

The Community Action Report

Interpreting your Data

As a participant in the ECD Evaluation project you will be sent Outcomes and Outputs reports that demonstrate the results of your evaluation work and provide province wide comparisons. The next and final steps in the process are for you to consider the results, draw some conclusions and submit a brief final report. This document is intended to help you get there! The 1st section makes suggestions for how your ECD table might workshop the data. The 2nd section is a template for your final report.

Outline for a Data Interpretation Workshop

1. Invite ECD table participants and others as appropriate to take part in a 3 hour (minimum) workshop. Let them know that you will be reviewing your evaluation Outcomes Report with a view to interpreting the data and deciding what steps you might take to address challenges and build upon successes.
2. Provide participants with copies of the outcomes reports in advance of the workshop. It will also be helpful for them to have copies of the one-page outcome reports (your initiative and provincial).
3. Because of the length of the Outputs report and the time it would take for your group to consider all the outputs, it is suggested that you focus your workshop on the Outcomes Report. However, the Outputs are important too and it is suggested that you prepare a brief presentation to the group for the start of the workshop – providing a synopsis of the Output information and how it compares to the provincial picture along with any recommendations you have related to the outputs. Alternatively, you could form an Ad Hoc committee to consider the Outputs data and report back to your table with any recommendations. In either case it will likely be helpful to have a few Outputs reports on hand at the workshop – for people to refer to if necessary.
4. The Outcomes reports are grouped as shown on page 2. If you have a large enough group, you could divide the participants into three sub groups with each one looking at your outcomes under each of the Intermediate Outcomes headings. If you have a small group, you will need to work through each set of outcomes with the full group. Plan your time accordingly.

Ask the group(s) to choose a facilitator and recorder then engage in discussion of each of the short term outcomes.

- a) *What do the examples provided by stakeholders who responded to the survey tell us?*

- b) *What are our successes?*
- c) *What are our challenges?*
- d) *How do our outcomes compare to the provincial outcomes?*
- e) *If there are areas where a significant number of respondents checked off “don’t know”, or “disagree”, what might we do about that?*
- f) *What recommendations do we want to make relative to building on our successes and/or addressing our challenges?*

Allocate an appropriate amount of time for discussion and wrap up and make sure to give the group a 10 minute wrap up warning!

Ask the recorder to document successes, challenges and make any recommendations for action to build on successes and/or address challenges.

5. When each Outcome area has been examined, bring the group together to look at the results of your work. Discuss, and prioritize a few key strengths and challenges in each of the three Intermediate outcome areas as well as any recommendations for change. (Don’t forget to develop timelines and assign responsibility – either at this meeting if you have time, or plan to do so at an upcoming meeting).
6. Complete and submit your Community Action Report

Community Action Report Template is on the next page.

Community Action Report Template

Contact Information

Date submitted:

Name of Initiative:

Area: **Region:**

Coordinator Name:

Address:

Phone

Email:

1. Process

Please describe what process you used to share and discuss your evaluation results with the community.

- a. _____ ECD table / coalition met to review and discuss
- b. Other – please describe:

2. Improved Community Driven Planning and Coordination

- a. What are your successes?
- b. What are your challenges?
- c. What action do you plan to take to build on successes and/or address challenges?

3. Improved Local Awareness and Mobilization

- a. What are your successes?
- b. What are your challenges?
- c. What action do you plan to take to build on successes and/or address challenges?

4. Improved Service Delivery

- a. What are your successes?
- b. What are your challenges?
- c. What action do you plan to take to build on successes and/or address challenges?

Comments (anything you want to say about the evaluation process or other comments)

Please submit your report in electronic format to veradyo@shaw.ca by September 30, 2008