**Hawai‘i State Department of Health**

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

**Progress 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**

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*
	+ *Include your service area(s) and target population(s)*
	+ *Discuss any changes approved during the reporting period*
1. **Findings**

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

* + **Process Evaluation Results** (Refer to process indicators and your Action Plan)
* *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?*
	+ **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 any data collection instruments, fidelity measures, detailed result tables*