

Small Group Exercise: Facilitator Instructions

1. **Review 1-page Program-Specific Schematic (5-10 minutes).**
 - a. Focus on *sample outcomes, evaluation questions, and data sources* (first 4 rows).
 - b. Explain *sample measures* are available to review (hard copies at workshop) and on thumb drive (for review and consideration later) (row 5).
 - c. Explain afternoon session will focus on *analysis and use of data* (row 6).
2. **Use Sample Logic Model (page 1) and program descriptions (last page, if needed) to illustrate how components are constructed for example programs (5 minutes).**
 - a. Point out how *program implementation* elements are usually similar across programs (e.g., dosage, fidelity, quality).
 - b. Point out that some *client/short-term outcomes* are similar across programs (and that facilitates selecting common measures).
 - c. Show how all programs collectively contribute to *long-term public health goals*.
3. **“Deconstruct” the logic models into evaluation approaches (pp. 2-3) (5 minutes)**
 - a. Focus on how the implementation outcomes (i.e., “*What is delivered, and to whom?*”) can be broken down into priority evaluation questions (i.e., “*What will be evaluated?*”), and those questions can be answered with potential data sources (i.e., “*How will it be evaluated?*”).
 - b. Focus on how short-term/client outcomes (i.e., “*What changes are expected?*”) can also be broken down into priority evaluation questions (i.e., “*What will be evaluated?*”), and those questions can be answered with potential data sources (i.e., “*How will it be evaluated?*”).
4. **Direct small group to use the (pre-selected) sample evaluation question and sample outcome (as specified on the Evaluation Action Plan worksheet) to formulate part of an Evaluation Approach Action Plan (20 minutes)**
 - a. Ask group to brainstorm *why* data might be collected on this selected outcome (**data usage**), and what are some resource considerations? (e.g., report production needs).
 - b. Ask group to consider *what* they might collect data by selecting a **potential data source/measure**. Direct group to review the **sample measures** (available in hard copy at workshop and on thumb drive for later use).
 - i. Is there a relevant measure that would be appropriate?
 - ii. Might your county develop/customize your own tool instead?
 - iii. What are some resource implications of choice (costs, burden, staffing)?
 - c. Ask group to consider and discuss what they think are appropriate **data collection logistics** (*who, how, and when*), including:
 - i. Respondents (sample or all participants?)
 - ii. Data collection method and staffing issues
 - iii. Data collection timeline (and intervals, if repeated measures)
 - iv. Submission processes
 - d. Remind group that **data analysis** methods will be discussed later.
5. **Ask group to reflect on this planning process (5-10 minutes)**
 - a. Discuss *most challenging* aspects of developing the action plan.
 - b. Discuss utility of logic model and action plan exercise. What is the *most helpful*?
 - c. Prepare **5-minute report-out** that synthesis group consensus about most challenging and most helpful aspects of exercise.