Evaluation progress reporting
Care Planning Sub-Program

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Evaluation Progress Report

- The evaluation progress report is part of the project evaluation process

- It’s a way that the project can provide an update on the evaluation and an opportunity to discuss evaluation issues
Six key evaluation questions

- What did you do?  (PROGRAM & PROJECT DELIVERY)
- How did it go?  (PROGRAM & PROJECT IMPACT)
- What’s been learned?  (CAPACITY BUILDING)
- Will it keep going?  (SUSTAINABILITY)
- Are your lessons useful for someone else?  (GENERALISABILITY)
- Who did you tell?  (DISSEMINATION)
Six monthly reports

◆ 6 monthly progress report to DoHA office (cc to CHSD)
  – reporting in accordance with the schedule in your contract

♦ What did you do? (Project Delivery)
♦ How did it go? (Project Impact)
Six monthly reports

◆ 6 monthly evaluation progress report
  – adding some information on the other evaluation questions
  ♦ How did it go? (Project Impact & Outcomes)
  ♦ What’s been learned? (Capacity building)
  ♦ Will it keep going? (Sustainability incl. partnerships)
  ♦ Are your lessons useful for someone else? (Generalisability)
Six monthly reports

◆ Who did you tell? (Dissemination)

◆ This is a separate reporting sheet
  - “dissemination log”
  - every 6 months
  - same time frame as progress & evaluation progress reports
Evaluation Progress Report - Template

◆ 6 questions – handout template

◆ Project evaluation
  – describe the tasks undertaken in this six month period and briefly summarise findings if applicable.
  – refer to evaluation and project plans
  – attach reports (optional)
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◆ Sustainability
  – describe actions taken in the past six months to ensure sustainability of the project.
  – refer to strategies listed in evaluation tool (completed at site visit)

Note: Sustainability refers to aspects of a project’s goals and objectives that may continue
Evaluation Progress Report - Template

- Partnership building (part of sustainability)
  - describe actions....to build partnerships with stakeholders.
  - refer to evaluation tool

- Capacity building
  - describe actions...to build capacity in palliative care.
  - refer to evaluation tool

Note: Capacity building: a project’s ability to develop skills and knowledge about palliative care in the community/ sector
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◆ Generalisability
  – describe aspects…that could be generalised to other settings
  – refer to evaluation tool

Note: Generalisability is whether the lessons learned from the project could be useful in other settings

◆ Dissemination
  – attach copy of Dissemination log
Evaluation Progress Report - Template

- Use point form
- Attach reports or documents (rather than rewrite)
- Approximately 6 to 10 “points” per section
- Project evaluation (main focus)
Follow up

- After the submission of the:
  - progress report (via DoHA)
  - evaluation progress template
  - dissemination log

- NET site contact person will follow up at a call or teleconference to discuss the reports. This is a chance to discuss issues in more detail.
Evaluation outcome

The evaluation progress reporting will enable NET to:

◆ Support and assist projects to undertake their own evaluations

◆ Synthesise local project evaluation findings and combine with the program evaluation to form a national evaluation
Evaluation Progress Report

- Any questions?
- Next session can chat about this further