

# Evaluation Checklist for State Birth Defects Surveillance

**Your evaluation plan should answer these questions:**

- ☒ What will be evaluated?
- ☒ What do key partners want or need to know about the program?
- ☒ What do you intend to do with the evaluation information?

Several program planning tools have been developed to assist grantees. After constructing your program logic model, use the state grantee evaluation plan template to draft your evaluation plan. Next, use this checklist to review the steps involved in program evaluation.

Remember, the purpose of an evaluation is to gather information needed to measure progress toward achievement of the program goals and to identify opportunities for ongoing program improvement.

## Step 1: Identify stakeholder evaluation needs

<input type="checkbox"/>	Define the purpose of the evaluation.
<input type="checkbox"/>	Who will use the evaluation findings?
<input type="checkbox"/>	How will the findings be used?
<input type="checkbox"/>	What do stakeholders need to learn from the evaluation?
<input type="checkbox"/>	When are the evaluation findings needed for ongoing program improvement decisions?

## Step 2: Develop an evaluation plan

<input type="checkbox"/>	Prioritize evaluation questions (what you need answered).
<input type="checkbox"/>	Identify data sources (what will be collected).
<input type="checkbox"/>	Determine data collection methods.
<input type="checkbox"/>	Determine data analysis methods and tools.
<input type="checkbox"/>	Identify how the findings will be disseminated (email, workshops, conferences, partner meeting, website, etc.)
<input type="checkbox"/>	Establish an evaluation timeline.
<input type="checkbox"/>	Assign evaluation responsibilities to appropriate staff.

## Step 3: Data collection, analysis, and reporting

<input type="checkbox"/>	Gather only data needed.
<input type="checkbox"/>	Analyze data.
<input type="checkbox"/>	Develop evaluation reports.

## Step 4: Share findings

<input type="checkbox"/>	Disseminate timely evaluation reports.
<input type="checkbox"/>	Provide easy access to evaluation information.
<input type="checkbox"/>	Communicate findings in formats appropriate for the intended audience(s).

## Step 5: Use findings

<input type="checkbox"/>	Engage partners to discuss evaluation findings and make necessary modifications to program activities.
<input type="checkbox"/>	Determine necessary modifications for program improvement.
<input type="checkbox"/>	Revise the program logic model to reflect changes.