

# Final Report – DoHA requirements

1. Comprehensive written report on project objectives/outcomes
2. Audited statement of receipts/expenditures and bank account balance
3. Certificate of Compliance
4. Assets register

# Final report

**DoHA template contains 4 parts**

Part 1 – Project information

Part 2 – Reporting against objectives and key activities

*Template contains 5 columns. Template contents can be used to suit individual formatting styles. Column format does not need to be used.*

Part 3 – Unintended consequences

Part 4 - Survey

# Caresearch – Knowledge Network

- ◆ Propose lodging all of the Care planning projects on Caresearch at the completion of the round.
- ◆ NET final report format
- ◆ Current LPCGP Caresearch site will reflect Caring Communities site
- ◆ [www.caresearch.com.au/caresearch/WhatisPalliativeCare/NationalPalliativeCareProgram](http://www.caresearch.com.au/caresearch/WhatisPalliativeCare/NationalPalliativeCareProgram)



# Final report writing

The optional  
reporting template

# Why use the optional template?

- ◆ DoHA report focuses on contract requirements
- ◆ A reader-friendly format is useful to decision makers
- ◆ Basis for disseminating results of your hard work
  - Complete record of project activities
  - Provides detail on implementation
  - Evaluation findings may contribute to building an evidence base for future care

# Who created the template?

- ◆ Developed for the Caring Communities Program
- ◆ Based on a document provided by DoHA
- ◆ Adapted by NET using the 1:3:25 concept recommended by the Canadian Health Services Research Foundation
- ◆ Went to DoHA officers for comments
- ◆ Piloted at two CCP sites, amended following feedback
- ◆ Updated for Care Planning and piloted by Qld-3

# Sections of the template

- ◆ Part A: cover sheet
- ◆ Part B: main messages (1)
- ◆ Part C: executive summary (3)
- ◆ Part D: main report (25)

# Part A: cover sheet

- ◆ Boring but functional!
- ◆ Basically a list of essential information:
  - dates of the project and the report
  - project title
  - names of key people (author, project manager)
  - names of host organisation and funds holder
  - funding source



# Part D: main report

- ◆ This is the 25 in 1:3:25 – start here!
- ◆ You can use earlier documents to help write it (e.g., context and background from grant application)
- ◆ May be easiest to start with implementation section as much of this information is in progress reports
- ◆ Copy, paste but also edit – remember your audience
- ◆ Describe the resources developed for your project and include as appendix

# Evaluation Methods

- ◆ Evaluation questions and design
- ◆ Ethics approval – date, name of HREC
- ◆ Participants – how many, who were they (categories), how did you sample or recruit them, response rates
- ◆ Tools – any questionnaires or assessment tools you used, how they were chosen or developed; interview or focus group schedules; audit tools (include as appendices)
- ◆ Data collection – details of survey timing; who conducted the interviews or focus groups and when; audit methods
- ◆ Data analysis techniques

# Results

- ◆ Process measures – uptake or participation rates (e.g., number of staff trained), adherence to new procedures
- ◆ Outcome measures – from survey, routine or qualitative data, for example:
  - gains in knowledge or confidence of staff
  - changes in work practices
  - changes in numbers or types of referrals
  - carers' or patients' views

# Discussion and conclusions

- ◆ Interpret the results: what do the findings mean?
- ◆ Project's achievements and strengths
- ◆ Challenges that affected implementation and results
- ◆ How the project changed over time e.g., in response to evaluation findings or challenges
- ◆ Extent to which objectives were met and target group reached
- ◆ Extent to which project could be generalised

# Part C: executive summary

- ◆ Concise but complete – a stand-alone document
- ◆ Aimed at decision makers
- ◆ Could be adapted for dissemination
- ◆ A (good) news story!
- ◆ Think about the project objectives
- ◆ Essential info only about aims and methods
- ◆ Concentrate on results, discussion, conclusions

## Part B: main messages

- ◆ Difficult but important
- ◆ What did the project achieve?
- ◆ How does this contribute to the goals of the program?
- ◆ Consider your audience – bright, educated lay people
- ◆ More than a summary of findings – what do the findings mean for decision makers?
- ◆ “...the truth distilled”?!!



Austen



# Self editing

- ◆ Present your report "... in language a bright, educated, but not research-trained person would understand" (CHSRF 2001)
- ◆ Use active verbs
- ◆ Essence followed by background
- ◆ Be specific, use concrete language
- ◆ Avoid jargon, acronyms and excess words



## Omit needless words (Strunk, 1935)

No one says, "Hopefully we can have your commitment to a scenario in terms of the ute which will have you in place in it within a reasonable timeframe, Rover."

We say, "Get in," and Rover gets in.

(Don Watson, Death Sentence)

# How to begin?

- ◆ Allow plenty of time – then double it
- ◆ Think about the goals of your project
- ◆ Small picture: what did you do to achieve them?
- ◆ Big picture: how does this contribute to the broader goals of the Care Planning Sub-Program?
- ◆ When you get to the end ... wait, print, get another opinion, revise

# Help! I'm stuck!

- ◆ Start with the easiest bits
- ◆ What is the heart of the story?
- ◆ Explain the project to a friend or family member who knows little or nothing about it
- ◆ Talk into a tape recorder
- ◆ Write rough notes as soon as you think of them and fill out later
- ◆ Don't worry: it's not *Oscar and Lucinda*