

WIOA *Quick Start* Action Planner (QSAP)

Evaluation Design and Implementation Assessment

Section 1	Evaluation Design and Research Questions						
	<i>Has the agency been thorough in the selection and development of the evaluation design and research questions?</i>						
Ratings:	1—Not at all	2—Making progress, but a long way to go	3—Have some of this, sometimes	4—Yes, in place now	5—In place and exceeding		
Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The agency has developed a logic model that clearly illustrates the theory of change—from program inputs to intended long-term outcomes.							Section 4.1; Pages 29-33
2. The agency has performed a thorough evidence review, related to the subject of the evaluation, to identify key research questions and how the results will build upon existing evidence.							Section 4.3; Pages 35-36
3. The agency has selected discrete, specific, measurable, and answerable research questions based on the theory of change.							Section 4.3; Pages 35-36
4. The agency has engaged partners and key stakeholders to obtain input on, and endorsement of, the evaluation design.							Section 2.1, 2.2; Pages 9-17
5. The agency has selected the most rigorous evaluation design that is feasible for answering the primary research questions.							Section 4.5; Pages 39-41

6. The agency has considered implementing a small pilot evaluation and assessing the results before moving forward with the full-scale evaluation.							Section 3.2; Pages 20-25
7. The agency has developed a detailed evaluation timeline that is realistic and accounts for all critical evaluation activities.							Section 3.3; Pages 26-28

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Section 2

Data Collection and Analysis Plan

Has the agency identified the necessary data sources and developed a comprehensive data analysis plan with detailed descriptions of each step in the process?

Ratings:

1—Not at all

2—Making progress, but a long way to go

3—Have some of this, sometimes

4—Yes, in place now

5—In place and exceeding

Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The agency has the ability to house, transmit, and secure the data to be collected.							Section 6.1, 6.2, 6.3; Pages 49-55
2. The agency has identified the specific data sources and data elements required for calculating evaluation outcome/impact measures.							Section 6.1, 6.2, 6.3; Pages 49-55
3. The agency currently has access, or has verified its ability to obtain access, to all required administrative data sources.							Section 6.1, 6.2, 6.3; Pages 49-55
4. If applicable, the agency has developed a plan for primary data collection, including procedures for secure storage and transmittal of personally-identifiable information (PII).							Section 6.1, 6.2, 6.3; Pages 49-55
5. The analysis plan clearly describes how the data sources and individual variables will be used to construct outcome/impact measures.							Section 6.1, 6.2; Pages 49-51
6. The analysis plan includes a description of the study population and a statistically sound sampling plan.							Section 6.1, 6.2; Pages 49-51

Section 3

Evaluator Selection

Has the agency developed a solid plan for identifying an evaluator that has the qualifications and experience required to successfully implement the evaluation?

Ratings:

1—Not at all

2—Making progress, but a long way to go

3—Have some of this, sometimes

4—Yes, in place now

5—In place and exceeding

Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The agency has carefully considered the pros and cons of using an in-house, university/other partnership, or third-party evaluator.							Sections 5.1, 5.2, 5.3, 5.4; Pages 44-48
2. For third-party evaluators, the agency has crafted a clear RFP that outlines the purpose, objectives and requirements of the evaluation and the criteria for selection.							Sections 5.1, 5.2, 5.3, 5.4; Pages 44-48
3. For third-party evaluations, the agency has established a proposal review committee comprised of relevant subject matter experts and other staff, as appropriate.							Sections 5.1, 5.2, 5.3, 5.4; Pages 44-48

Section 4		Participant Rights					
		<i>Has the agency and evaluator developed careful processes to protect the privacy of the study participants?</i>					
Ratings:	1—Not at all	2—Making progress, but a long way to go	3—Have some of this, sometimes	4—Yes, in place now	5—In place and exceeding		
Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The evaluator has created a specific plan for protecting the privacy of participants, including having a secure IT system to transfer PII data safely.							Section 6.3; Pages 52-55
2. The evaluator has submitted and received approval from an Institutional Review Board (IRB).							Section 6.3; Pages 52-55

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Section 5

Reporting

Has the agency developed a plan for disseminating evaluation results to different audiences?

Ratings:

1—Not at all

2—Making progress, but a long way to go

3—Have some of this, sometimes

4—Yes, in place now

5—In place and exceeding

Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The evaluator and agency have agreed upon deliverables designed to disseminate interim and final evaluation results to different target audiences.							Section 6.5 Pages 57-59
2. The agency has scheduled meetings with legislators and other stakeholders to report the evaluation results to ensure they are used to improve programs and services.							Section 6.5 Pages 57-59
3. The agency has developed a plan for making the final evaluation report/results publicly available.							Section 6.5 Pages 57-59
4. If applicable, the agency has developed a plan for creating and disseminating a public use data file for the evaluation.							Section 6.5 Pages 57-59