CQI Results

* 1. Make copies for members of the CQI workgroup.

#### Complete Needs & Desired Outcomes

* 1. From materials you gathered and generated in Step 1 Needs & Resources enter the Needs Addressed by your program.
	2. Using the SMART Desired Outcomes tool from Step 2 Goals & Outcomes, enter the Measurable Evidence Statement associated with each need.
	3. From your interpretation of the measures in your Outcome Evaluation in Step 8, check the impact on each of the statement goals, Reached, Missed, or Exceeded. As to impact on the goal, indicate whether any perceived change was Positive, Negative, or None (didn’t occur at all).
	4. Finally, answer Yes or No to the question of whether or not further Action is needed.

#### Process Evaluation

* 1. Using your Step 7 Process Evaluation, complete the fields describing program Dates and Target Population. The lettered fields are asking for desired attendance size (A), total number of participants (B), and number of participants included in the process evaluation (C). You can then calculate the percent of your target population that actually attended (C ÷ A) and then the percent of actual participants included in the evaluation (C ÷ B).

#### Planning Program Improvements

* 1. Once you know more about what has and has not worked, you can decide what changes to make before the program is implemented again.

CQI Results

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Compiled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

Needs & Desired Outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| Need Addressed  | Measurable Evidence Statement | Outcome Evaluation Result | Action Yes/No |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |
|  |  | 🞎 Reached 🞎 Missed 🞎 ExceededChange: 🞎 Positive 🞎 Negative 🞎 None |  |

Process Evaluation

|  |
| --- |
| Dates and Participation Targets |
| Program dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| A. Total target population: \_\_\_\_\_\_\_\_\_\_\_\_ | Age/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other characteristics:    |
|
| Attendance |
| B. Total program participants who attended every session\_\_\_\_\_\_\_\_\_\_\_ |
| Did you maintain fidelity (offer activities according to program requirements)?  | 🞎Yes 🞎 No | If No, what percent of the program was actually delivered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Process evaluation results | Divide the total at C. by the total at A. | Divide the total at C. by the total at B. |
| C. Total participants in evaluation: \_\_\_\_\_\_\_\_\_\_  | % of target: \_\_\_\_\_\_\_\_\_(C÷A x 100) | % of actual: \_\_\_\_\_\_\_\_ (C÷B x 100) |
| Evaluation participants (check all that apply): 🞎 Facilitators or staff 🞎 Participants (all) 🞎 Participants (some) 🞎 Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How well does the evaluation represent the population served? (check on): 🞎 Not at all well 🞎 Somewhat well 🞎 Very well |

Planning Program Improvements

| CQI Questions | Response | Changes for the Next Time |
| --- | --- | --- |
| 1. Do we need to do another needs assessment?

How relevant and current to our participants is the data?  |  |  |
| 1. Do we need to change goals & desired outcomes or potential participants?

Target different behaviors? Address other determinants (see BDI logic model)?  |  |  |
| 1. Should we consider another science-based program? Or are there other improvements we need to make?
 |  |  |
| 1. Does the program still philosophically and logistically fit our organization, stakeholders, and participants?

If not, why not? What adaptations could be made?  |  |  |
| 1. Do we have the resources and capacities to do the program well? Has there been a shift in resources?

Are new staff capacities needed?  |  |  |
| 1. **How well did we plan?**

Any suggestions for improvement?  |  |  |
| 1. **How well did we follow our work plan?**

Did we implement the program with fidelity? What are the main conclusions from the process evaluation?  |  |  |
| 1. How effectively did the program help us reach our desired outcomes?
 |  |  |