



# Evaluation progress reporting Care Planning Sub-Program

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# Evaluation Progress Report

- ◆ The evaluation progress report is part of the project evaluation process
- ◆ It's a way that the project can provide an update on the evaluation and an opportunity to discuss evaluation issues

# Six key evaluation questions

- ◆ What did you do? (PROGRAM & PROJECT DELIVERY)
- ◆ How did it go? (PROGRAM & PROJECT IMPACT)
- ◆ What's been learned? (CAPACITY BUILDING)
- ◆ Will it keep going? (SUSTAINABILITY)
- ◆ Are your lessons useful for someone else? (GENERALISABILITY)
- ◆ Who did you tell? (DISSEMINATION)

# Six monthly reports

- ◆ 6 monthly progress report to DoHA office (cc to CHSD)
  - reporting in accordance with the schedule in your contract
    - ◆ What did you do? (Project Delivery)
    - ◆ How did it go? (Project Impact)

# Six monthly reports

- ◆ 6 monthly evaluation progress report
  - adding some information on the other evaluation questions
    - ◆ How did it go? (Project Impact & Outcomes)
    - ◆ What's been learned? (Capacity building)
    - ◆ Will it keep going? (Sustainability incl. partnerships)
    - ◆ Are your lessons useful for someone else? (Generalisability)

# Six monthly reports

- ◆ Who did you tell? (Dissemination)
  
- ◆ This is a separate reporting sheet
  - "dissemination log"
  - every 6 months
  - same time frame as progress & evaluation progress reports

# Evaluation Progress Report -Template

- ◆ 6 questions – handout template
  
- ◆ Project evaluation
  - describe the tasks undertaken in this six month period and briefly summarise findings if applicable.
  - refer to evaluation and project plans
  - attach reports (optional)

# Evaluation Progress Report -Template

## ◆ Sustainability

- describe actions taken in the past six months to ensure sustainability of the project.
- refer to strategies listed in evaluation tool (completed at site visit)

Note: Sustainability refers to aspects of a project's goals and objectives that may continue



# Evaluation Progress Report -Template

- ◆ Partnership building (part of sustainability)
  - describe actions....to build partnerships with stakeholders.
  - refer to evaluation tool
  
- ◆ Capacity building
  - describe actions...to build capacity in palliative care.
  - refer to evaluation tool

Note: Capacity building: a project's ability to develop skills and knowledge about palliative care in the community/ sector

# Evaluation Progress Report -Template

- ◆ Generalisability
  - describe aspects...that could be generalised to other settings
  - refer to evaluation tool

Note: Generalisability is whether the lessons learned from the project could be useful in other settings

- ◆ Dissemination
  - attach copy of Dissemination log

# Evaluation Progress Report -Template

- ◆ Use point form
- ◆ Attach reports or documents (rather than rewrite)
- ◆ Approximately 6 to 10 “points” per section
- ◆ Project evaluation (main focus)

# Follow up

- ◆ After the submission of the:
  - progress report (via DoHA)
  - evaluation progress template
  - dissemination log
  
- ◆ NET site contact person will follow up at a call or teleconference to discuss the reports. This is a chance to discuss issues in more detail.

# Evaluation outcome

The evaluation progress reporting will enable NET to:

- ◆ Support and assist projects to undertake their own evaluations
- ◆ Synthesise local project evaluation findings and combine with the program evaluation to form a national evaluation

# Evaluation Progress Report

- ◆ Any questions?
- ◆ Next session can chat about this further