

Example Evaluation Planning Worksheet

Program/Initiative: Women Achieving Economic Self-Sufficiency: Caseworker Training Project

Beginning and Ending Dates: December 2001 to June 2002

Staff Members: Jackie Lynn Coleman

Objective: Within 4 months after the training the number of TANF clients (that visited service coordinators) who report that they received information about nontraditional training and occupations will have increased by 40%.

Program Activities	Research Questions	Data Collection Methods
<ol style="list-style-type: none"> 1. Meet with the office administrator by Jan. 15, 2002 to plan the 1st focus group with service coordinators and make an assessment of TANF customers served at the Ashland office and the major barriers faced by these TANF customers. 2. By May 1, 2002, select non-traditional training programs to incorporate into referral system. 3. By May 1, 2002, develop training materials. 4. Conduct the caseworker training in June/July 2002. 	<ol style="list-style-type: none"> 1. What are caseworkers' attitudes towards nontraditional training and occupations? 2. Did caseworkers' attitudes and intentions to inform clients about nontraditional training and occupations change as a result of the caseworker training? 3. Did the number of TANF clients that have received information about nontraditional training and occupations change after the caseworker training? By how much? 4. What types of nontraditional training and occupations are TANF clients learning about from the caseworkers? 	<ul style="list-style-type: none"> • Focus groups with service coordinators • Observe caseworker training • Post-training evaluation forms for caseworkers • Interviews with clients

Example Data Collection Worksheet

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Data Collection Method <i>(From Worksheet 4: Evaluation Planning)</i>	Evaluator <i>Internal or External</i>	Evaluation Activity	1- Year Time line for Data Collection <i>(When should the task be completed?)</i>												
			J	F	M	A	M	J	J	A	S	O	N	D	
1. Focus groups with service coordinators	External	1. Conduct 1 st focus group with service coordinators.			X										
2. Observe caseworker training	External	2. Conduct pre-training client exit survey.					X								
3. Post-training evaluation forms for caseworkers	Internal	3. Observe one complete DHS staff training.							X						
4. Survey interviews with clients	Internal	4. Provide post-training evaluation forms to all trainees at the end of training.							X						
		5. Conduct post-training focus groups.								X					
		6. Conduct post-training client exit survey.										X			