



Regional Violence Prevention Coalition
Evaluation Plan Template

Regional Violence Prevention Coalition Lead Agency:			
LA County Service Planning Area:			
Prepared By:		Submission Date:	

Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

INSTRUCTIONS

As a part of the Regional Violence Prevention Coalition (RVPC) project, all lead agencies are required to create and execute a plan for program evaluation. Program evaluation is a process used to collect and analyze information about a program, project, or other intervention to measure change over time or to ensure activities are proceeding as planned. Program implementation and development is strengthened with effective, detailed evaluation that includes both process and outcome-related measurement indicators.

The following document is a template to be used by each RVPC Lead Agency to draft and finalize plans for program evaluation. Lead Agencies should complete this document to describe their plan to measure progress and achievements made towards their Community Action Plan goals and objectives. At each place that a table is provided, all columns of the table should be completed for each response. There may be some questions which you may choose to add or remove some table rows depending on your evaluation plan. Where there are questions listed and no table is provided, all included questions should be addressed in a written narrative format. Please use as much space as you need to answer each question. **Every question on the template must be included in submitted evaluation plans.**

At the end of this template, the RVPC Team has included a comprehensive list of online materials that can serve as helpful resources when developing an evaluation plan. The RVPC Team is also available to provide support through 1:1 meetings or other virtual communication channels.

Please note that evaluation plan initial drafts are due to the Office of Violence Prevention RVPC Team via email by **end of day Tuesday, March 29th**. Revised, final evaluation plans must be submitted via email by **end of day Friday, April 8th**.



Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

INTRODUCTION

I. Evaluation Goal

a. *What is the purpose and use of this evaluation? What does your coalition want to learn from this evaluation?*

II. Evaluation Team

a. *Who will monitor and supervise this evaluation? Who else will be on this evaluation team?*

<u>TABLE 1. ROLES AND RESPONSIBILITIES OF THE EVALUATION TEAM MEMBERS</u>	
Individual + Role	Evaluation Responsibilities



Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

BACKGROUND AND DESCRIPTION OF THE REGIONAL VIOLENCE PREVENTION COALITION

- I. **Coalition Background**
 - a. *Why is this coalition needed? How do landscape analysis findings support this need?*

- II. **Regional Violence Prevention Coalition Stakeholder Assessment**
 - a. *Who are the stakeholders for the Regional Violence Prevention Coalition?*
 - b. *What sectors do these stakeholders represent? What geographic areas do they represent?*
 - c. *How do you plan to engage these stakeholders in this evaluation?*



Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

COALITION GOALS AND OBJECTIVES

- I. **Goals, Objectives, and Target Population**
 - a. *What are the coalition’s SMART community action plan goals and objectives? What are the intended outcomes?*
 - b. *Who is the target population of these objectives?*

Table 3. COALITION GOALS, OBJECTIVES, AND TARGET POPULATION			
RVPC Coalition Goal			
SMART Objectives	Target Population	Stage of Objectives	Outcomes (short, intermediate, or long term)
		<input type="checkbox"/> Planning Process <input type="checkbox"/> Implementation <input type="checkbox"/> Completed	
		<input type="checkbox"/> Planning Process <input type="checkbox"/> Implementation <input type="checkbox"/> Completed	
		<input type="checkbox"/> Planning Process <input type="checkbox"/> Implementation <input type="checkbox"/> Completed	

Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

GATHERING CREDIBLE EVIDENCE

- I. Evaluation Questions and Indicators
 - a. *What are your evaluation questions? What indicators will you use to measure these? (Use both process-driven and outcome-driven evaluation questions to describe what your coalition wants to learn from the evaluation).*
 - b. *What are some of the measurable or observable elements that can tell you about your program and its effects? What level or amount of change would you like to see? (e.g. 25% decrease in school suspensions; 10 public trauma informed care trainings with at least 4 community partners in attendance as planned).*

Table 4. INDICATORS AND PROGRAM BENCHMARK FOR EVALUATION QUESTIONS		
Evaluation Question	Process and Outcome Indicators	Expected Result (% changes, # meetings, # attendees, etc.)
1.	Process: •	
	Outcome: •	
2.	Process: •	
	Outcome: •	
3.	Process: •	
	Outcome: •	
4.	Process: •	
	Outcome: •	



Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

II. Data Collection

- a. *What are your intended evaluation activities and data collections methods will you use to collect the information needed to measure each indicator identified in the table above (Table 4)? (e.g., bi-monthly surveys, meeting agendas, focus groups, observation, etc.)*
- b. *Who is responsible for the data collection?*
- c. *How often will the data be collected?*
- d. *How will you manage and store the data?*

Table 5. DATA COLLECTION PLAN				
Indicator	Evaluation Activities/Data Sources	Data Collection		
		Who	When	How

Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

III. Resource Considerations & Evaluation Standards

- a. *What resources are available to conduct this evaluation?*
- b. *What data has already/is already been collected?*
- c. *How will you ensure the data collected will be able to measure success?*
- d. *How will you know the data collected will be accurate and correct?*
- e. *Do you foresee any difficulties in conducting this evaluation?*
- f. *How will you ensure your evaluation is occurring as planned?*

IV. Plan Timeline

- a. *Use the chart below to indicate which months each evaluation activity may occur. Will any activities continue past the end of the contract period?*

Table 6. TIMELINE FOR EVALUATION ACTIVITIES										
Evaluation Activities	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	Ongoing.
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									
	<input type="checkbox"/>									



Regional Violence Prevention Coalition Evaluation Plan

Regional Violence Prevention Coalition Lead Agency:			
Prepared By:			
LA County Service Planning Area:		Submission Date:	

JUSTIFYING CONCLUSIONS: ANALYSIS AND INTEPRETATION

I. Analysis

- a. *How will you look at and analyze your data to see what changes have or have not occurred? How will you analyze quantitative data and/or qualitative data?*

ENSURING USE AND SHARING LESSONS LEARNED: REPORT & DISSEMINATION

I. Evaluation Use

- a. *What are you plans for using evaluation findings? How, where, and when will these findings be used?*
- b. *How will these findings be used to inform future projects?*

II. Dissemination

- a. *How do you plan to disseminate the evaluation findings to your coalition? What medium will you use to share these findings?*
- b. *Will the results of this evaluation be shared beyond your coalition?*

Regional Violence Prevention Coalition Evaluation Plan Resources & Materials

Designing an effective evaluation plan can be a daunting part of program development. Fortunately, many resources exist to provide explanations, examples, and guidance throughout the process.

[Program Evaluation - What it is and why do it?:](#) This is a quick and short background on evaluation and why it is an important part of program development. This website defines evaluation and provides some general tips about how to integrate strong evaluation into a part of your program.

[Overview - Evaluation Framework:](#) A quick and short flow chart that provides a visual overview of the various stages within the evaluation process.

[Program Evaluation Toolkit:](#) Although this resource was developed by the CDC for a specific type of public health program, it includes numerous blank worksheets that can be used as a resource when designing an evaluation. Page 11, in particular, includes a worksheet that can be used to design an entire program evaluation in one chart. The toolkit also includes numerous definitions, checklists, and examples of each component of program evaluation.

[A Framework for Program Evaluation - A Gateway to Tools:](#) Like other resources, this is a comprehensive overview of the definition of, purpose, and process of program evaluation. Halfway through the page, this tool also includes a clear list of measurement indicators that can be used in your evaluation planning.

[CDC Approach to Evaluation – Indicators:](#) This website defines and provides additional short examples of the three different types of indicators that might be included in an evaluation: input indicators, process indicators, and outcome indicators.

[The CDC's Introduction to Program Evaluation for Public Health Programs – A Self-Study Guide:](#) This training manual thoroughly covers each of key stages of evaluation outlined in this template. While this guide is expansive and can be used as a guide, some specific sections can be pulled out, such as:

[Engaging Stakeholders in Public Health Program Evaluation:](#) Stakeholder input is an important part of the program development and evaluation process. Including stakeholder voice can improve credibility, strengthen implementation, and help with access to additional funding. Stakeholders highlighted and identified in this reading may include program staff, community partners, private citizens and more.

[Gathering Credible Evidence:](#) Information about how to develop measurable indicators, potential methods of data collection, how to assess the data collected is appropriate, and more. This page also provides an overview of some of the logistical considerations to reflect on when planning for data collection.

[Developing Evaluation Questions:](#) This presentation from the CDC provides multiple examples of process and outcome related evaluation questions.

[Framework for Program Evaluation in Public Health - A Checklist of Steps and Standards:](#) A downloadable checklist that can be used as a resource to identify the most essential components of evaluation design.