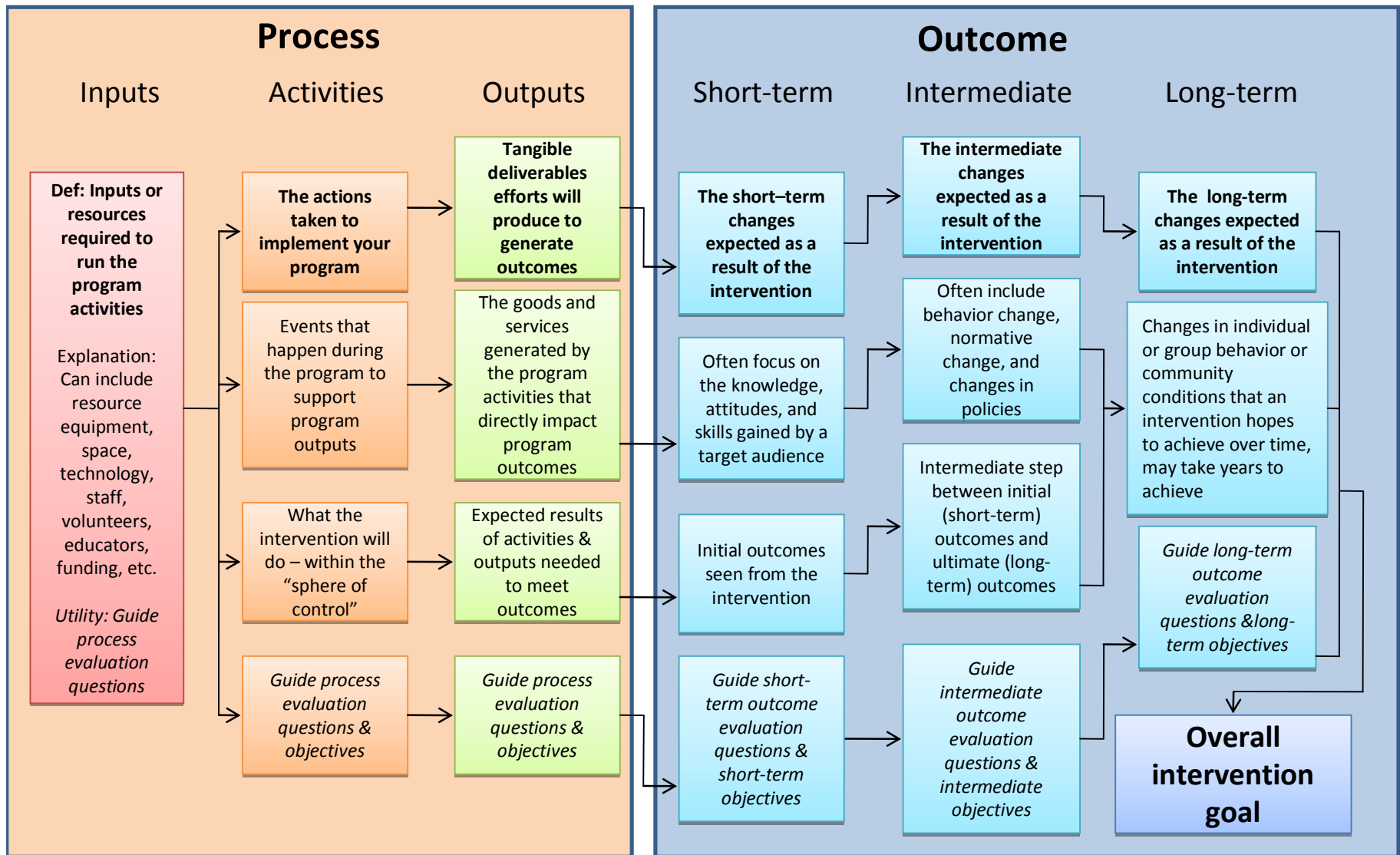


Logic Model Component Instructions



External factors or environmental influences or moderators: Contextual factors that will help or hurt the ability of the activities to produce intended outcomes.

Evaluation Plan Component Instructions

Intervention Name

A generic label/name for the overall approach you are taking to generate change in your chosen diabetes goal. As noted, this intervention will generally include multiple components (which you'll identify in "describe your intervention.")

1

Describe Your Intervention

Intervention Goal

Already displayed in your logic model. This is the diabetes goal you chose from among the three relevant Diabetes National Program Goals (1. Prevent diabetes; 2. Prevent complications, disabilities, and burden associated with diabetes; 3. Eliminate diabetes-related health disparities).

Major Components of the Intervention

List here the major components/activities that are part of the overall intervention. What are the major activities you will do in order to reach your intervention goal?

Logic Model

Reference the logic model you already developed in the previous step. The Logic model lays out the general roadmap or "program logic" of your effort. This illustrates what will be done and what results will be achieved over time and lead to progress towards the intervention goal. The logic model also illustrates which component activities are intended to drive which results. As such, it sets up the discussion of what program components to evaluate at what point in the life of the program so that evaluation resources are used effectively and efficiently. It also helps to form evaluation questions.

2

Define Your Evaluation

Stakeholders:

Anyone or any groups that have vested interest and influence in the intervention and/or results of the evaluation. This might include those served or affected by the intervention, those involved in the intervention, and those that make decisions that affect the intervention. Be specific about what parts of the program—specific activities or outcomes—they care about most.

Evaluation Purpose(s) (General)

Overview of Purpose: Who (from among your stakeholders or others) will use findings of this evaluation and for what purpose? [Note: there can be multiple purpose(s) and user(s).]

Evaluation Focus

What parts of the program need to be included in this evaluation to meet the needs of the users?

Process (inputs, activities, and outputs)

A **process** evaluation focuses on assessing if the program is functioning as expected based on the inputs, activities, and outputs in the logic model. Which, inputs, activities, and/or outputs need to be part of this evaluation to meet the stated purpose, use, and user needs?

Outcomes (short-term, intermediate, and long-term)

An **outcome** evaluation focuses on assessing whether or not the program outcomes are occurring as expected. Which, short-term, intermediate, and/or long-term outcomes need to be part of this evaluation to meet the stated purpose, use, and user needs?

Evaluation Questions

Here, the program inputs, activities and outputs that have been selected as part of the evaluation are converted into specific questions. What do you want to know? Did the input/activity/output occur? Did it occur as planned? How much? Quality? Efficiency? Etc.

Here, the short-, intermediate, and long-term outcomes that have been selected as part of the evaluation are converted into specific questions. What do you want to know? Did the outcome occur? How much occurred? Why did it occur? Etc.

Indicators (tracking measure)

Here, the process evaluation questions are converted into specific, observable, and measurable characteristics or changes that show how the program is functioning. This information allows process evaluation questions to be answered.

Here, the outcome evaluation questions are converted into specific, observable, and measurable characteristics or changes that show the progress on achieving a specific outcome. This information allows outcome evaluation questions to be answered.

3

Collect Data

Process

Outcome

Evaluation Question(s) and/or Indicators:

The evaluation questions/indicators are determined above in step two.

Data Collection Source(s) and Methods:

For each question or indicator:

- What will be the source of the data? This could be an existing or new data source.
- What specific tools will be needed to collect the data? Will data collection tools need to be developed or will existing tools be used?
- How will the data be collected? Possible methods of data collection include; accessing a database, interviews, questionnaires, focus groups, observation, document review, etc.
- Qualitative? Quantitative?

Sample Population:

From whom/about whom will the data be collected?

Evaluation Question(s):

The evaluation questions are determined above in step two.

Data Collection Sources) and Methods:

For each question or indicator:

- What will be the source of the data? This could be an existing or new data source.
- What specific tools will be needed to collect the data? Will data collection tools need to be developed or will existing tools be used?
- How will the data be collected? Possible methods of data collection include; accessing a database, interviews, questionnaires, focus groups, observation, document review, etc.
- Qualitative? Quantitative?

Sample Population:

From whom/about whom will the data be collected?

4

Analyze and Interpret Data

| | | Process | | Outcome | |
|--|---|---|---|---|--|
| | Evaluation Question(s) and Indicators: | Analysis Strategy: | Evaluation Question(s) and Indicators: | Analysis Strategy: | |
| | The evaluation questions/indicators are determined above in step two. | For each question/indicator what processes/techniques will be employed to prepare and analyze your data for interpretation? | The evaluation questions/indicators are determined above in step two. | For each question/indicator what process/techniques will be employed to prepare and analyze your data for interpretation? | |

5

Report Findings

| | | Process | | Outcome | |
|--|--|---------|---|---------|--|
| | Report Audience: Who is the target audience for the process evaluation report? | | Report Audience: Who is the target audience for the outcome evaluation report? [Note: May be the same target audience as the process results or different] | | |
| | Report goal(s): What is the goal of the process evaluation report? Generally, the goal of a report is to answer the process evaluation questions posed to meet the purpose, user, and use specified in the evaluation focus. The focus of the evaluation identified in step 2 guide what information needs to be included and in what format. | | Report goal(s): What is the goal of the outcome evaluation report? (questions posed to meet the purpose, user, and use specified in the evaluation focus) The focus of the evaluation identified in step 2 guide what information needs to be included and in what format. | | |
| | Report Type: What will be the format of the process evaluation report? Some possible formats are written report or oral presentation. | | Report Type: What will be the format of the outcome evaluation report? Some possible formats are written report or oral presentation. | | |

| Annual Action Plan Component Instructions | Shared Objective | Data Source(s) |
|---|----------------------------|---|
| <p>Intervention Goal Area(s) addressed:</p> <p>The intervention goal describes the overall intent of the program; the end point towards which the objectives and activities are directed. The goal has already been stated in your logic model and evaluation plan where you selected from the 3 relevant National Diabetes Program Goals (1. Prevent diabetes; 2. Prevent the complications, disabilities, and burden associated with diabetes; 3. Eliminate diabetes-related health disparities).</p> | List all programs involved | Data sources should be the same as any data sources and methods for the related indicators in your outcome evaluation plan |
| <p>5-Year Long-Term Outcome Objective(s)</p> <p>Long-term objectives are the most “distal”/“downstream” results expected by the end of the 5-year funding period. These should correlate with the long-term outcomes outlined in the intervention logic model</p> <ul style="list-style-type: none"> - Here, you are taking that outcome and reframing it as a SMART* objective. This objective should address things such as; <ul style="list-style-type: none"> o lasting change in behavior regarding unhealthy practices or exposure to unhealthy environments, o reductions in morbidity and mortality, o a positive change in policy, or o an improvement in organizational or community capacity. | List all programs involved | Data sources should be the same as any data sources and methods for the related indicators in your outcome evaluation plan |
| <p>Intermediate Outcome Objective(s)</p> <p>Intermediate objectives are results expected in the 1-4 year timeframe. Short-term objectives are the result of the outputs and drive the intermediate objectives, which in turn drive the long-term objectives.</p> <ul style="list-style-type: none"> - The intermediate objectives should correlate with the mid-term outcomes outlined in the intervention logic model - Here, you are taking those short- and mid-term outcomes and reframing them as SMART* objectives, based on the concepts expressed in the logic model - More than one intermediate objective may be listed if they are related and address the same long-term objective. | List all programs involved | Data sources should be the same as any data sources and methods for the related indicators in your intermediate outcome evaluation plan |

| | | |
|--|----------------------------|--|
| <p>Annual (Process) Objective(s) for the first Budget Year</p> <ul style="list-style-type: none"> - SMART* objectives that quantify the results of one or more intervention activities that will be completed within a 12-month funding period. - These correlate with the outputs on the intervention logic model and are measured by the process evaluation plan. - More than one annual process objective are usually listed in order to fully explain what will drive the key short or intermediate objectives specified above. | List all programs involved | Data sources should be the same as any data sources and methods for the related indicators in your process evaluation plan |
|--|----------------------------|--|

Rationale for Annual Objectives:
The rationale should provide a description of how the annual objectives were selected and how they will lead to the attainment of the long-term objectives. The logic model provides the “storyline” for this rationale. The rationale, in turn, converts it into a narrative that includes the following three components:

1. What is the problem being addressed?
2. What is the evidence (including data) indicating that this is a problem worth addressing?
3. What is the evidence (including data) that this objective(s) will address the problem?

Activities: Provide up to 4 High Level activities per annual objective that will lead to achievement of the objective by the end of the current budget year.

| Activities: Activity 1, etc. | Target Date (date activity will be completed) | Funding Sources (if appropriate) (Ex.: DDT, BRFSS, State, Other: Specify) | Lead person responsible for activity (optional) |
|--|---|--|--|
| | | | |

Definitions for use in this document:

Activity: An event or action that a program implements in order to achieve an objective. Activities support the accomplishment of annual objectives. “High Level” activities are those that describe the most significant activities that the funded program will conduct and not simply the day-to-day activities of the program.

Annual objective: A measurable objective that quantifies the product of one or more program activities that will be completed within the 12-month funding period.

Data source: For a program objective, a designated source of information, such as a survey, which is used for tracking progress towards the objective.

Evaluation: Point-in-time or ongoing assessments to measure the effectiveness of programmatic, policy, and communication efforts. Describe how progress toward the annual objective will be measured so that at the end of the budget year, progress on the objective will be able to be reported.

Funding Sources: Which CDC or state funded programs are contributing resources (monetary or in-kind) to the accomplishment of this activity.

Goal: The purpose toward which a series of coordinated objectives is directed. These are defined by program specific guidance and may be unique to each program or they may overlap to direct work towards a specific health outcome.

Indicator: A specific, observable, and measurable characteristic or change that shows the progress a program is making toward achieving a specified outcome.

Long-term Outcome Objective: SMART Objectives that describe a lasting change in behavior or reductions in morbidity and mortality.

Outcome objective: SMART objective that quantifies anticipated program effects by specifying the amount of change expected for a given health problem/condition for a specified population within a given time frame.

Short-term Outcome Objective: SMART objectives indicating the immediate effects of a program that often focus on knowledge, attitudes and skills gained by a target audience.

***SMART Objective:** An objective that is **S**pecific, **M**easurable, **A**chievable and ambitious, **R**elevant and realistic, and **T**ime-bound.

Target date: For activities, the date a program expects to reach the target measurement or complete the planned activity.