

# Program Evaluation: Resources and Tools

The program evaluation process can be confusing and overwhelming. However, there are a number of resources available that can assist professionals with navigating the evaluation process. Below, we have listed resources that are designed to assist professionals in preparing and conducting a program evaluation.

## Online Evaluation Manuals, Guides and Resources

### Center for Disease Control (CDC) Evaluation Resources

<https://www.cdc.gov/eval/resources/index.htm>

- The Center for Disease Control Program Performance and Evaluation Office (PPEO) has compiled a list of evidence informed step-by-step evaluation resources to help with the overall process of program evaluation as well as specific resources tailored to parts of the evaluation process (e.g., logic model development, planning, budgeting, etc.).

### Clearinghouse for Military Family Readiness Evaluation Webinar

<http://www.militaryfamilies.psu.edu/program-evaluation-project-webinar>

- Research Evaluation Scientists from the Clearinghouse for Military Family Readiness present an hour-long webinar with practical tips and resources to explain how to get your program ready for evaluation.

### Community Tool Box Introduction to Evaluation

<http://ctb.ku.edu/en/node/1225>

- The Community Tool Box provides resources and tools to help you learn how to develop an evaluation plan, identify stakeholders' interests, and develop a participatory evaluation.

### Corporation for National and Community Service (CNCS) Resources

[www.nationalservice.gov/resources/evaluation](http://www.nationalservice.gov/resources/evaluation)

- The Corporation for National and Community Service (CNCS) has created a number of resources to assist your program as it moves through each stage of the evaluation process.

### Defense Centers of Excellence (DCoE) Program Evaluation Guide

<http://dcoe.mil/about/program-evaluation>

- Defense Centers of Excellence (DCoE) for Psychological Health and Traumatic Brain Injury has developed a *Program Evaluation Guide*. The DCoE Program Evaluation Guide provides a step-by-step “how to” manual to prepare for and conduct program evaluations. The Guide is organized into six modules by evaluation topic and is designed as a resource that can be used to plan the evaluation as well as a reference that can be returned to as each step is executed.

## Institute of Museum and Library Sciences Evaluation Resources

[www.ims.gov/research-evaluation/evaluation-resources](http://www.ims.gov/research-evaluation/evaluation-resources)

- The Institute of Museum and Library Services provides a list of resources for program planning, evaluation definitions, and methodologies and case examples of sound evaluation practices.

## Military REACH Toolkit

<https://reachmilitaryfamilies.umn.edu/prodev/track/program-evaluation-toolkit>

- The Military REACH website offers seven online modules that focus on all aspects of program evaluation from designing, to collecting and handling data, to effectively communicating the evaluation results to stakeholders.

## Penn State Extension Program Evaluation Webpage

<http://extension.psu.edu/evaluation>

- The Penn State Extension Program Evaluation Webpage offers information on how to design and implement a useful program evaluation, compare delivery methods, respond to stakeholders, and advocate or prepare for promotion.

## Program Manager's Guide to Evaluation

<http://www.acf.hhs.gov/programs/opre/resource/the-program-managers-guide-to-evaluation-second-edition>

- Written by the Office of Planning, Research and Evaluation (OPRE), *The Program Manager's Guide to Evaluation* explains what program evaluation is, why evaluation is important, how to conduct an evaluation and understand the results, how to report evaluation findings, and how to use evaluation results to improve programs that benefit children and families.

## Substance Abuse and Mental Health Services Administration (SAMSHA) Evaluation Tools and Resources

<http://www.samhsa.gov/capt/tools-learning-resources/evaluation-tools-resources>

- SAMSHA offers tools, aides, tip sheets, and other resources to support with evaluation planning and management, implementation, and analysis of data.

## W.K Kellogg Handbooks

<http://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook>

- The W.K Kellogg Foundation offers two handbooks: one for evaluation and the other for logic model development. Both provide a framework for thinking about evaluation as a relevant and useful program tool.

## Sample of Suggested Resources by Evaluation Topic

### Preparing for an Evaluation

- Center for Disease Control's Brief on Selecting an Evaluation Consultant  
<http://www.cdc.gov/healthyouth/evaluation/pdf/brief1.pdf>
- Evaluation Teams: The Program Manager's Guide to Evaluation Chapter 3-4  
[http://www.acf.hhs.gov/sites/default/files/opre/program\\_managers\\_guide\\_to\\_eval2010.pdf](http://www.acf.hhs.gov/sites/default/files/opre/program_managers_guide_to_eval2010.pdf)

- Stakeholder Involvement Planning: Center for Disease Control Evaluation Guide, Worksheets, Pages 19 and 20  
<https://www.cdc.gov/eval/guide/cdcevalmanual.pdf>

### Assessing Needs

- Center for Disease Control Assess Needs and Resources  
<http://www.cdc.gov/chinav/tools/assess.html>
- Community Tool Box: Assessing Community Needs and Resources  
<http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources>
- Clearinghouse for Military Family Readiness Community Needs Assessment Tools  
[http://www.militaryfamilies.psu.edu/sites/default/files/resources/A\\_Tool\\_for\\_Assessing\\_Community\\_Readiness.pdf](http://www.militaryfamilies.psu.edu/sites/default/files/resources/A_Tool_for_Assessing_Community_Readiness.pdf)

### Building a Logic Model

- CYFERnet: Build Your Own Logic Model Tool  
<https://cyfar.org/build-your-own-logic-model>
- University of Wisconsin-Extension Program Development and Evaluation Logic Model Resources  
<http://fyi.uwex.edu/programdevelopment/logic-models/>
- University of Arizona Program Planning Using the Logic Model  
<http://extension.arizona.edu/evaluation/content/program-planning-using-logic-model>

### Creating an Evaluation Design

- Center for Disease Control “Types of Evaluation”  
<https://www.cdc.gov/std/Program/pupestd/Types%20of%20Evaluation.pdf>
- CYFAR “Different Types of Evaluation”  
<https://cyfar.org/different-types-evaluation>
- Center for Disease Control’s “Developing an Effective Evaluation Plan”  
<http://www.cdc.gov/obesity/downloads/cdc-evaluation-workbook-508.pdf>
- Western Michigan University’s A Checklist for Developing and Evaluating Evaluation Budgets  
<http://www.wmich.edu/sites/default/files/attachments/u350/2014/evaluationbudgets.pdf>

### Performing Data Analysis and Collection

- Centers for Disease Control Data Collection and Analysis Resources  
<https://www.cdc.gov/HealthyYouth/Evaluation/index.htm>
- Clearinghouse for Military Family Readiness: A Tool for Assessing Community Readiness and for Exploring Community Strengths and Needs  
[http://militaryfamilies.psu.edu/sites/default/files/resources/A\\_Tool\\_for\\_Assessing\\_Community\\_Readiness.pdf](http://militaryfamilies.psu.edu/sites/default/files/resources/A_Tool_for_Assessing_Community_Readiness.pdf)

- Clearinghouse for Military Family Readiness: Exploring Community Strengths and Needs  
[http://militaryfamilies.psu.edu/sites/default/files/resources/Exploring\\_Community\\_Strengths\\_and\\_Needs\\_Tool.pdf](http://militaryfamilies.psu.edu/sites/default/files/resources/Exploring_Community_Strengths_and_Needs_Tool.pdf)
- National Network of Library of Medicine's Collecting and Analyzing Evaluation Data Booklet  
<https://nmlm.gov/evaluation/booklets508/bookletThree508.html>

### Communicating Evaluation Results

- Substance Abuse and Mental Health Services (SAMSHA) Communicating Evaluation Results  
<http://www.samhsa.gov/capt/applying-strategic-prevention-framework/step5-evaluation/communicating-evaluation-results>
- The Community Tool Box Communicating Information to Funders for Support and Accountability  
<http://ctb.ku.edu/en/table-of-contents/evaluate/evaluation-to-understand-and-improve/funder-support-accountability/main>

The Clearinghouse for Military Family Readiness at Penn State has developed a number of tools that can assist professionals in preparing for an evaluation and generating dialogue among members of an evaluation team. To obtain these resources, please go to the Evaluation Planning: Tools and Resources tab on this page: [www.militaryfamilies.psu.edu/assistance/technical-assistance-resources](http://www.militaryfamilies.psu.edu/assistance/technical-assistance-resources)

Technical Assistance (TA) Specialists are available at the Clearinghouse who can offer support and guidance through the program evaluation process and provide possible strategies to help you conduct a program evaluation. Our TA Specialists are available from 9 a.m. to 5 p.m. EST/EDT Monday through Friday. Use the information below to contact us!

**Clearinghouse for Military Family Readiness**  
The Pennsylvania State University  
Email: [Clearinghouse@psu.edu](mailto:Clearinghouse@psu.edu)  
Website: <http://www.militaryfamilies.psu.edu>  
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