Final Report – DoHA requirements

1. Comprehensive written report on project objectives/outcomes
2. Audited statement of receipts/expenditures and bank account balance
3. Certificate of Compliance
4. Assets register
Final report

DoHA template contains 4 parts

Part 1 – Project information

Part 2 – Reporting against objectives and key activities

Template contains 5 columns. Template contents can be used to suit individual formatting styles. Column format does not need to be used.

Part 3 – Unintended consequences

Part 4 - Survey
Careseach – Knowledge Network

◆ Propose lodging all of the Care planning projects on Caresearch at the completion of the round.
◆ NET final report format
◆ Current LPCGP Caresearch site will reflect Caring Communities site
Final report writing

The optional reporting template

Centre for Health Service Development
Why use the optional template?

- DoHA report focuses on contract requirements
- A reader-friendly format is useful to decision makers
- Basis for disseminating results of your hard work
  - Complete record of project activities
  - Provides detail on implementation
  - Evaluation findings may contribute to building an evidence base for future care
Who created the template?

- Developed for the Caring Communities Program
- Based on a document provided by DoHA
- Adapted by NET using the 1:3:25 concept recommended by the Canadian Health Services Research Foundation
- Went to DoHA officers for comments
- Piloted at two CCP sites, amended following feedback
- Updated for Care Planning and piloted by Qld-3
Sections of the template

- Part A: cover sheet
- Part B: main messages (1)
- Part C: executive summary (3)
- Part D: main report (25)
Part A: cover sheet

- Boring but functional!
- Basically a list of essential information:
  - dates of the project and the report
  - project title
  - names of key people (author, project manager)
  - names of host organisation and funds holder
  - funding source
Part D: main report

- This is the 25 in 1:3:25 – start here!
- You can use earlier documents to help write it (e.g., context and background from grant application)
- May be easiest to start with implementation section as much of this information is in progress reports
- Copy, paste but also edit – remember your audience
- Describe the resources developed for your project and include as appendix
Evaluation Methods

- Evaluation questions and design
- Ethics approval – date, name of HREC
- Participants – how many, who were they (categories), how did you sample or recruit them, response rates
- Tools – any questionnaires or assessment tools you used, how they were chosen or developed; interview or focus group schedules; audit tools (include as appendices)
- Data collection – details of survey timing; who conducted the interviews or focus groups and when; audit methods
- Data analysis techniques
Results

- **Process measures** – uptake or participation rates (e.g., number of staff trained), adherence to new procedures
- **Outcome measures** – from survey, routine or qualitative data, for example:
  - gains in knowledge or confidence of staff
  - changes in work practices
  - changes in numbers or types of referrals
  - carers’ or patients’ views
Discussion and conclusions

- Interpret the results: what do the findings mean?
- Project’s achievements and strengths
- Challenges that affected implementation and results
- How the project changed over time e.g., in response to evaluation findings or challenges
- Extent to which objectives were met and target group reached
- Extent to which project could be generalised
Part C: executive summary

- Concise but complete – a stand-alone document
- Aimed at decision makers
- Could be adapted for dissemination
- A (good) news story!
- Think about the project objectives
- Essential info only about aims and methods
- Concentrate on results, discussion, conclusions
Part B: main messages

◆ Difficult but important
◆ What did the project achieve?
◆ How does this contribute to the goals of the program?
◆ Consider your audience – bright, educated lay people
◆ More than a summary of findings – what do the findings mean for decision makers?
◆ “…the truth distilled”?!!
Self editing

- Present your report “… in language a bright, educated, but not research-trained person would understand” (CHSRF 2001)
- Use active verbs
- Essence followed by background
- Be specific, use concrete language
- Avoid jargon, acronyms and excess words
Omit needless words (Strunk, 1935)

No one says, “Hopefully we can have your commitment to a scenario in terms of the ute which will have you in place in it within a reasonable timeframe, Rover.”

We say, “Get in,” and Rover gets in.

(Don Watson, Death Sentence)
How to begin?

- Allow plenty of time – then double it
- Think about the goals of your project
- Small picture: what did you do to achieve them?
- Big picture: how does this contribute to the broader goals of the Care Planning Sub-Program?
- When you get to the end … wait, print, get another opinion, revise
Help! I’m stuck!

- Start with the easiest bits
- What is the heart of the story?
- Explain the project to a friend or family member who knows little or nothing about it
- Talk into a tape recorder
- Write rough notes as soon as you think of them and fill out later
- Don’t worry: it’s not *Oscar and Lucinda*