

## PROGRAM EVALUATION TABLE TEMPLATE

Complete the following form and return it as an attachment with the application.

Program Evaluation Table	
<b>Projection of clients to be served:</b> <i>In the following section, please enter the count of unduplicated number of clients you anticipate serving for each year of the contract.</i>	
Fill Projected unduplicated number of clients to be served by the program for 2025	
<b>Output of activities:</b> <i>In the following section, please indicate one key output connected to the activities described in the RFA. Leave blank any fields that are not applicable to your program (for example, if your program only delivers one activity, please leave the other four fields blank). Outputs are considered to be tangible products or deliverables from your program activities.</i>	
Fill Activity 1- Output	
Fill Activity 2- Output	
Fill Activity 3- Output	
Fill Activity 4- Output	
Fill Activity 5- Output	

**Program outcomes:**

*In the following section, please describe up to 3 outcomes created by your program’s activities. For each outcome please ensure that the outcome can be immediately attributed to one of the program activities you’ve listed in the RFA; and that you clearly describe how this outcome will be measured, by filling all the fields nested under each outcome. Please see below for some guidance of how to complete these fields:*

- **Outcomes:** *describe the changes that occur in your program participants as a result of participating in your program’s activities.*
- **Measurement Tools:** *describe the tool/scale that you will use to capture the outcome listed. This should be completed for each outcome listed.*
- **Measurement frequency:** *describe when, throughout the period of the participant’s engagement with the program, the proposed measurement tool will be administered. This should be completed for each outcome listed.*
- **Candidate for outcome measurement:** *describe who will be measured for the listed outcomes. Consider “how much” the intervention a participant should receive in order to assess if the intervention was successful. This should be completed for each outcome listed.*
- **Indicators:** *describe the data point that you will use to demonstrate that the outcome has been achieved. This should be completed for each outcome listed.*
- **Definition of success:** *this should specify how you will demonstrate that the desired outcome of the intervention has occurred, according to the measurement tool used. If you’re using an evidence-based tool, please ensure that your definition of success matches the guideline provided for this tool. This should be completed for each outcome listed.*
- **Outcome statement:** *Use the information provided above to write a full statement that spells out a measurable objective to be achieved by your program. For example: “80% of the clients that have receive at least two therapy sessions [activity/candidate for measurement] will see a reduction in mental health symptoms [outcome] as evidence by a change of at least 5 points on the total score of the Pediatric Symptom Checklist [ Definition of success/outcome indicator/ measurement tool] between pre and post measurement. Please note that you will be asked to report on the outcome statements that you include here. This should be completed for each outcome listed.*

<b>Fill: Outcome 1:</b>	
• Fill: Measurement Tools	
• Fill: Measurement frequency	

<ul style="list-style-type: none"><li>• Fill: Candidate for outcome measurement</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Indicators</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Definition of success</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Outcome Statement</li></ul>	
<b>Fill: Outcome 2:</b>	
<ul style="list-style-type: none"><li>• Fill: Measurement Tools</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Measurement frequency</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Candidate for outcome measurement</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Indicators</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Definition of success</li></ul>	
<ul style="list-style-type: none"><li>• Fill: Outcome Statement</li></ul>	

<p><b>Fill: Outcome 3:</b></p>	
<ul style="list-style-type: none"> <li>• Fill: Measurement Tools</li> </ul>	
<ul style="list-style-type: none"> <li>• Fill: Measurement frequency</li> </ul>	
<ul style="list-style-type: none"> <li>• Fill: Candidate for outcome measurement</li> </ul>	
<ul style="list-style-type: none"> <li>• Fill: Indicators</li> </ul>	
<ul style="list-style-type: none"> <li>• Fill: Definition of success</li> </ul>	
<ul style="list-style-type: none"> <li>• Fill: Outcome Statement</li> </ul>	

**Program evaluation questions**

Fill: Question 1:  
 Explain how the short-term outcomes connected to your program activities, and listed in this table will ultimately create a long-term impact for our community