

CHANGE Tool Evaluation Plan Format

Goal #: Provide community assessment for [community name].

Objective #: By June 30, 2011, complete CHANGE Tool for [community name].

Activity Name: CHANGE Tool for [community name].

- Action Steps:**
1. Assemble the Community Team
 2. Develop Team Strategy
 3. Review all 5 CHANGE Sectors
 4. Gather Data
 5. Review data gathered
 6. Enter data
 7. Review consolidated data
 8. Build the Community Action Plan

Process Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
What type of measure you need?	Where you will get the data on selected indicator /measure?	How will you get the data?	When you will collect data?	What you will do with data – analysis strategy?	When & how you will share evaluation results?	Who will ensure this gets done?
1) Community Team assembled.	Completed team roster/list of team partners.	Review of team roster		Count of team members		
2) Team strategy developed	Meeting minutes	Review of meeting minutes.		Final vote on team strategy		
3) 5 CHANGE sectors reviewed	Meeting minutes	Review of meeting minutes.		Completed review of all 5 CHANGE sectors		
4) Community data gathered.	To be determined (TBD) by Community Team	TBD		TBD		
5) Community data reviewed in meeting	Meeting minutes	Review of meeting minutes.		Community data reviewed in meeting		
6) Community data entered into excel file	CHANGE Sector Excel File	Review of Excel File		Assess completeness of Excel File		
7a) CHANGE Summary Statement Created 7b) Sector data grid completed 7c) CHANGE Strategy Worksheets Completed 7d) Community Health Improvement Planning Template completed	CHANGE Summary Statement, Sector grid, Strategy Worksheets and Community Health Improvement Planning Template	Review of specified data sources		Assess completeness of specified data sources		
8) Community Action Plan completed	Community Action Plan document	Review of Community Action Plan		Assess completeness of Comm. Action Plan		

Source: CDC Division for Heart Disease & Stroke Prevention. State Heart Disease & Stroke Prevention Program. Evaluation Guide. Developing an Evaluation Plan. Department of Health & Human Services. Centers for Disease Control & Prevention. National Centers for Chronic Disease Prevention & Health Promotion (Adapted Version for Program Evaluation Training)).

Process Evaluation Plan Format

SMART Objective: By June 30, 2011, Increase the proportion of County X school districts with comprehensive tobacco-free school grounds from 0% to 43%.						Short Term Outcome Number: 1.14.2
Activity Name: Comprehensive Tobacco-Free School Ground Policies						MAPPS Strategy: Access
Action Steps: <ul style="list-style-type: none"> -Contact Districts -Update policy information in School Grounds Policy File -Determine districts with limited or no current school grounds policy - Set up meeting with youth and sponsors to determine plans to educate students and faculty on the importance of TFSGP - Provide secondhand smoke media materials (banners, posters, activities) - Present policy change to school board for approval 						Change Sector: School
Activity Narrative: Descriptions and justification of the proposed activity. How will it impact the needs identified by your CHANGE Tool Community Action Plan?						
Process Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
1) Number of school districts contacted 2) Number of policies from all schools reviewed 3) Number of schools with no policy in place assessed 4) Number of schools requiring additional policies assessed 5) Number of policies drafted/finalized for schools with no policies 6) Number of additional policies finalized for schools requiring additional policies	1-6) Tobacco-free school ground policy log book (logs of visits to schools, contact persons, meeting minutes) 1-6) Final documents on policies from all schools; information from school principals and board clerks 2-6) Final report on review of school policies 1) Meeting logs/minutes 2-6) Final documents of policies for schools with no policies and for schools requiring additional policies	1-6) Review and abstraction of current school districts tobacco-free school ground polices	Data will be collected from September – June 30, 2011	1) Count of school districts contacted 2) Count of policies from all schools reviewed 3) Count of schools with no policy in place assessed 4) Count of schools requiring additional policies assessed 5) Count of policies drafted/finalized for schools with no policies 6) Count of additional policies finalized for schools requiring additional policies	Relevant progress report will be provided to school & used for education purposes - A mid and final year report will be provided to KDHE - The final policy document summarizing school policies and progress will be provided to student leaders and local legislators	-County-TUPP Program Coordinator -County-TUPP Health Educator -Youth Sponsors -TASK Members - Student Leaders -Local coalition members -School board members - School administration

Impact Evaluation Plan Format

Activity Name: Tobacco-Free School Ground Policies						Short Term Outcome Number: 1.14.2
SMART Objective: By June 30, 2011, Increase the proportion of County X school districts with comprehensive tobacco-free school grounds from 0% to 43% (from 0 of N to n of N).						
Target Population: How many students/staff will be impacted by passing policy? Disparate populations?						
Target Group: Further detail on County X schools and school districts. Number of schools? Attendance? Disparate populations?						
Impact Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
1) Proportion of schools that have comprehensive tobacco-free school ground policies in place (school grounds, parking lots, outdoor fields, and school vehicles) 2) Proportion of school districts that have comprehensive tobacco-free school ground policies in place (school grounds, parking lots, outdoor fields, and school vehicles)	1)Policies collected from all schools and/or school districts 2)Information from school administration and/or board clerks	Review and abstraction of school ground policies Survey school administration or board clerk	August 2010 – June 2011	1) Comparison of proportion of schools with comprehensive policies at baseline and end of year 2) Comparison of proportion of school districts with comprehensive policies at baseline and end of year and objective	Results will be communicated in the mid and final grant report to KDHE A final summary report will be prepared and provided to school officials, student youth groups and local legislators	-County TUPP Program Coordinator -CountyTUPP Health Educator -Youth Sponsors -Student Leaders -TASK Members -School Admin.

Source: CDC Division for Heart Disease & Stroke Prevention. State Heart Disease & Stroke Prevention Program. Evaluation Guide. Developing an Evaluation Plan. Department of Health & Human Services. Centers for Disease Control & Prevention. National Centers for Chronic Disease Prevention & Health Promotion (Adapted Version for Program Evaluation Training).

Process Evaluation

<p>SMART Objective: By June 30, 2011, increase the proportion of downtown employers with supportive breastfeeding policies from 0% to 7%.</p>	<p>Short Term Outcome Number: 1.14.2</p>
<p>Activity Name: The Business Case for Breastfeeding</p>	<p>MAPPS Strategy: Social Support/Service</p>
<p>Action Steps:</p> <ul style="list-style-type: none"> - Intern to collect baseline data (and potential interest) and contact information for chosen businesses - Intern and County X staff will report preliminary information to KDHE - X County staff will attend workshop training on the “Business Case for Breastfeeding” - Presentations will be made to downtown businesses on the business case for breastfeeding support (while providing model policies they can use to prepare their own). 	<p>CHANGE Sector: Work Site</p>

Activity Narrative: Descriptions and justification of the proposed activity. How will it impact the needs identified by your CHANGE Tool Community Action Plan?

Process Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
<p>1. Number of downtown employers with a breastfeeding policy. 2. Number of downtown employers interested in a policy. 3. Number of downtown employers contacted. 4. Number of County X staff who attend workshop training 5. Number of presentations made to businesses 6. Number of educational materials distributed</p>	<p>1-3 and 5: Spreadsheet/c all log of major local businesses 4: Workshop confirmation</p>	<p>Intern, staff member X and WIC will contact businesses and update the spreadsheet weekly.</p>	<p>July 2010 – April 2011</p>	<p>1. Count of downtown employers with a breastfeeding policy. 2. Count of downtown employers interested in a policy. 3. Count of downtown employers contacted. 4. Count of County X staff who attend workshop training 5. Count of presentations made to businesses 6. Count of educational materials distributed</p>	<p>Monthly reports to KDHE and Semi-annual and Final reports to KDHE.</p>	<p>Staff Person X Intern WIC</p>

Impact Evaluation

Activity Name: The Business Case for Breastfeeding						Short Term Outcome Number: 1.14.2
SMART Objective: By June 30, 2011, increase the proportion of downtown employers with supportive breastfeeding policies from 0% to 7% in X County.						
Target Population: How many women will be impacted by this policy change? How many children? Disparate populations?						
Target Group: How many businesses are in the downtown area? How many in the county? Disparate populations?						
Impact Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
<p>1. Proportion of major local employers contacted who were interested in breastfeeding support policies.</p> <p>2. Proportion of major local employers with supportive breastfeeding policies.</p>	Indicators 1 and 2: Spreadsheet/ call log of major local businesses	Indicators 1 and 2: Intern will contact businesses and update the spreadsheet weekly	<p>Indicator 1: Fall 2010</p> <p>Indicator 2: By June 30, 2011.</p>	<p>1. Number of major area employers who expressed interest divided by the total number of downtown employers contacted.</p> <p>2. Compare proportion of businesses with supportive breastfeeding policies at end of year with baseline and stated objective.</p>	<i>Monthly reports to KDHE and Semi-annual and Final reports to KDHE.</i>	...