**Cancer Control Implementation Science Base Camp**

**Evaluation Worksheet**

# Evaluation Team Members:

List the members of your team and their specific skills related to evaluation that may be useful.

|  |  |
| --- | --- |
| **Name** | **Evaluation Skills** |
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Based on the information gathered above, what skills might be missing from your team and who should you recruit to help with this effort?

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| --- | --- | --- |
| **Missing Skills** | **Person to Reach Out to** | **Who will Reach Out to Them** |
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|  |  |  |
|  |  |  |

# Partners:

# What partners might be interested in the results of an evaluation of your training?

# Purpose:

Define the purpose of your training in the form of a SMARTIE goal. The purpose should be specific, measurable, achievable, realistic and time bound.

Example: We want to increase cancer coalition’s knowledge of, and confidence towards implementation of evidence-based interventions by 20%.

# Evaluation Design:

Write several questions that you have that will help you evaluate if you have achieved your purpose.

Examples:

* How much did we do?
	+ How many people completed the training?
* How well did we do it?
	+ How do participants react to the quality of Implementation Science Base Camp?
* Is anyone better off?
	+ How does participating in Implementation Science Base Camp increase participants knowledge of implementation?
	+ How confident are participants about implementing an EBI at their worksite after taking the training?

# Data Collection and Analysis:

Select and adapt the following tools based on your evaluation questions written above.

|  |  |  |
| --- | --- | --- |
| **Evaluation Tool** | **Data Collection** | **Data Analysis** |
| Tracking logs to count the number of trainees |  |  |
| Process data log sheet |  |  |
| Surveys to measure knowledge before and after each module |  |  |
| Learner survey for trainees |  |  |
| Overall training Post-Evaluation |  |  |
| Survey to measure long-term outcomes at follow-up |  |  |

Examples of data collection tools: [REDCap](https://projectredcap.org/), [Survey Monkey](https://www.surveymonkey.com/), [Slido](https://www.slido.com/) or paper and pencil

Examples of data analysis:

* Frequencies
* Descriptive statistics
* Crosstabs with demographic data
* T-tests of pre training/ post-training knowledge

Decide what type of stories you will seek out from your participants and how you will collect and analyze them.

|  |  |  |
| --- | --- | --- |
| **Story** | **Data Collection** | **Data Analysis** |
| Key factors affecting progress (barriers/facilitators) |  |  |
| Theory of how change is happening |  |  |
| Impacts because of training already observed and experienced |  |  |

Examples of data collection tools: interviews, focus groups, participant observation

Examples of data analysis: thematic coding, content analysis, ethnography

**Evaluation Project Management Grid:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Time Point 1** | **Time Point 2** | **Time Point 3** | **Time Point 4** |
| Tool |  |  |  |  |
| Where data willbe stored after collection |  |  |  |  |

**Dissemination:**

How will you disseminate results from this evaluation after completion?

How will you use the results of the evaluation to improve your training the next time you do it?

# Evaluation Team Assignments:

List who will be responsible for which elements of this plan.

|  |  |
| --- | --- |
| **Name** | **Evaluation Plan Element** |
|  | Design |
|  | Data Collection |
|  | Data Analysis |
|  | Project Management |
|  | Dissemination |

Material Adapted from: [The Results-Based AccountabilityTM Guide, Clear Impact 2022](https://clearimpact.com/the-results-based-accountability-guide-new-2022/)