

Office of Mental Retardation and Developmental Disabilities

Program Evaluation Interim Reporting Questions

(for use at 6, 12 and 24 months after start date)

DIRECTIONS & SAMPLE DATA GRID

Use this form to submit the findings of your program evaluation. For most agencies, this form should be submitted 30 days following the first six months of project implementation. Please note that a report is also due at 12 and 24 months after the start date. These reports will be used for compliance with contractual reporting requirements and as part of evaluation activities for projects determined by OMRDD staff to be innovative or unique.

In order to ensure privacy when replying to these questions or in supporting documentation, please do not use the names of individuals. *When it is necessary to identify a particular individual, please use TABS number or a pseudonym.*

For further guidance or if you are experiencing difficulty completing this form, please call (518) 474-4904 and ask to speak with program evaluation staff.

Interim Reporting Questions (IRQ) Data Grid and Recommendations/Changes

This form has two components:

- the Data Grid provided on the following page. The grid is used to report on *the data you have collected* in your baseline survey and in the ongoing evaluation of your pilot, based on the measurement methods from your program evaluation plan. A completed sample is provided to assist you, followed by step by step directions for its completion. The grid documents progress on outcomes measured by using your project specific *scales* (survey type evaluation tools) or *indicators* (numerical counts). The grid is appropriate for reporting findings from consumer satisfactions surveys or any other type of survey that was administered for the purpose of evaluating your project. You may also use the grid to report on indicator data that has been collected, such as increases in community activities or the average number of preferred community experiences individuals have participated in over the course of a week.
- a section where you are asked to describe any changes made to and/or decisions made about your project based on the evaluation findings.

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SAMPLE DATA GRID

1	2	3	4	5	6	7	8	9
What is the outcome?	What is the name of the scale you are using OR what is the indicator that you are using to measure this outcome?	How many people did you collect data for using this indicator or scale?	How many people is the outcome relevant for?	If you are using a scale to measure this outcome, what is the best and worst score you can get using this scale?	BASELINE REPORT What are the average scale scores OR the average indicator scores for this outcome?	6-MONTH REPORT What are the average scale scores OR the average indicator scores for this outcome?	12-MONTH REPORT What are the average scale scores OR the average indicator scores for this outcome?	24-MONTH REPORT What are the average scale scores OR the average indicator scores for this outcome?
Increased choice in day activities	Section A of the consumer satisfaction survey	28 people	28 people	100% of individuals strongly agree with positive statements/ 100% of individuals strongly disagree with positive statement in the survey	55% of the individuals surveyed "strongly agreed" that they were able to participate in activities that they chose in the community. 25% of the individuals surveyed "strongly agreed" that they were able to do things in the community WHEN they wanted to do them.	75% of the individuals surveyed "strongly agreed" that they were able to participate in activities that they chose in the community. 55% of the individuals surveyed "strongly agreed" that they were able to do things in the community WHEN they wanted to do them.	79% of the individuals surveyed "strongly agreed" that they were able to participate in activities that they chose in the community. 60% of the individuals surveyed "strongly agreed" that they were able to do things in the community WHEN they wanted to do them.	82% of the individuals surveyed "strongly agreed" that they were able to participate in activities that they chose in the community. 62% of the individuals surveyed "strongly agreed" that they were able to do things in the community WHEN they wanted to do them.
Increased employer satisfaction with individuals receiving job training	The employer satisfaction scale	19 people	28 people	Best Possible Scale Score- 40 Worst Possible Scale Score- 0	Average Scale Score= 25	Average Scale Score= 30	Average Scale Score= 33	Average Scale Score= 35

DIRECTIONS FOR COMPLETING THE DATA GRID

Column 1: Enter each *outcome* being measured.

Column 2: Enter the *name of the scale or indicators* being used to track the outcome. Many agencies will have several outcomes that have been measured by collecting surveys or scales. A scale is simply a survey that has numbers assigned to each possible response in the survey. A consumer satisfaction survey can be considered a scale. Many agencies will be using a response set of Strongly Agree, Agree, Disagree and Strongly Disagree on the satisfaction survey. Assigning a "1" to Strongly Disagree, "2" to Disagree, "3" to Agree and a "4" to Strongly Agree turns the survey into a scale.

Many agencies have collected data relevant to each of the indicators over a specified time period. Sometimes more than one indicator will be associated with an outcome. For example, if an agency has specified that decreased negative behavior is an outcome, then the number of behavioral outbursts (tantrums) and the number of incidents of property damage are two indicators associated with this outcome.

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Column 3: Enter the *number of people* for which data has been collected. If a survey/scale was used to show progress for this outcome, report the number of individuals who responded to this scale/survey. If an indicator was used, report the number of people for which data was collected.

Column 4: Enter the *number of people* for which this outcome is relevant.

Column 5: Enter the *best possible score and the worst possible score* for your scale. If an indicator was used to show progress in this outcome, you may skip this box. For example, the worst score of a scale may be 0, while the best possible score might be 40. These score boundaries may be defined by standardized instruments that have been professionally developed for the field or they might be defined by your agency by turning surveys into scales.

Column 6: Enter the *average baseline scale score* for each outcome that is being measured using a scale **OR** you may report information about the *baseline percent agreement or disagreement* with specific survey items. If an indicator as used, please enter the *average indicator value*.

Columns 7: Enter the *average scale scores after six months* for each outcome that is being measured using a scale **OR** you many report information about the *percent agreement or disagreement after six months* with specific survey items. If an indicator was used, please tell us the *average indicator value after six months*. Be sure to specify a descriptor (or unit) in conjunction with the average value of the indicator.

Columns 8 & 9: These columns are completed after 12 months and 24 months using the same format as in Column 7