

## Example Information Gathering Tool for Program Evaluation

Name of District Program:

Purpose of the program:

Who is impacted by this program (stakeholders)?

What are the connections between this program and other district programs/initiatives?

Established Program Goal(s):

Indicator(s)/Baseline:

Current Performance Measure(s) (Suggestion: Identify who holds the information):

### **Effort Measures:**

(Q1) Quantity: How much did we do?

Number of students served by the program (disaggregated):

Number of teachers involved in program delivery:

Number (list?) of related activities/opportunities:

Amount of student support time provided (contact time):

Number of teachers receiving training related to the program:

Number of participants indicating satisfaction with district services:

Number of teachers indicating satisfaction with district services:

(Q2) Quality: How well did we do it?

Percent of student population served by the program (disaggregated):

Percent of teaching staff involved in program delivery:

Average amount of time for participant identification:

Teacher/student ratio:

Percent of support time (contact time) provided per level:

Percent of teachers receiving training related to the program:

Percent of participants indicating satisfaction with district services:

Percent of teachers indicating satisfaction with district services:

### **Effect Measures:**

(Q3) Quantity: Is anyone better off?

Number of participants per activity:

Number of program participants who were retained/exited from program:

Number of program participants who increased proficiency in reading, math, science as compared to non-participants:

(Q4) Quality: Is anyone better off?

Percent of students served who participated in each activity/opportunity:

Percent of program participants who were retained/exited from the program:

Percent of program participants who increased proficiency in reading, math, science as compared to non-participants:

Of the data points listed above, which are readily available?

What additional data may need to be collected?

Other information:

The story behind the baseline (history of efforts):

Participant success stories:

## Example Information Gathering Tool for Program Evaluation

If nothing changes, what can we expect (prediction of future from baseline information)?

*Note: You can develop a "projected growth" line for collected data using Excel chart functions*

Is this okay? If not, what changes might be needed (including no-cost and low-cost ideas)?

If changes are listed, which are the most important? (develop a prioritized list...this becomes the new program goal[s])

Other:

Who will receive results of the evaluation (audience)?

When will results be shared (see CSIP CCQ #4)?

A few additional references:

Results Accountability (Mark Freidman materials): <http://www.resultsaccountability.com/>

Results Accountability Implementation Guide: <http://www.raguide.org/>

Basic Guide to Program Evaluation: [http://www.managementhelp.org/evaluatn/fnl\\_eval.htm](http://www.managementhelp.org/evaluatn/fnl_eval.htm)

Guide to Using Data in School Improvement Efforts:  
<http://www.learningpt.org/pdfs/datause/guidebook.pdf>