



Gallery Presentation: Evaluation Project Management Tools





SSIP Interactive Institutes

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Evaluating Your SSIP: Process

- How will you monitor implementation of your SSIP?
- How will you measure progress toward achieving your SiMR?
- What kinds of data will you need to collect to monitor SSIP implementation and outcomes?
 - From whom?
 - How frequently?
- What resources are available for evaluation?
 - Personnel
 - Time
 - Budget
- How will evaluation results be used to improve the SSIP?

Evaluating Your SSIP: Roles

- Who will prepare the evaluation plan?
 - SSIP team members?
 - State Research & Evaluation Department staff?
 - Third-party evaluator?
- Who will oversee the evaluation as SSIP implementation progresses?
- What role will stakeholders play in the evaluation?
- Who will conduct the evaluation activities?
 - Data collection
 - Data entry, cleaning, & management
 - Data analysis
 - Reporting

Planning Your SSIP Evaluation

1. Conduct an Evaluation Needs Assessment
2. Create an Evaluation Scope of Work
3. Create an Evaluation Budget
4. Assemble an Evaluation Team
5. Develop a Request for Proposals (if applicable)
6. Navigate the Proposal Process (if applicable)
7. Execute a Contract (if applicable)

Assembling an Evaluation Team

- State team evaluation liaison
- Stakeholders
- Evaluation project manager
- Data collectors
- Data manager
- Data analyst
- Report writer



Benefits & Limitations of Working With Third-Party Evaluators

Benefits	Limitations
<p>Third-party evaluators can:</p> <ul style="list-style-type: none">• Bring technical expertise in research methodology, statistics, or related topics to the project team• Provide credibility and objectivity by acting as an external “critical friend”• Take on responsibility for completing some or all of the (formative and summative) evaluation tasks, allowing project staff to focus on project implementation	<p>Third-party evaluators may:</p> <ul style="list-style-type: none">• Add unanticipated or additional cost to the project• Add to project monitoring and management tasks focused on the work of contractors• Not know the project background or content area as well as project staff• Be less available or accessible, as compared to project staff

Important Tips for Evaluating Your SSIP

- Begin thinking about evaluation as early as possible
- Conduct an evaluation needs assessment
- Devote time to the evaluation
- Communicate regularly with staff conducting the evaluation
- Monitor progress of the evaluation—receive interim reports and work products at regular intervals
- Take advantage of the support your IDC TA Liaison can provide!

Conducting an Evaluation Needs Assessment

Question	Check the best option...	Possible evaluation team tasks
(3) Can State SSIP team staff be sufficiently allocated to perform all evaluation tasks & responsibilities?	<input type="checkbox"/> Yes—proceed to question 4 <input type="checkbox"/> Unsure or No—complete the checklist at right to identify possible evaluation team tasks	<input type="checkbox"/> Create/pilot test data collection instruments <input type="checkbox"/> Collect data on <ul style="list-style-type: none"><input type="checkbox"/> Implementation progress<input type="checkbox"/> Service statistics (e.g., numbers served; numbers of services provided)<input type="checkbox"/> Fidelity of implementation<input type="checkbox"/> Outcomes/impact <input type="checkbox"/> Perform data entry/management <input type="checkbox"/> Conduct data analysis <input type="checkbox"/> Provide performance feedback to project team <input type="checkbox"/> Write reports <input type="checkbox"/> Other: _____

Creating an Evaluation Budget

Evaluation element	Low cost (1 point/item)	Moderate cost (2 points/item)	High cost (3 points/item)	Score
Evaluation Design Elements				
Focus of Formative Study	<ul style="list-style-type: none"> Participant satisfaction Project implementation 	<ul style="list-style-type: none"> Outputs (e.g., satisfaction, quality, relevance) Implementation fidelity (key components, activities, outputs, possibly some direct outcomes) 	<ul style="list-style-type: none"> Intervention fidelity that includes mediators, intermediate outcomes 	_____
Focus of Summative Study	<ul style="list-style-type: none"> Changes in participant satisfaction Changes in existing data (e.g., student scores on state tests) 	<ul style="list-style-type: none"> Short-term outcomes 	<ul style="list-style-type: none"> Intermediate/long-term outcomes Comparative outcomes (e.g., treatment vs. control groups) Causal attribution 	_____
Evaluation Study Design	<ul style="list-style-type: none"> Non-experimental (descriptive study, basic qualitative methods) 	<ul style="list-style-type: none"> Non-experimental (case studies, advanced qualitative methods) Simple quasi-experiment (QED, e.g., basic comparison study) Single-case design (SCD; reversal design) 	<ul style="list-style-type: none"> Complex QED (e.g., with matching, multiple comparison groups) Randomized controlled trial (RCT) Multi-site or cluster RCT SCD (multiple baseline, alternating treatment design) 	_____
# of Participants/Sites, Sampling	<ul style="list-style-type: none"> Small target population 1-2 sites Simple sampling plan (e.g., purposive, simple random) 	<ul style="list-style-type: none"> Moderate-size target population 3-5 sites Somewhat complex sampling plan (e.g., stratified) 	<ul style="list-style-type: none"> Large target population >5 sites Highly complex sampling plan (e.g., stratified, clustered, weighted) 	_____

Monitoring Evaluation Progress

Questions to Consider	Evaluation Is On Target If... (one or more of the following may apply)	Evaluation Is Experiencing a Challenge If... (one or more of the following may apply)
Timing and Deadlines		
(1) When was the evaluation team assembled?	<p>___ Evaluation team was assembled prior to submission of the SSIP Evaluation Plan.</p> <p>___ The evaluation team was assembled on schedule (according to the SSIP management plan).</p>	<p>✓ There is no evaluation team.</p> <p>___ The evaluation team was assembled after submission of the SSIP Evaluation Plan.</p>
(3) Is the evaluation meeting its deadlines?	<p>___ The evaluation has met all deadlines.</p> <p>___ The evaluation has met most deadlines, with 1 or 2 delays.</p>	<p>✓ The evaluation has not established any deadlines.</p> <p>___ There have been 3 or more delays in meeting deadlines.</p>

Completing the Evaluation

Close-out task	The State team can...	The evaluator can...
Complete all contracted items, including payments	<ul style="list-style-type: none"> <input type="checkbox"/> Review the contract and identify any outstanding contracted items <input type="checkbox"/> Develop a list of outstanding items to respond to, the order in which they can be addressed, and a timeline/deadline for addressing the items <input type="checkbox"/> Process any and all final invoices, per contracted terms (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the contract and identify any outstanding contracted items (if applicable) <input type="checkbox"/> Submit any outstanding products or deliverables to the state team <input type="checkbox"/> Submit a final request for payment or invoice, with a deadline for payment (if applicable)
Ensure the receipt of all evaluation documents	<ul style="list-style-type: none"> <input type="checkbox"/> Review the evaluation documents received to-date, compare to the list of contracted deliverables, and create a list of documents that are outstanding <input type="checkbox"/> Remind the evaluator that final payment may be delayed until all contracted documents are received (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the evaluation documents produced to-date, compare to the list of contracted deliverables, and create a list of documents that are outstanding <input type="checkbox"/> Confirm with the state team the documents that have been delivered to-date <input type="checkbox"/> Create a zip file, CD, or “thumb drive” with all evaluation materials and products. Ensure the secure transfer of the zip file, CD, or “thumb drive” to the state team

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