

## Examples of Evaluation Roles for Federal Grants

What role does the Planning Council fill?	What role does Meta House's evaluation department fill?
<p>Design evaluation plan, write evaluation section, and contribute to establishing outcomes for federal grant proposals</p> <ul style="list-style-type: none"> <li>• Work with program to develop goals/objectives, identify appropriate measures</li> </ul>	<p>Conduct client interviews for evaluation purposes, including initial and follow-up interviews, with focus on achieving 80% follow-up rate</p> <ul style="list-style-type: none"> <li>• Intake, 6 months, discharge, 12 months</li> <li>• Tracking and locating clients for follow-up, including establishing a relationship with the client to assist in follow-up efforts and accurate data collection</li> </ul>
<p>Provide external oversight for implementation of evaluation design</p> <ul style="list-style-type: none"> <li>• Support evaluation start-up, assist with informed consent materials, monitor evaluation implementation</li> </ul>	<p>Conduct qualitative interviews and surveys with clients and staff</p> <ul style="list-style-type: none"> <li>• Focus groups, additional group/individual interviews, regular surveys</li> </ul>
<p>Insure integrity and reliability of interview data</p> <ul style="list-style-type: none"> <li>• Train interviewers, review data for consistency, track on data coding decisions</li> </ul>	<p>Handle data entry and data checking</p> <ul style="list-style-type: none"> <li>• GPRA web-based data entry, local evaluation data entry</li> </ul>
<p>Support interviewers' efforts to achieve 80% follow-up rate</p> <ul style="list-style-type: none"> <li>• Develop and revise follow-up procedures, attend to confidentiality, clinical context</li> </ul>	<p>Manage GPRA data and GPRA reporting features</p> <ul style="list-style-type: none"> <li>• Web-based data reports, responding to CSAT requests</li> </ul>
<p>Provide technical assistance for program decisions that have implications for evaluation</p> <ul style="list-style-type: none"> <li>• Clients being admitted to multiple grants</li> </ul>	<p>Track data collection and design/manage databases for process evaluation data</p> <ul style="list-style-type: none"> <li>• MetaCare, family involvement database</li> </ul>
<p>Jointly design qualitative data questions for clients and staff, focusing on areas of interest to the program and specific grants, and provide consultation on analysis of qualitative data</p> <ul style="list-style-type: none"> <li>• Qualitative interviews with clients, focus groups with clients and staff</li> </ul>	<p>Lead the analysis and write-up of qualitative data from clients, jointly document evidence-based practice fidelity and adaptations</p> <ul style="list-style-type: none"> <li>• Author client focus group reports</li> <li>• Fidelity to practice interviews/focus groups with staff</li> </ul>

<b>What role does the Planning Council fill?</b>	<b>What role does Meta House's evaluation department fill?</b>
<p>Jointly develop content of formative feedback to the program</p> <ul style="list-style-type: none"> <li>• Feedback on real-time findings from GPRA data</li> <li>• Review and provide input into data summaries</li> </ul>	<p>Organize and deliver formative feedback to agency management and staff</p> <ul style="list-style-type: none"> <li>• Monthly "study team" meetings with management and "mini study team" meetings with direct service staff</li> <li>• Summaries of focus group, client satisfaction, and other evaluation data to management</li> </ul>
<p>Jointly document evidence-based practice fidelity and adaptations</p> <ul style="list-style-type: none"> <li>• Fidelity to practice interviews/focus groups with clinical staff</li> </ul>	<p>Respond to evaluation requests from agency management and staff</p> <ul style="list-style-type: none"> <li>• Grant enrollment, qualitative questions, general reporting</li> </ul>
<p>Assist in liaisoning with SAMHSA and/or cross-site evaluators</p> <ul style="list-style-type: none"> <li>• Attend meetings/calls as needed</li> </ul>	<p>Attend most mandatory SAMHSA meetings and evaluation calls</p> <ul style="list-style-type: none"> <li>• Annual grantee meetings, GPRA trainings</li> </ul>
<p>Conduct data analyses of quantitative, summative interview data</p> <ul style="list-style-type: none"> <li>• Addiction Severity Index, AAPI, TSC</li> </ul>	<p>Author and manage ongoing evaluation reporting for CSAT</p> <ul style="list-style-type: none"> <li>• Quarterly/biannual reports</li> </ul>
<p>Author the final stand-alone summative evaluation reports</p> <ul style="list-style-type: none"> <li>• 90 days after the close of the grant</li> </ul>	<p>Author evaluation section of final program reports</p> <ul style="list-style-type: none"> <li>• 90 days after the close of the grant</li> </ul>