Example

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Process Evaluation Plan Worksheet for Activity: Example- Triple P (Strategy #2; we provided the training and materials and partner organizations are implementing this evidence-based parenting program)

WHAT	HOW
Process Evaluation Areas	**Process Evaluation Methods & Tools**
1	☑ **Implementation Description*** - List of activities (name, date, location/setting, etc.) - Number of activities (# of school programs presented, training workshops held, events hosted, fact sheets disseminated, billboards, etc.)	☑ Program records, internal tracking and monitoring *Lew will document dates and locations of training workshops*
2	☑ **Reach Description*** - Number of participants (unduplicated count) - Participant characteristics (age, gender, sector, etc.) - Dose (number of sessions or contacts) *Must track number of training workshop participants (facilitators) and number of families receiving Triple P programming*	Number of participants: ❑ Roster or tally provided by hosting organization (e.g., class size reported by a teacher) ☑ Sign-in sheet, head count, clicker, or other tally/count done by us *Sign-in sheet for training workshop* ☑ Implementation tracking form or follow-up tool given to external partners (e.g., phone or email follow-up, or brief online survey, to track actual implementation of a program after a training workshop) *Triple P Semi-Annual Implementation Survey via Survey Monkey in January and July 2010* Participant characteristics: ☑ Demographic questions on a survey *use Training Workshop post survey for trainees, and Survey Monkey implementation survey for demographics of families* ❑ Hosting organization's records Dose: ☑ Program records, internal tracking and monitoring *for training workshops* ☑ Survey question (e.g., "How many sessions did you attend?") *track number of sessions per family on Survey Monkey implementation survey*
3	☑ **Fidelity Assessment (for EBPs)** Components of the model and extent to which they were implemented locally (e.g., dose, facilitator training/certification, population, setting, content, modality, etc.)	❑ Systematic fidelity checklist or assessment developed by EBP organization ❑ Systematic fidelity checklist or assessment developed by us ☑ Informal debriefing with staff and/or hosting organization, internal monitoring *discuss at February facilitators' meeting and consult with Triple P trainer*
4	☑ **"Implemented-as-Intended?" Assessment** - Did the actual implementation match our planned inputs, activities, and outputs? - If not, what modifications were made and why?	☑ Debriefing with staff, CCR, other stakeholders *discuss at February and August facilitators' meetings, and in Planning Committee meetings* ❑ Focus group interview(s) ❑ Key-informant interviews

5	☑**Satisfaction** ▪ Did participants like the activity? ▪ Did other stakeholders like the activity?	☑ Survey question(s) *facilitator satisfaction with training on post-training survey* ❑ Focus group interview(s) ❑ Key-informant interviews
6	☑**Appropriateness** ▪ Goodness of fit with local setting and population ▪ Cultural competence, linguistic competence, cultural inclusiveness, and cultural appropriateness ▪ Organizational capacity	☑ Debriefing with staff, CCR, other stakeholders *facilitators' meetings* ❑ Focus group(s) ❑ Key-informant interviews ☑ Survey question(s) *Survey Monkey implementation survey asks about fit with population and setting*
7	☑ **Barriers to Implementation** ▪ Challenges to implementation ▪ Modifications we made to deal with challenges ▪ How can we prevent or overcome these barriers in the future?	☑ Debriefing with staff, CCR, other stakeholders *facilitators' meetings* ❑ Focus group interview(s) ❑ Key-informant interviews ☑ Survey question(s) *Survey Monkey implementation survey asks about barriers*
8	❑ **Outcome Evaluation Results Interpretation** ▪ Explore reasons for meeting or not meeting desired outcomes ▪ Provide context or explanation for puzzling findings *Not Yet—need to wait until August 2010 for Parenting Experience Survey results*	❑ Debriefing with staff, CCR, other stakeholders ❑ Focus group interview(s) ❑ Key-informant interviews
9	☑ **Suggestions for Improvement** ▪ Participant suggestions for improvement ▪ Staff or other stakeholder suggestions for improvement ▪ As a result of the process and outcome evaluation, what steps do we need to take to improve the program?	☑ Debriefing with staff, CCR, other stakeholders *facilitators' meetings* ❑ Focus group interview(s) ❑ Key-informant interviews ❑ Survey question(s)

*Describing implementation and reach are necessary components of any process evaluation. The other components are optional, depending on the newness and scope of the activity, or other factors.