Education for the Future
California State University, Chico, Research Foundation

Figure D-1
PROGRAM EVALUATION TOOL

Needs Assessment	Purpose		Participants	Implementation			Results	
What are your data telling you about the need for the program or process?	*What is the purpose of the program or process?*	*What are the intended outcomes?*	*Who is the program/process intended to serve?*	*How should the program/process be implemented with integrity and fidelity to ensure attainment of intended outcomes?*	*How is implementation being monitored?*		*How will results be measured?*	*What are the results?*
What do the data show about the current results and the need for this program or process? Use multiple measures of data to describe the current situation.	*Describe the intent of the program or process so **anyone** can understand the purpose. Make sure the program purpose is "large" enough to eliminate any undesirable results uncovered in the needs assessment.*	*Intended outcomes are what we want to happen as a result of the program or process. Intended outcomes are what we are trying to achieve. Make sure they are broad enough to cover the items mentioned in the needs assessment and are reflective of the purpose.*	*Describe who the program is intended to serve.* **Who is being served? Who is not being served?** *Describe who the program is serving and who is not being served by the program.*	*Describe the steps so **anyone** can understand how to implement the program/process with integrity and fidelity. Additionally, use a flowchart to visualize the steps in the process.*	*Describe how implementation of the program or process is currently monitored.* **How should implementation be monitored?** *Describe how the program should be monitored for integrity and fidelity.* **To what degree is the program being implemented with integrity and fidelity?** *Describe how well the program is being implemented with respect to program purpose and intent.*		*Designate what data will be used to analyze results.*	*Report the results of the program here. Use the intended outcomes and the how results will be measured column to the left to record results.*
Implications for the Continuous Improvement Plan: *Describe big picture next steps that result from the work above.*								

Bernhardt, V.L. (2018). *Data analysis for continuous school improvement* (4th ed.), (p. 256). New York, NY: Routledge.