



## ***G&A TIPS FOR EFFECTIVE PROGRAM EVALUATION: M4***

- **MODEL**
  - Use a logic model to define your program.
  - Consider external facilitation to support the creation/refinement of the model.
  - Keep it simple and revisit and update the model as program evolves over time.
  - Create measureable short, mid, and long-term outcomes.
- **MEASUREMENT**
  - Define your purpose before selecting tools.
  - Select instruments based on purpose (consider cultural/linguistic access in selection).
  - Maintain privacy and security of data.
  - Clearly define methods of reporting and sharing data internally and externally.
- **MANAGEMENT**
  - Create an evaluation timeline.
  - Report back regularly - including how the evaluation results are being used.
  - Use visuals to tell your story and help it be understood.
  - Less can be more (information overload can cause reports to sit in a drawer).
- **MEETINGS**
  - Schedule meetings after data collection.
  - Use a meeting template.
  - Support actionable results through the use of an action /decision grid.
  - Have a follow-up process after meetings (notes, updates, results).

## ***RESOURCES FOR PROGRAM EVALUATION***

- BetterEvaluation.org <http://betterevaluation.org>
- Grantmakers for Effective Organizations: [www.geofunders.org](http://www.geofunders.org)
- Oakland Literacy Coalition - [oaklandliteracycoalition.org](http://oaklandliteracycoalition.org)
  - Harvard Lead for Literacy Initiative
  - Center for Enhancing Early Learning Outcomes
- Annie E. Casey Foundation – [www.aecf.org](http://www.aecf.org)
- Campaign for Grade Level Reading – [gradelevelreading.net](http://gradelevelreading.net)
- Literacy Assessment Database: [sedl.org](http://sedl.org)