

Evaluation Plan
(7/2017 – 6/2020)

“Proposition 47 Program Evaluation”

Program Evaluation: Under the Direction of Nena Messina, Ph.D./CEO Envisioning Justice Solutions, Inc.

Dr. Messina will be responsible for conducting the *evaluation* of the Prop 47 Solano County Program to allow for independent and proper assessment of program outcomes.

The evaluation will take place in 4 overlapping stages (beginning on 7/1/2017). The main activities and associated deliverables are outlined in the Table below.

(1) Evaluation Design and Training: Early in the evaluation protocol, Dr. Messina will create the data collection forms for Solano County’s Prop 47 Project. These forms will encompass all data that is needed at intake and follow up for the outcome evaluation. (Data to be reported to BSCC as part of the evaluation has been reviewed and evaluator input has been provided.) Dr. Messina will cooperate with the terms of the Solano County’s Prop 47 Project evaluation project; including the provision of access to data and information that the evaluation team requests and aiding in the development of a process for ensuring that program participants are provided the opportunity to consent/deny the use of personal information for the Prop 47 Project evaluation.

(2) Data Collection and Management: The database creation and data collection instructions will be guided by the evaluator based on variables necessary to accomplish the goals of the outcome evaluation. The database will be created by the UCLA Data Management Center (DMC). Data management will be continuous to provide quality assurance and fidelity checks. In accordance with the project reporting requirements, the data will be collected within the specified timeframes (intake, discharge, follow up) and entered online into the UCLA DMC secure web site. Dr. Messina will examine all data files for errors, inconsistencies, omissions, and outlying data entries; ambiguous, missing, or incorrect data will be checked against the raw data files. Initial data runs will consist of frequency distributions for all variables, and examination of standard descriptive statistics, including means, standard deviations, medians, and ranges.

Proposed Outcome Measures of the Program

- Program Completion
- Services Received
- Substance Use
- Criminal Justice Involvement/Status
- Housing Status/Family and Social Support
- Linkages to and Utilization of Community Services

(3) Data Analysis: Dr. Messina will perform quantitative analysis and interpret data for the evaluation process, feasible evaluation outcomes, and program fidelity to the intake procedure. The evaluation will assess the outcomes of the intervention by using a one group, pre/post design. Examination of recruitment (screening), enrollment, participation, retention, the types and frequency of services provided, and linkages to ongoing services will be reported.

(4) Reporting: The data for the quarterly and annual reports will be provided by participating agencies to evaluator electronically (when possible), collected as part of the standard operating procedures and/or modified procedures related to the specific project deliverables. All data will be cleaned, merged, and analysed in accordance with funding agency reporting requirements and beyond when applicable.

Service	Activities	Deliverables
Evaluation Design and Training	<ol style="list-style-type: none"> 1. Design/select evaluation instruments and protocols. 2. Create MOUs for participating agencies providing data to evaluator. 3. Create consent process for determining eligibility for program participation. 4. Obtain human subjects review and approvals. 	<ol style="list-style-type: none"> 1. Evaluation plan and instruments 2. Schedule of evaluation instruments 3. Site visits for training
Data Collection	<ol style="list-style-type: none"> 1. Guide creation of data capturing system with UCLA Data Management Center partner. 2. Instruct designated program staff in data collection using evaluation package. 3. Train participating agencies on data collection and evaluation design. 4. Clean the data for mistakes and quality assurance. 	<ol style="list-style-type: none"> 1. Final database. 2. Data quality assurance reports 3. Site visits for training.
Data Analysis	<ol style="list-style-type: none"> 1. Analyze and interpret data for program improvement. 2. Outcome evaluation analysis for reporting per ¼ and cumulatively. 	<ol style="list-style-type: none"> 1. De-identified database via the Data Management Center. 2. Provide all data reporting requirements on ¼ basis.
Reporting	<ol style="list-style-type: none"> 1. Provide summary of evaluation findings and recommendations. 2. Provide evaluation reports to BSCCC. 	<ol style="list-style-type: none"> 1. Summaries 2. Reports 3. Presentations
Other Prime Contract Requirements	Site visits / Meetings / Conference presentation	