

## **RI Department of Corrections Program Evaluation Worksheet**

- Program evaluation should be considered at the program development/inception stage.
- The process of developing evaluation strategies helps managers define, develop and document their program components/elements.

### **Consensus on your Offender Program:**

Often we grasp a program's concepts and purpose only to discover a colleague has a different idea. To design a successful program and an evaluation strategy, it is essential that everyone have the same understanding of two key issues.

First, everyone involved in the project must share a common understanding of the program structure and elements to be examined. A second body of agreement concerns the evaluation. Why will an evaluation be conducted, who is the requestor, what type of evaluation is appropriate, how will the project be organized, who will complete the evaluation, who will collect the data and how will the data be stored? These are all questions that need addressing at the program's inception. If a vendor will be expected to complete some or all of these tasks, it is essential that the RFP and/or contract clearly state these requirements.

Program Title: \_\_\_\_\_

- What is the overall program goal? What are the measurable objectives? (list goals and corresponding objectives)
  
- What activities or services will your program include? How will these activities or services help meet your objectives?
  
- What are the resources you will need to implement all program components?

- Who is the target population? What criteria have you established?
  
- Why is an evaluation necessary? What type of evaluation will be useful? (Process, Outcome or Impact)
  
- What do you want to know about the program? What are some evaluation questions? Who will use a completed evaluation?
  
- Have you developed a logic model for this program? (see attachment)

- If the program works as designed, is it appropriate to expect that final outcomes correspond with measurable objectives?
- Will your measurable objectives answer your evaluation questions?
- Given the research model you have selected, what are the resources you will need to complete the evaluation?
- Where will you find your data? (Reports, files, interviews, surveys, records, etc.)
- What variables or data elements need to be collected and stored? Who will collect it? Who will maintain it? (RIDOC staff or vendor?)
- What types of reporting mechanisms need to be developed? Do you anticipate reports being compiled by RIDOC staff or vendor?