

**THE ILLINOIS AFTER-SCHOOL PARTNERSHIP**  
**Outcomes Work Group Minutes**  
**October 12, 2005**

**Members in Attendance:** David Zverow, *Metropolitan Family Services*; Greta Colombi, *United Way of Metropolitan Chicago*; Angela Adan Farnham, *University of Illinois-CPRD*, Ernie Hill, *University of Illinois-CPRD*, Jessica Palmert, *Alternatives, Inc.-Girl World*, Mindy Lanum, *Evaluation Resource Institute*, Michael Heathfield, *Chicago Area Project*, Lydia Taylor, *Illinois After-school Alliance*.

**Staff in Attendance:** Jennifer Becker Mouhcine, Hester Richardson

**Overview of workgroup:** Jennifer provided an overview for the newer members of the group. The current goal for the workgroup is create a tool that facilitates access to resources that different programs can use to evaluate their program. Along with this the group will be assessing what kinds of supports need to be place along with the written document we are producing. This tool will help guide programs through the evaluation process, and it will have information for various audiences and how they can make use of it.

**Review Narrative Drafts**

The group reviewed the narrative that Greta drafted that provides an overview for what is in the document. The group's feedback was that it really set the tone we want to convey throughout the document, particularly in the way the first paragraph was written. We discussed the fact that when the other pieces are drafted, such as the introduction, we may see where they come together into combined sections and may re-order some of the sections. While this piece needs some minor editing, the group has overall positive feedback for this section that provides an overview of the tables and information that will follow in the document. The group made the recommendation that we make sure that we explain the components we identified as being important to this work and to provide a synopsis of those steps, if not in this section, than definitely in the introduction. We also need to describe the criteria in more detail.

**Review detailed completed sheets on core resources:**

Jennifer presented her work thus far on summarizing some of the core tools by content area, listing the associated resources. The group agreed that this level of detail might be too much for the document we are producing. The group discussed putting this information into table for each source so we can capture the information and put it into a more visually appealing format. It also needs to be a little more user-friendly and easy to read. Jennifer will work on putting these into table format.

**Plan for Drafting Remaining Pieces for Narrative**

The group discussed the remaining sections needing to be written. Kristin is working on the introductory piece, covering why Evaluation is important to our work and why we have produced this document, and how it fits into our ongoing work on quality. The group discussed the fact that the initial messages need to be extremely approachable and

user friendly, and that perhaps the information on who can use this document and how to use it may come first as a User's guide, and could be accompanied with some specific examples of evaluation in the field. The User's guide may have a section where people could go and assess what stage they are at in the process and how they continue from there, and be pointed to the associated tools resources that could be helpful. The table would also give them many options to choose from as far as where they are at in evaluation. The group can also develop questions that can be asked to guide them in the right direction and they know what option to go with. The group talked about the fact that users of the resources could be looking to pick several pieces related to a specific topic, or be looking for an overall tool they can take and use for the whole process and we can talk about both approaches. We also talked about the audiences in terms of those new to evaluation versus those who have some experience, as well as those who need general information and those who need specific questions answered. Finally some folks will want the hands on "how-to" information, while others may want some of the background theory and knowledge behind evaluations. As much as possible, we can try to craft our document to all of these audiences.

David and Jessica volunteered to help draft this users guide and to look at the evaluation readiness assessment resources to help shape this section. Again, we'll need to see how this fits with the content of the introduction piece, and the overview of the charts and tables.

### **Remaining Resources to Review**

#### Journeys in Evaluation

A couple of members reviewed the Journeys in Evaluation document produced by the ERI. The general feedback was that it was very organized and would help people to stay focused on the discrete steps in evaluation. One comment was that it did not have much information on organization or program readiness but had really good information on evaluation utilization. The group recommended that it remain as a core resource. The chart below outlines the remaining resources to review, and the next steps for each of them.

### **Input on Development of Tool:**

The input from the Leadership Team was to make sure that this tool ties into the task force report, and to present the various level of evaluation (that while there is a "gold standard" there are all kinds of stages in evaluation activities that programs can put to use). The Leadership Team also suggested we gather information from the state agencies about their evaluation expectations to include as well. Finally, they agreed we should roll out this tool once it is ready, rather than wait for the other components to be developed.

The group agreed that we should present this information at the Full Partnership meeting. At the meeting, we can have break out discussions about how providers feel about the usefulness of the tool, and can be a chance to get funders input as well.

<b><u>Remaining Resources for Handbook:</u></b>
✓ United way of Metropolitan Chicago- Greta will gather information and give to Jennifer

- ✓ The Illinois Center for Violence Prevention, Evaluation Resource Institute Journeys in Evaluation-It is the process of review and Jennifer is going to take a look at it.
- ✓ The Illinois Center for Violence Prevention, Evaluation Resource Institute: Training Workshops/Coaching Services- Need to get the curriculum for this
- ✓ UW Extension Online Resources & Training- This has been reviewed by Erica in part, Greta will continue working on this.
- ✓ CPRD, Written Materials and Training –This needs collection and review. Ernie Hall will take the lead on this with Jennifer.
- ✓ Harvard Family Resource Project, Project Star and Mott Framework- These materials have been reviewed; they need to be written up.
- ✓ Bruner Foundation, Planning for and Conducting an Evaluative-Thinking Assessment- This is still in draft format. Jennifer will email it to the group.
- ✓ Innovation Network: Chart for implementation Evaluation Plan- This needs to be reviewed. There might be similar information in the Journeys book so may not need to be included. Greta will look over this information.
- ✓ Article in American Journal of Evaluation; Shoestring Evaluation: Designing Impact Evaluations under Budget, Time and Data Constraints: This information still needs to be reviewed. Jennifer will look at it.
- ✓ Tool to Guide Evaluability Assessments: This still needs to be reviewed. Jennifer will take a look at this. This worksheet is geared towards evaluators. We could probably plug this into the assessment piece of the document.
- ✓ Evaluability Assessment Worksheet (USAF): This document still needs to be reviewed. Jennifer will take a look at this document. We may plug this into the assessment piece of the document as well.
- ✓ Evaluability Assessment; examining the Readiness of a Program for Evaluation (OJJDP): This document still needs review. Jennifer will be reviewing this document as well. We may plug this into the assessment piece of the document as well.

**The Full Partnership meeting will be on November 30, 2005. Mark your calendars!**