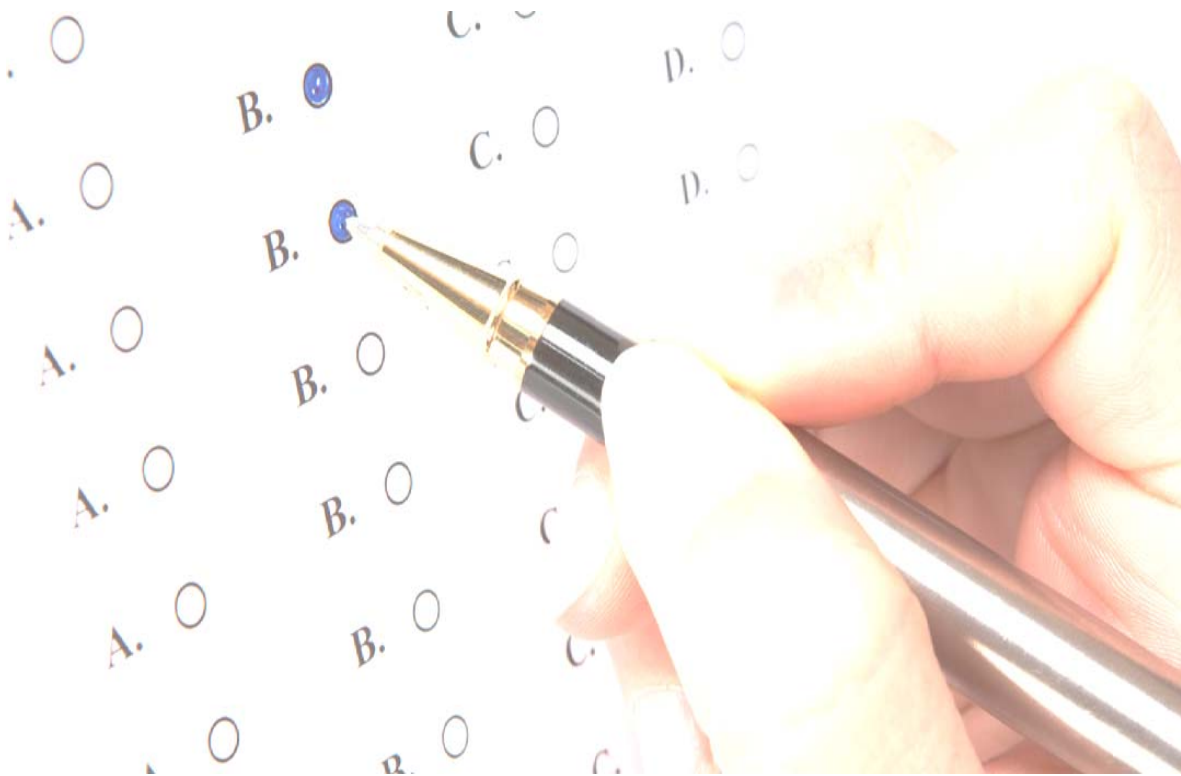


# *The Evaluative Process*



The implementation of the evaluation process involves the formation of an evaluation team (principal evaluator, data collection administrator, data analyst, program director or coordinator, and other stakeholders). Through this collaborative team, the evaluator reviews the logic model and evaluation plan to assure agreement with the proposed process. Timelines are established for the design of instruments, establishment of databases, administration of instruments, and submission of data to the evaluator. There is a constant communication link between the evaluator and program director to address specific concerns and assure integrity of the evaluation process. Some of the key elements for the evaluation process are listed on the following page.

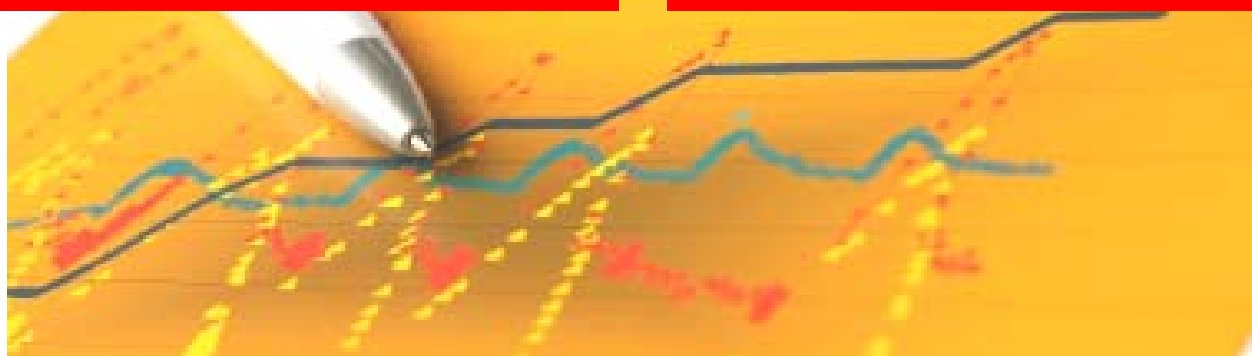
*The IELE team is dedicated to ensuring a positive evaluation process.*

*Call or email Pat Schulte, IELE director for details:*

*605-341-4311 [pschulte@chiesman.org](mailto:pschulte@chiesman.org)*

# The Evaluative Process

- Creation of evaluation team to review logic model and evaluation plan
- Development of a project schedule that includes tasks and timelines
- Instrumentation identification and design, wherever appropriate
- Identification of treatment group & comparison/control groups
- Acquisition of signed Informed Consent Forms
- Establishment of survey, test, and questionnaire instruments
- Creation of database for the collection of all required data points (demographics, dosage, and other relevant data)
- Implementation of observations, focus groups, & interviews
- Entry, cleaning, mining, and analysis of the data
- Tabling and charting of data
- Interpretation and explanation of findings
- Reporting of findings (written report, power point presentation, and oral presentations)



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