



Texas Department of
Family and Protective Services

Streamline through standardization
Using templates to design, conduct, and disseminate
internal evaluations

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Evaluation 2019 Conference
November 14, 2019

Goals

- Discuss how **standardizing evaluation** work through the use of templates **can benefit our work** as internal evaluators
- **Demonstrate the use of templates** for designing and conducting evaluations and disseminating findings
- **Hear from you** about the tools and approaches you use to make your work more efficient and standardized

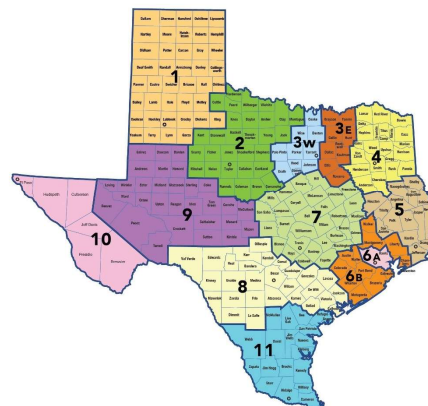
Tell me about yourself

- Are you an internal or external evaluator, or another type of professional?
- What field do you work in?



About Texas Department of Family and Protective Services

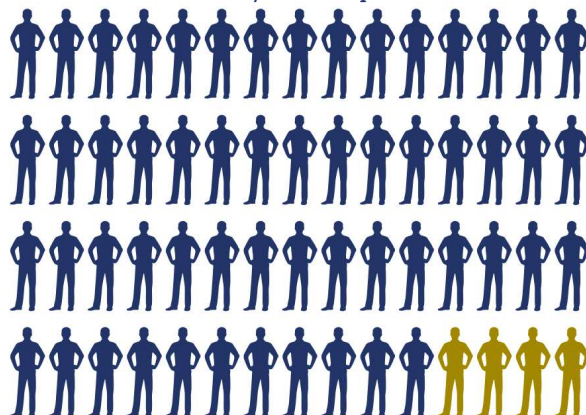
- Texas has the largest centralized child welfare system in the US.
- Around 13,000 staff work in 250 offices in 13 regions across the state
- In FY18, the state completed over 150k investigations of abuse, and went on to serve tens of thousands of children and families through family based safety services and conservatorship care.



Source: [DFPS Data Card FY18](#)

Data and Evaluation in Texas DFPS

Division of Data and Systems Improvement



Analytics and Evaluation

External evaluation

Internal evaluation



Using Templates Helps Internal Evaluators

- **Institutionalizes evaluation** as a normal and expected part of the work
- **Encourages buy-in and avoids scope creep:** Can help non-evaluation staff understand the purpose and benefits of evaluation by walking them through a standardized process to consider their programs
- **Saves time and energy:** standardize the pieces that are the same across evaluations in order to focus on the unique, innovative parts of evaluations

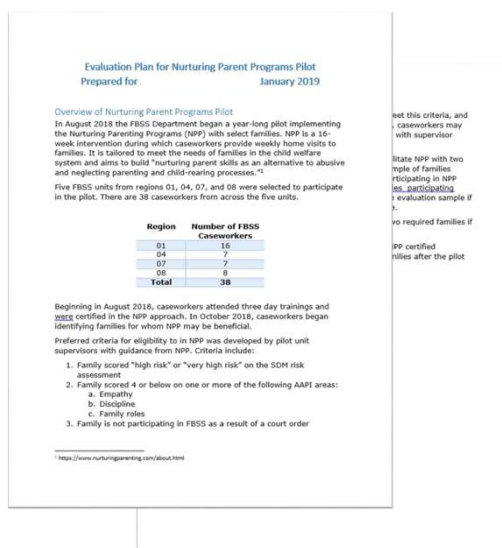
Designing evaluations



Evaluation plan template: The overview

The overview includes info about the program or initiative being evaluated.

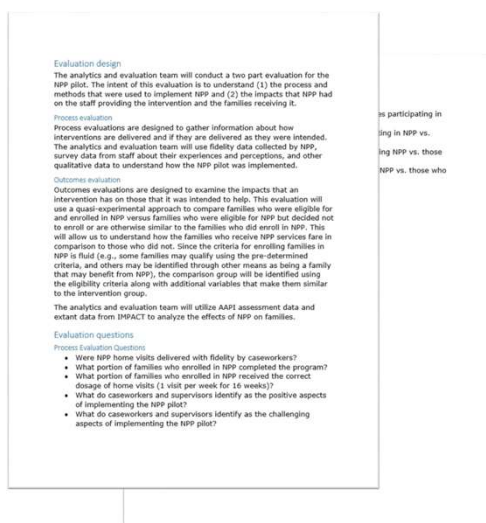
Be sure to include details about timelines, key staff and stakeholders, any special context that effects the evaluation.



Evaluation plan template: Research questions

Provide information about *why* the evaluation is being conducted and what it's purpose is.

Develop a description of evaluation design and a list of research questions.



Evaluation plan template: Data sources and collection

Create a table outlining data collection activities and data sources.

Use this to begin outlining the timeline of the evaluation, and noting special circumstances (e.g., MOU needed for data export, what survey tools will be used, etc)

Data sources and data collection activities

Data	Source	Date	Notes
AAPI pre- and post-intervention assessments	FNC	January 2019	Outcome eval.
NPP enrollments	Excel sheet	September 2019	Outcome eval. To be completed by supervisors.
		February 2019	
		April 2019	
Caseworker and supervisor survey	Survey	September 2019	Process eval. To be developed by analytics and evaluation team to gather feedback about experiences with the NPP pilot
		TENTATIVE - April 2019	
Fidelity observations	FNC	September 2019	Process eval. Fidelity visits will occur between April and August in each region.
SDH scores	IMPACT	September 2019	Outcome eval.
Time to case closure	IMPACT	September 2019	Outcome eval.
Recidivism	IMPACT	September 2020	Outcome eval.

Evaluation plan template: Deliverables

Create a table outlining what “deliverables” (reports, presentations, webinars, infographics, etc.) you will create during the evaluation.

Be sure to consider *all* audiences and determine which methods of communication are most effective.

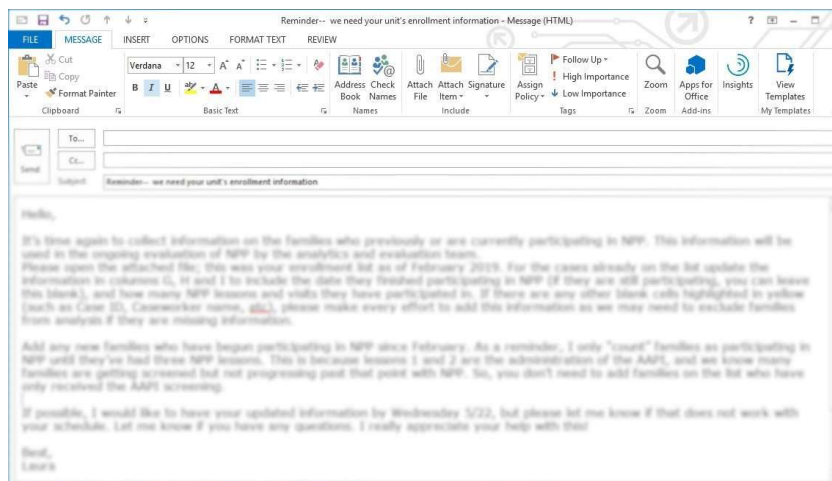
Deliverables

Data	Date	Notes
1 pager overview	February 2019	Brief summary of activities to date. Provide context/history and project outputs. This can be used as an introductory document about the NPP pilot.
Final report	October 2019	This will be a brief report (3-5 pages) reporting high level findings, with the option to access additional data on an as-needed basis.
Supervisor presentation	October 2019	Brief presentation to pilot supervisors reporting high level findings.
Infographic	November 2019	Brief infographic summarizing select findings to caseworkers and other staff interested in the evaluation findings.
Final presentation	TBD	State office audience TBD. Angle would like to give a final presentation to those at state office who would benefit from knowledge of evaluation findings.
Updated findings	November 2020	This will update findings to include new analyses about recidivism rates 1 year after the pilot ends.

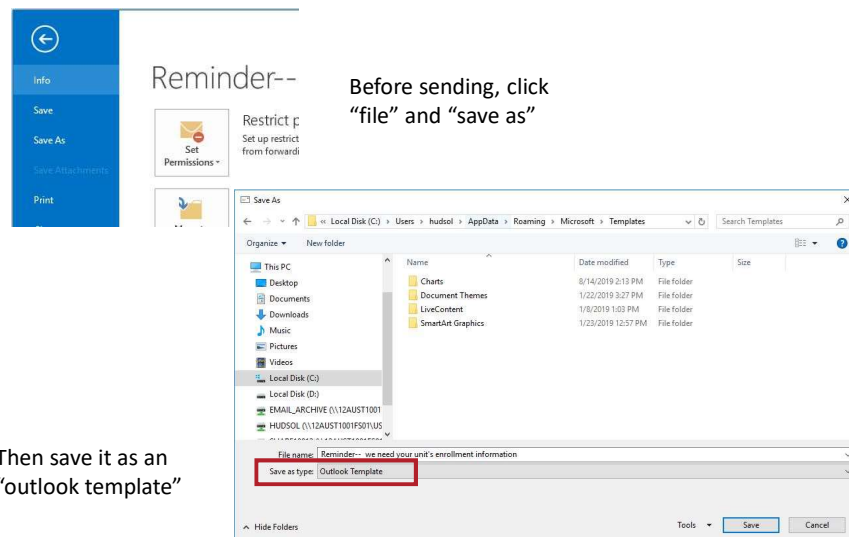
Conducting evaluations



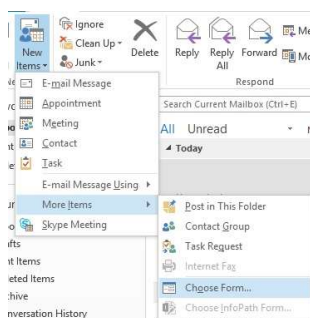
Outlook templates can be created for sending frequent, similar emails. They're useful when you need to send the same email to many people, or when you need to periodically remind people about data collection or other activities.



To save an outlook template, draft your email.

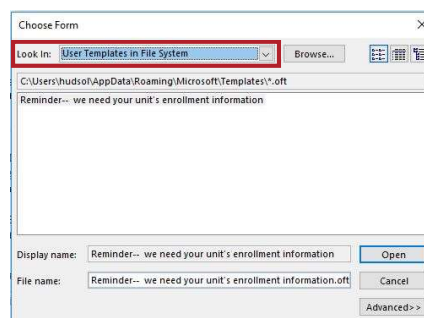


Then save it as an
"outlook template"

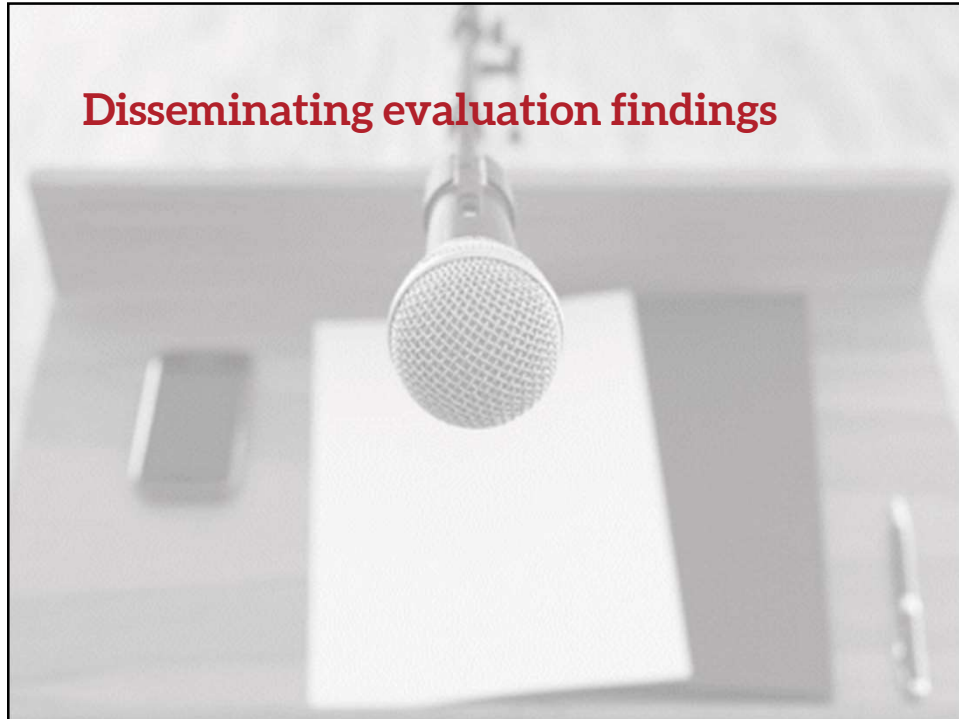


To use a saved email template, select "new items," then "more items," and "choose form"

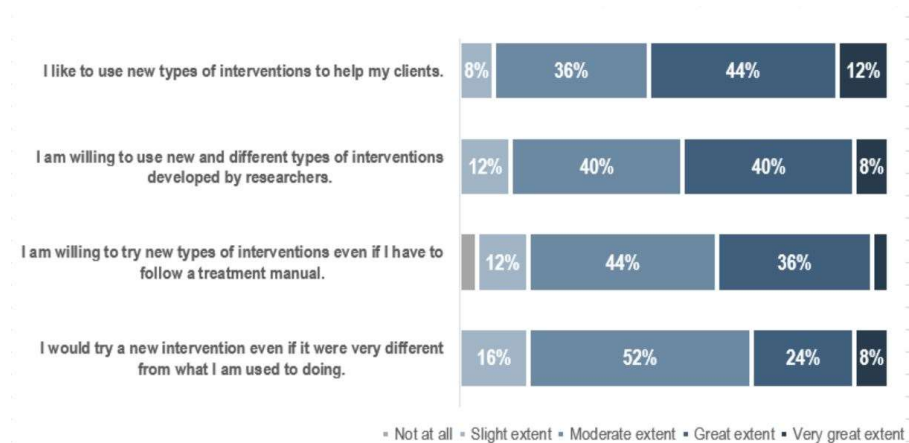
From this menu, select "user template in file system" (the default location) and then choose the template you want to use

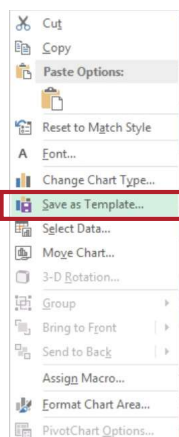


Disseminating evaluation findings



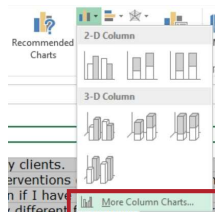
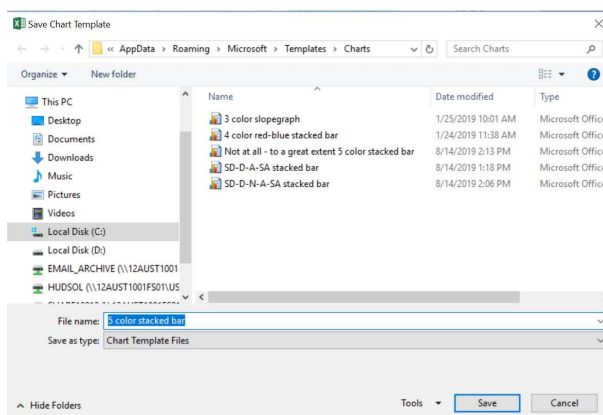
Use **graph templates** to quickly create graphs with the same colors, fonts, and formatting.





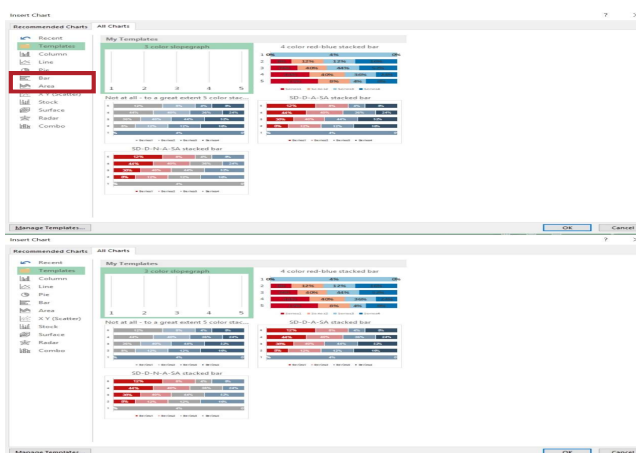
To create a template, format your graph exactly how you'd like it to appear in **excel**. Then right click and select "save as template."

Save it with a descriptive name.



To use the template, highlight your source data and click the menu for any type of graph and select "more charts."

Select the "templates" folder and choose the graph template you'd like to use



Creating and Modifying Styles in Word

Word styles provides a way to define and save formatting for titles, headers, quotes, and references.

Nurturing Parenting Programs FBSS Pilot | Evaluation Findings, September 2019

Nurturing Parent Programs FBSS Pilot Evaluation Findings

Introduction

In August 2018 Family-Based Safety Services (FBSS) began a year-long pilot implementing the Nurturing Parenting Programs (NPP) with select families. NPP is a 16-week intervention during which caregivers provide weekly home visits to families and cover content from six domains. It is intended to meet the needs of parents involved in the child welfare system and also to build "nurturing parent" skills as an alternative to abusive and neglecting parenting and child welfare practices. The intervention was provided to FBSS caregivers, the nurturing program, the parents and their relatives, siblings, and grandparents, and the nurturing parenting program for families with children ages 0-5.

The Nurturing Parenting Program (NPP) is a parent self-help program that is designed to provide parents with the skills and knowledge to effectively parent their children. It is a 16-week program that is delivered by a trained facilitator. The program is designed to be used by parents who are involved in the child welfare system. The program is designed to be used by parents who are involved in the child welfare system. The program is designed to be used by parents who are involved in the child welfare system.

The purpose of this evaluation was to describe the implementation of NPP and assess parents' and caregivers' perceptions of their parenting skills as a result of participation in NPP. This report includes a brief overview of the implementation of NPP and provides recommendations for consideration by the Department of Family and Transitional Services (DFTS) as it moves into the next phase of NPP.

Over 1000 parents and caregivers were involved in the pilot. At the start of the pilot phase, 100 parents and 100 caregivers were enrolled in the NPP. By the end of the pilot phase, 100 parents and 100 caregivers were enrolled in the NPP. The NPP was implemented in a variety of settings, including community-based organizations, child welfare agencies, and family support centers. The NPP was implemented in a variety of settings, including community-based organizations, child welfare agencies, and family support centers.

Families receiving Nurturing Parenting Programs
Between October 2018 and August 2019, 100 individuals were enrolled in the NPP. The NPP was implemented in a variety of settings, including community-based organizations, child welfare agencies, and family support centers. The NPP was implemented in a variety of settings, including community-based organizations, child welfare agencies, and family support centers.

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To make a new set of styles, open up a blank word document, or a word document you've already formatted with the elements you'd like to include in your style set

Titles

This is the format I want for main headers

This is the format I want for sub-headers

"This is how I want quotes to appear!"

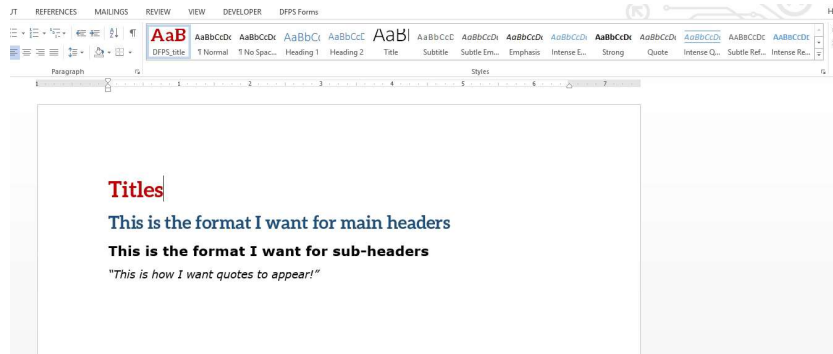
Titles

This is the format I want for main headers

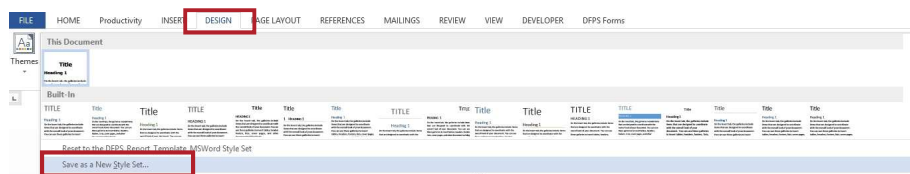
This is the format I want for sub-headers

"This is how I want quotes to appear!"

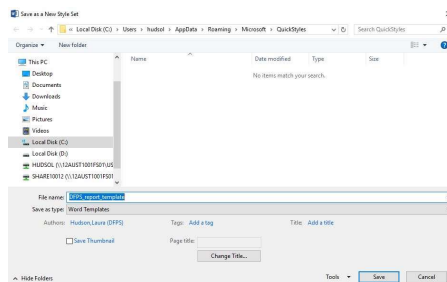
To save your format in the in the styles ribbon, highlight them, select “create a style” from the styles menu, and save it with an original name



To save styles from a document created by someone else, first open a document that uses the style set in Word. You can also use these steps to save styles that you've formatted yourself.

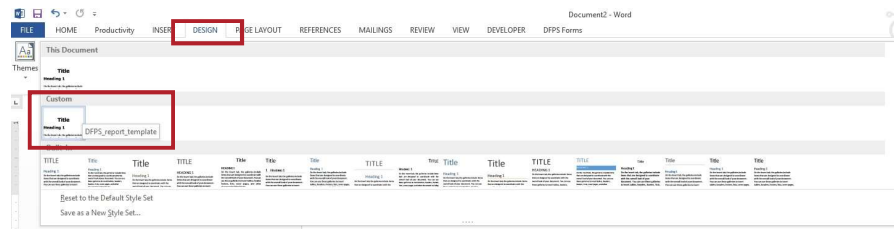


Select the “design” tab from the ribbon, click the arrow next to the style selection pane, and then select “save as new style set”



Name the style set
and save it to the
default folder

To use a style that you've created/modified and saved, first open a document.



Select the “design” tab from the ribbon, and click the arrow next to the style selection pane. Select the style set you would like to use from the section of “custom” style sets. You can hover over the style sets to see their names.

Discussion

- What tools do you use to make and use templates?
- What has helped you streamline your work?
- What aspects of your work do you standardize?
- If you had to share your biggest time saving tool with another evaluator, what would it be?

Questions?

Reach out! Laura.Hudson@dfps.state.tx.us

