



spurwink



Questions for Developing Process and Outcome Evaluation Systems

1. Is there an existing questionnaire you already use or could adapt for this purpose?
 - Yes –
 - No – Proceed to Q2.

2. What is the primary purpose of this survey?
 - Track participation or attendance (A-GTO Step 7: Process Evaluation)
 - i. Who is participating (e.g., what grades, schools)?
 - ii. How long does the program run?
 - Measure participant satisfaction (A-GTO Step 7: Process Evaluation)
 - i. What are the key components of the program that you are curious about (curriculum/lessons, teachers, handouts)?
 - Track program activities (A-GTO Step 7: Process Evaluation)
 - i. What are the key program activities?
 - ii. How long do they run?
 - Measure program outcomes (A-GTO Step 8: Outcome Evaluation)
 - i. What are the intended outcomes of the program?

NOTE: A-GTO Step 6: Planning can help you to answer the following questions (Questions 3-7) about planning for this survey.

3. Do you have a maximum length that you are considering (e.g., no more than 1 page, no more than 15 minutes)?

4. Who will be responsible for collecting the data?

5. At what time points in the program will you collect the data (before only, after only, before and after the program)?

6. How often, how many times do you anticipate doing the survey (once only during one program administration, during each program administration two times in the next year)?



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7. How will the data be entered and analyzed?

NOTE: How will you use the data once the survey is complete? Understanding how you will use the data, will help ensure you have asked the right questions. A-GTO Step 6: Planning, can also be useful for planning how to disseminate your survey results.

8. Who should receive the results?

9. How do you plan on using the information once it's collected?

- To inform your goals and objectives (A-GTO Step 2: Goals and Objectives)
- To compare your program's outcomes to outcomes of other best practice programs (A-GTO Step 3: Best Practices)
- To make modifications to the program to improve its fit with the target population (A-GTO Step 4: Fit)
- To determine if the program has the appropriate capacity to meet needs of the target population (A-GTO Step 5: Capacity)
- To revise your implementation plan (A-GTO Step 6: Planning)
- For continuous quality improvement (A-GTO Step 9: CQI)
- To lobby for more funding (A-GTO Step 10: Sustainability)
- Other (please specify):

10. Who else (besides the program/coalition staff) will you share the results with? Who will be presenting the results?

11. What is the timeline you need to work within?