

Process Evaluation Plan Worksheet for Activity: _____

WHAT		HOW
Process Evaluation Areas		Process Evaluation Methods & Tools
1	<input type="checkbox"/> Implementation Description* <ul style="list-style-type: none"> ▪ 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.) 	<input type="checkbox"/> Program records, internal tracking and monitoring
2	<input type="checkbox"/> Reach Description* <ul style="list-style-type: none"> ▪ Number of participants (unduplicated count) ▪ Participant characteristics (age, gender, sector, etc.) ▪ Dose (number of sessions or contacts) 	Number of participants: <ul style="list-style-type: none"> <input type="checkbox"/> Roster or tally provided by hosting organization (e.g., class size reported by a teacher) <input type="checkbox"/> Sign-in sheet, head count, clicker, or other tally/count done by us <input type="checkbox"/> 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) Participant characteristics: <ul style="list-style-type: none"> <input type="checkbox"/> Demographic questions on a survey <input type="checkbox"/> Hosting organization's records Dose: <ul style="list-style-type: none"> <input type="checkbox"/> Program records, internal tracking and monitoring <input type="checkbox"/> Survey question (e.g., "How many sessions did you attend?")
3	<input type="checkbox"/> Fidelity Assessment (for EBPs) <ul style="list-style-type: none"> ▪ Components of the model and extent to which they were implemented locally (e.g., dose, facilitator training/certification, population, setting, content, modality, etc.) 	<input type="checkbox"/> Systematic fidelity checklist or assessment developed by EBP organization <input type="checkbox"/> Systematic fidelity checklist or assessment developed by us <input type="checkbox"/> Informal debriefing with staff and/or hosting organization, internal monitoring
4	<input type="checkbox"/> "Implemented-as-Intended?" Assessment <ul style="list-style-type: none"> ▪ Did the actual implementation match our planned inputs, activities, and outputs? ▪ If not, what modifications were made and why 	<input type="checkbox"/> Debriefing with staff, CCR, other stakeholders <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews

	WHAT	HOW
5	<input type="checkbox"/> Satisfaction <ul style="list-style-type: none"> ▪ Did participants like the activity? ▪ Did other stakeholders like the activity? 	<input type="checkbox"/> Survey question(s) <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews
6	<input type="checkbox"/> Appropriateness <ul style="list-style-type: none"> ▪ Goodness of fit with local setting and population ▪ Cultural competence, linguistic competence, cultural inclusiveness, and cultural appropriateness ▪ Organizational capacity 	<input type="checkbox"/> Debriefing with staff, CCR, other stakeholders <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews <input type="checkbox"/> Survey question(s)
7	<input type="checkbox"/> Barriers to Implementation <ul style="list-style-type: none"> ▪ Challenges to implementation ▪ Modifications we made to address challenges ▪ How can we prevent or overcome these barriers in the future? 	<input type="checkbox"/> Debriefing with staff, CCR, other stakeholders <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews <input type="checkbox"/> Survey question(s)
8	<input type="checkbox"/> Outcome Evaluation Results Interpretation <ul style="list-style-type: none"> ▪ Explore reasons for meeting or not meeting desired outcomes ▪ Provide context or explanation for puzzling findings 	<input type="checkbox"/> Debriefing with staff, CCR, other stakeholders <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews
9	<input type="checkbox"/> Suggestions for Improvement <ul style="list-style-type: none"> ▪ 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? 	<input type="checkbox"/> Debriefing with staff, CCR, other stakeholders <input type="checkbox"/> Focus group interview(s) <input type="checkbox"/> Key-informant interviews <input type="checkbox"/> 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.