**Hawai‘i State Department of Health**

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

**Evaluation Report Template**

**Implementation**

**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 programs/policies, methods, key findings, and recommendations in no more than 500 words.*

1. **Introduction**

***Note:*** *If multiple programs/policies were implemented, discuss each one separately within each subsection.*

* **Overview**
  + *Provide an overview of the prevention program/policy based on the Strategic Plan for the reporting period*
    - *Describe the program/policy, purpose and goals, target population/community, and service areas (if applicable)*
  + *Include your service area(s) and target population(s)*
  + *Discuss any changes approved during the reporting period*
* **Objectives**
  + *Describe the desirable process outputs of the program/policy*
    - *E.g., objectives about the reach, the number served, the number and kind of activities completed, the quality of the services/activities*
    - *Include the objectives of other key prevention activities planned (refers to the Action Plan in the Strategic Plan)*
  + *Describe the program/policy outcomes*
    - *Include the logic model; describe the short- and long-term outcomes, intermediate outcome (for policies only)*
    - *Include other important objectives of the program/policy that are not reflected in the logic model*

1. **Evaluation Methods**

* **Data collection and timeline**
  + *Primary data: Provide details of the methods used, such as pre-/post-tests, surveys, interviews, focus groups, observations, informal feedback*
    - *Describe the sample, such as the recruitment and selection methods, sample size, response rate, who are represented in the sample*
    - *Describe the procedures (what, who, where) and when were the data collection completed (timeline)*
    - *Include data collection instruments in the appendix, as applicable*
  + *Secondary data: Provide details of the data requests and other methods used to obtain data that already exists, such as data from the police, school reports, YRBS, epi profiles, public testimonies*
    - *List data sample/subsamples (e.g., age range, grades, types of crimes, geographic areas), data year(s), data retrieval (received) date, web links (as applicable)*
* **Data management**
  + *Describe the data management system and practices used to ensure data quality and security*
* **Data analysis**
  + *Describe data analysis methods used*
* **Challenges and solutions**
  + *Discuss any challenges and issues with the data collection, management, and analysis, and any solutions applied or for future considerations*

1. **Findings**

***Note 1: Use tables/figures to organize and present data.*** *Each table/figure should have a concise title/caption and a number. Clearly state the data sources and time period of the data. Include data notes to specify sample size, missing data, and any precautions for data interpretation. Include detailed or large tables in the appendix.*

***Note 2: Present summary results by service area****, if the program is implemented in multiple service areas. Discuss any statistically significant differences across areas. Summary results by all areas combined should also be presented to discuss if the program reached its goals.*

***Note 3: Include all program cycles that end in the reporting period.*** *For instance, for program cycles that start in year 1 and end in year 2, report the data in year 2.*

* **Process evaluation results**
  + *Were the program/policy activities and supporting activities implemented as planned?*
    - *Present the proposed and actual results of key prevention activities*
    - ***For programs****: Include the Program Data Reporting Table from the Strategic Plan and include # of actual participants*
  + *As applicable, who were the participants (e.g., demographics); how many completed the program (unduplicated number of participants); who and how many people were reached (by what specific activities)*
  + *Satisfaction survey results, if applicable*
  + *Describe the resources (inputs); were the resources sufficient?*
  + *What obstacles were encountered? What attempts were made to overcome the obstacles?*
  + **Outcome evaluation results**
  + *Short-term outcomes*
    - *Describe the outcome indicator and measurement*
    - *Present the data and discuss the results*
    - *Other important outcomes identified by the program/policy*
  + *Intermediate outcomes, if applicable (for policies)*
    - *Describe the outcome indicator and measurement*
    - *Present the data and discuss the results*
  + *Long-term Outcomes, if applicable*
    - *Describe the outcome indicator and measurement*
    - *Present the data and discuss the results*
* *What obstacles were encountered? What attempts were made to overcome the obstacles?* 
  + **Fidelity results**
  + ***For programs****: Summarize the fidelity results and discuss any adaptations*
  + ***For******coalitions****: Describe the framework or best practice for the implementation of the selected environmental strategy; discuss the results of the fidelity assessment and any adaptation made*
  + **Limitations** 
    - *Discuss limitations and precautions of the data and interpretation*

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)*