

Towards Evidence-Informed Practice

Program Assessment Survey

Introduction

The purpose of the assessment process is to identify areas for enhancement to assist in future program planning and refinement. This survey is designed to elicit key information about the program. The format follows the HHRC Program Assessment Worksheet which will be used by reviewers as they consider your program and develop suggestions for enhancement.

Procedure

1. Please complete Part A and Part B concisely but with sufficient detail to inform reviewers who may be unfamiliar with your program and/or context.
2. As Survey Respondent, please **do not** collaborate with the Internal Reviewer as you complete this form or as the Internal Reviewer completes the Internal Assessment. This is to ensure integrity in the process, maintain independence of reviewers, and ensure all reviewers have access to the same information. All reviewers will have an opportunity to pose questions to you (or your designated representative) as Survey Respondent during the consensus meeting.
3. The Program Assessment Worksheet should be referred to as a guide when filling in Part E.
4. Please include supporting materials where indicated.
5. Submit completed Program Assessment Survey and supporting project materials to Dayna Albert, Program Coordinator by email (dalbert@opha.on.ca) or fax (416-367-2844) by the established deadline.

Towards Evidence-Informed Practice

Phase 1: Planning Phase

Program Assessment Survey

Please complete one Program Assessment Survey per program.

Part A: Introductory Information

Name of Program:

Community Partnership:

Survey Respondent Name:
 Email:
 Tel #:

Program Summary:

Please provide a brief 1/2 page (11 point font, single spaced) overview of your program (i.e. what, why, who, where, when).

Part B: Program Assessment Information

*Please provide approximately 1/2 page for each element within the following categories
Program Need, Program Content, Program Evaluation, and Program Process.
(Use 11 point font, single spaced).*

Program Need

1 Needs Assessment

*How was the need for this program identified? What data were collected and how recently? How were these data used? **If a needs assessment was conducted, provide summary or report if available. Please provide examples of data collection tools used if not included in the report.***

2 Duplication Avoidance / Environmental Scan

*Was a formal or informal scan of existing community programs conducted? How recently? Please describe how your program will uniquely fill any identified gaps? **If a scan was conducted, provide summary or report if available. Please provide examples of data collection tools used if not included in the report.***

Program Content

3 Theory and Literature Evidence

Describe any research undertaken to guide the development of the program (e.g. journal articles, relevant theories, conceptual frameworks, literature reviews, reports of best and promising practices). How recently was this information developed? Please describe relevant examples of how the research, including theory or a conceptual framework, informed program development and implementation.

4 Program Objectives and Logic Model

*List all program level and activity level objectives, whether process or outcome-related. Identify those which are SMART (e.g. Specific, Measurable, Achievable, Realistic and Timely). **If a program logic model exists, please provide.***

5 Environmental Support

To what degree, if any, has your program addressed Environmental Support to create physical and/or social environments that support healthy behaviours (e.g. walking trails, bicycle racks at worksites, etc.)?

6 Policy

To what degree, if any, has your program addressed policy (i.e. changing the formal or informal rules of governing bodies to support healthy behaviours)? For example, advocacy to support by-law change or worksite policy development.

7 Sequencing

Does this program involve a sequence of activities designed to maximize population impact over time (i.e. activities in program are sequenced to move from Awareness to Skill Building to Environmental Support to Policy Development)? Please explain.

Program Evaluation

8 Formative Evaluation / Pilot Testing / Focus Testing

*How were program activities, materials and methods tested for relevance, comprehension and acceptability to the primary audience? How were the results used? **If a formative evaluation was conducted, provide summary or report if available. Please provide examples of data collection tools used if not included in the report.***

9 Process Evaluation

*Was a process evaluation conducted which assessed program participation and/or implementation? How recently? Describe other program data tracked during implementation. How was this information summarized and how often? How has this information (both process evaluations and other data tracked) been used to modify programming? **If a process evaluation was conducted, provide summary or report if available. Please provide examples of data collection tools used if not included in the report.***

10 Outcome Evaluation

*What data have been collected to measure program outcome? If a logic model is available for your program please identify which of the outcome objectives were assessed. What control measures have been established to enhance validity and reliability of findings? How have results been summarized and reported, and how recently? **Please provide any examples of data collection tools and methodology (e.g. pre and post tests, participant feedback surveys etc.) and any reports, if available.***

11 Program Documentation

*If other communities wanted to duplicate your program, what documentation is available? Please list. How easily could they replicate all aspects of your program, from planning to implementation to evaluation, both agency level and participant level activities? What information is missing? **Please provide examples of relevant documentation. Where impractical (i.e. document too large) please forward a table of contents instead.***

12 Context Documentation

*Which community-specific contextual factors played a role in program design and implementation? Which elements in your context were most important during actual program design and implementation, which others should know about if they wanted to replicate your program? What data were gathered, analyzed and documented (e.g. relevant political climate, local demographics, regional socio-economic factors, profile of intended audiences)? How recently? **Please provide examples of relevant documentation. Where impractical (i.e. document too large) please forward a table of contents instead.***

13 Cost - Benefit

*What documentation exists to describe program costs and benefits? Can you provide both direct and indirect program costs, including staff time, volunteer time and infrastructure? Do you have a full or partial list of program benefits that could be converted to a dollar value? Have you developed a business case? **Please provide any relevant reports or documentation.***

Program Process

14 Collaboration

Please describe and/or list the partners involved in this specific program, whether they contribute to program planning and/or implementation and/or evaluation and what resources they contribute beyond regular committee meetings. You may use the headings below to organize the information (optional).

Suggested Table:

Stakeholder/ Group	Involved Since When? (Approximately)	Role in Program e.g. planning, implementation, evaluation	Active or Passive Involvement?	Types of Resources Contributed (not amounts)

15 Mobilization of Community Resources

Please describe how program has identified and accessed any additional community resources not already mentioned in # 15.

16 Community Engagement

Please describe whether and how the intended audience is involved in aspects of program planning, implementation and development. If data were reported elsewhere in the survey, simply indicate where (e.g. see # 9, paragraph 2).

17 Sustainability

How was sustainability of the issue, the program, the behaviour change and the partnerships addressed? To what extent is the program dependent on one-time or special funding?

18 Visibility

*How was the program promoted within the community? Was the promotion based on a specific strategy? If yes, please describe. **If relevant, please provide a sample of program materials to support strategy of a “common look”.***

19 Opinion Leader Support

Is an opinion leader or champion associated with your program? If so please comment on who the leader or leaders were, their link to the issue, and their level of involvement?

Thank you!