70, 60, and 50 “most common”; 40 and 30 “as a result”

**What Has Been Done**

FIRST - [Description of program/project]

SECOND - [Audience/attendees (role, demographics)]

 # ROLE PROGRAM TITLE

“A total of \_220\_ \_\_\_\_\_ attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

**Results**

FIRST - [List # of people who completed the survey.]

 # ROLE ACTION

“A total of \_100\_ \_\_\_\_\_ completed the 9-month follow-up survey on \_\_\_\_\_\_\_.”

SECOND - [Share most important results.]

 ROLE # / % “**yes**” ACTION

“\_\_\_\_\_ (77%) reported that since the program, they had \_\_\_\_\_\_\_.”

“The **most common** actions were: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (70%), 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (60 %), and 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (50%).”

 ROLE

“**As a result** of those actions, \_\_\_\_\_ reported: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (40%) and 2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (30%).”

THIRD - [Common/sample comments.] Select phrases or quotes from participant comments.

 ROLE

“\_\_\_\_\_ stated that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

**Outcome Indicators**

# Outcome indicator from Logic Model

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_