**Hawai‘i State Department of Health**

**Alcohol and Drug Abuse Division (ADAD) – The Prevention Branch**

**Evaluation Report Template**

**Assessment/Planning**

**COVER PAGE**

ASO Log No.:

Agency Name:

Contract Year:

Report Period: *day/month/year – day/month/year*

Contact Person & E-mail:

Developed by: *The author(s) of the report*

**TABLE OF CONTENTS**

*List section, subsections, and page numbers; list each appendix included in the report*

**REPORT SECTIONS**

**Executive Summary**

* *Summarize the prevention assessment/planning activities, methods, key findings, and recommendations in no more than 500 words.*
1. **Introduction**
* **Overview**
	+ *Provide an overview of the prevention Strategic Prevention Framework step(s) conducted for the reporting period*
	+ *Include your service area(s) and target population(s)*
1. **Findings**

***Note 1: Present summary results by service area****, if the program is implemented in multiple service areas.*

***Note 2: Refer to your Action Plan.***

* **Process evaluation results**
* *Were the assessment/planning activities implemented as planned so far?*
	+ *Present the proposed and actual results of key activities*
* *As applicable, who were the participants (e.g., demographics); who and how many people were reached (by what specific activities)*
* *Describe the resources (inputs); were the resources sufficient?*
* *What obstacles were encountered? What attempts were made to overcome the obstacles?*
1. **Conclusion and Recommendations**
	* **Highlight findings**
	* **Recommendations for improvement**, if any

**References**

* + *Provide a list of references used, if applicable*

**Appendices**

* + *Include all appendices referenced in the report*
	+ *Assign a number/letter and provide a complete title for each appendix*
	+ *Include data collection instruments, fidelity measures, detailed result tables (e.g., evaluation data for each program cycle/cohort, statistical tests)*