

PLANNING GROUP MEETING #5: EVALUATION FUNDAMENTALS AND EVALUATION PLANS SAMPLE AGENDA

FULL DAY MEETING – ENTIRE GROUP

Item	Person	Description
Welcome and Review of Agenda	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> • Welcome participants • Explain purpose of meeting • Provide overview of evaluation planning
CDC’s Evaluation Framework	Evaluator <i>Large Group</i>	<ul style="list-style-type: none"> • Describe CDC’s Evaluation Framework • How the stages of the CDC Evaluation Framework fits with the state health planning process • Q & A session
Types of Evaluation	-Evaluator -State Department of Health Staff <i>Large Group</i>	<ul style="list-style-type: none"> • Define process and outcome evaluation • Evaluation expectations for state implementation of evidence-based interventions • Monitoring and evaluation compared
Evaluation Plan Template	Evaluator <i>Large Group</i>	<ul style="list-style-type: none"> • Describe basic components of the evaluation plan template • Compare the evaluation plan template to the implementation plan • Describe the role of the evaluator(s) in assisting in the preparation of completed evaluation plans for each set of linked interventions
Developing Evaluation Questions (Group Exercise)	- Evaluator -State Department of Health Staff -Workgroup Spokespeople	<ul style="list-style-type: none"> • How to use one of the intervention logic models & implementation plans to develop evaluation questions • Workgroups develop three to four process and three to four outcome evaluation questions, working independently • Spokesperson presents the workgroup’s evaluation questions • Review of all workgroups’ evaluation questions • Q & A from other workgroup members • Summary of Activity by Facilitator
Identifying Indicators (Group Exercise)	-Evaluator -State Health Department Staff -Workgroup Spokespeople	<ul style="list-style-type: none"> • How to use the intervention logic models, implementation plans, & evaluation questions to develop indicators • Workgroups develop indicators for each of the process and outcome evaluation questions they developed in the previous exercise • Spokesperson for each small group presents the group’s indicators • Review of all groups’ indicators • Q & A from other workgroup members • Summary of Activity by Facilitator
Collecting, Managing, & Analyzing Data	Evaluator <i>Large Group</i>	<ul style="list-style-type: none"> • Description of Quantitative & Qualitative Data Collection Methods • Description of Techniques for Managing Data • Description of Frequently Used Analysis Techniques • Facilitator-led discussion of methods & analysis for one intervention

Note: This agenda does not include necessary breaks or lunch times, which should be added in as appropriate. Please adjust and adapt for your planning group’s needs

FULL DAY MEETING – ENTIRE GROUP (CONTINUED)

Item	Person	Description
Workgroup Assignments	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> • Explain the tasks the workgroups must complete prior to the next large group meeting (see table below) • Make copies & distribute of all draft evaluation questions & indicators
Adjourn	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> • Briefly review day and next steps

FOLLOW-UP AND ASSIGNMENTS

Party Responsible	Follow-Up Step
Workgroups	<ol style="list-style-type: none"> 1. Workgroups will meet separately as often as needed to complete assignments. Workgroup members will also work independently, and bring their work back to the group for review. 2. Each workgroup will be assigned an evaluator to facilitate meetings, review evaluation plans, and provide technical assistance on data collection & analysis. 3. Continue to build evaluation plans for remainder of selected interventions. 4. Develop bundles of evaluation plans for linked interventions addressing different levels of the socio-ecological model. Review bundles to determine if activities need to be synchronized or sequenced differently, whether resources are adequate, and other details. 5. Exchange bundles of evaluation plans with other workgroups for review & comment. Assigned evaluators and workgroups should examine evaluation plans for overlaps, synergies, and conflicts. 6. Workgroup members should share evaluation plans with their respective organizations for comment. 7. Review comments made by other workgroup and members’ organizations; make revisions as needed. 8. Evaluators should make a master evaluation implementation plan that includes all preparatory tasks, data collection, management, analysis, and reporting tasks, along with timelines and persons responsible. Evaluators should compile a list of all instruments that will be used as is, adapted, or developed, and make sure that data elements are defined in similar fashion across all instruments to be used. Evaluators should compile lists of indicators along with definitions.
Evaluators	<ol style="list-style-type: none"> 9. Compile workgroup summary reports, final versions of evaluation plans and summary evaluation implementation plans and lists. 10. Circulate final versions to all workgroup members.

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FOLLOW-UP MEETINGS – LARGE GROUP

Item	Person	Description
Welcome	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> • Welcome participants • Explain purpose of meeting
Presentation of Findings	Workgroups and Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> • Workgroups present evaluation plans • Evaluators present master evaluation implementation plan and list (s) of instruments, data elements • Workgroup members share organization reactions • Q & A session
Transition to Next Steps	Planning Group Leader Facilitator	<ul style="list-style-type: none"> • Next steps: develop objectives, activities for strategies • Writing up the plan • Preparing for implementation

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