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Recipient Evaluation Deliverable Guidance & TA Tool Year 1-Implementation Brief

Note: per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-20HP)8 hours public reporting burden of this collection of information is estimated to average P

Each year, [INSERT NOFO HERE] recipients will submit an evaluation reporting deliverable with findings from the previous year's evaluation efforts based on the specific core area outlined in the [INSERT NOFO HERE] *Evaluation and Performance Measurement Plan (EPMP) Guidance*. In **Year 1**, recipients are required to submit an **Implementation Brief** that describes the evaluation core area of **Approach**. The document will provide recipients the opportunity to report on the implementation of their programs while also allowing them to document on the program approach, intended outcomes, and implementation facilitators and barriers.

The reporting deliverable brief includes an **Implementation Brief Evaluation Overview** and an **Implementation Brief** for each strategy. This reporting deliverable is due to CDC on [INSERT DUE DATE HERE]. Specific instructions for submission will be provided prior to that date. The implementation brief will require up to 8 hours to complete.

The **Implementation Brief Evaluation Overview** (1 page) should include (Table 1 in TA Tool)

- ✦ **Overview of the program:** Provide a brief statement of the public health problem or burden that your program aims to address. This section should also describe the strategies that your program has selected to evaluate, the intended outcomes of these strategies, and the priority population targeted.
- ✦ **Evaluation Purpose:** Describe the general purpose of the evaluation in Year 1. Information may be taken from your Year 1 evaluation plan.
- ✦ **Evaluation Questions:** Provide the overarching evaluation questions that you used in Year 1 to assess each strategy under the Approach core area. These questions may be recipient-specific and/or may include evaluation questions appearing in the EPMP guidance. Information can be taken from your Year 1 evaluation plan.
- ✦ **Evaluation Methods:** For each strategy, please provide a detailed description of the evaluation design, data collection methods, and data analysis for the strategies evaluated in year 1. For quantitative analysis, include information about the tools used for data collection, the variables used in analysis, and statistical tests used. For qualitative analysis, include information on the qualitative method(s) used, how code books were created, how data were coded, and how analyses were conducted.

The **Implementation Brief** (2 pages each) should include (Table 2 in TA Tool):

- ✦ **Implementation prior to this cooperative agreement:** Describe what interventions related to the selected strategy were implemented by the recipient prior to this cooperative agreement. Recipient may also include initiatives implemented by the partner sites. If the strategy was not implemented previously, describe recipient or partner's readiness to implement the selected strategy.
- ✦ **Year 1 approach to strategy implementation:** Describe the activities implemented in Year 1 for each strategy and highlight any outputs and accomplishments in measureable terms.

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- ✦ **Program implementation facilitators and barriers:** Describe the facilitators and barriers to implementing the selected strategy in Year 1.
- ✦ **Program improvements in Year 2:** Describe what programmatic changes will be implemented (or have already been made) to improve the program for the selected strategy in Year 2, based on findings from the Year 1 evaluation. Describe how these changes will lead to the intended outcomes.
- ✦ **Benchmarks tracked in Year 2:** Describe what indicators related to the implementation of the selected strategy will be tracked in Year 2 related to recipient program efficiencies (e.g., infrastructure, management, partners, financial resources, etc.).
- ✦ **Proposed refinements to the evaluation approach:** Describe any changes that will be made to the evaluation of the selected strategy based on the Year 1 evaluation findings.

Note: This Implementation Brief is designed to provide a high-level summary of evaluation methods and findings. Recipients may include appendices with supplemental evaluation findings and data collection tools.

Table 1. Implementation Brief Evaluation Overview (TA Tool)

Year 1 Implementation Evaluation Overview	Evaluation Purpose		
Provide a brief statement of the problem or burden for your program, describe the strategies you've selected to evaluate, the intended outcomes , and priority population served (be sure to include prevalence and baseline data and preliminary CVD findings).	Describe the general purpose of the evaluation in Year 1. Information can be taken from your Year 1 evaluation plan.		
	Evaluation Questions		
	Provide the overarching Approach Core Area evaluation questions you assessed in Year 1 for each strategy chosen for evaluation. These questions may be recipient-specific and/or may include evaluation questions appearing in the EPMP guidance. Information can be taken from your Year 1 evaluation plan.		
	Strategy 1.		
	Strategy 2.		
	Strategy 3.		
	Evaluation Methods		
	Describe the evaluation design, data collection methods, and analyses for the strategies evaluated in Year 1. Information can be taken from your Year 1 evaluation plan.		
	Evaluation Design	Evaluation Data Collection Methods and Analyses	
	Strategy 1.		



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	Strategy 2	
	Strategy 3.	

Table 2. Strategy Specific Implementation Brief (TA Tool)

Strategy 1:	
Finding	Description
Implementation prior to this cooperative agreement	<i>Describe what interventions related to this strategy were implemented by the recipient prior to this cooperative agreement. Recipient may also include initiatives implemented by the partner sites. If this strategy was not implemented previously describe recipient or partner's readiness to implement the selected strategy.</i>
Year 1 approach to strategy implementation	<i>Describe the activities implemented in Year 1 for this strategy and highlight any outputs and accomplishments in measureable terms.</i>



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Program implementation facilitators and barriers	<i>Describe the facilitators and barriers to implementing this strategy in Year 1.</i>
Program improvements in Year 2	<i>Describe what programmatic changes will be implemented (or have already been made) to improve the program for this strategy in Year 2, based on findings from the Year 1 evaluation. Describe how these changes will lead to the intended outcomes.</i>
Benchmarks tracked in Year 2 (process or outcome indicators)	<i>Describe what indicators related to the implementation of this strategy will be tracked in Year 2 related to recipient program efficiencies (e.g., infrastructure, management, partners, financial resources, etc.).</i>
Proposed refinements to the evaluation approach	<i>Describe any changes that will be made to the evaluation of this strategy based on the Year 1 evaluation findings.</i>



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Strategy 2:	
Finding	Description
Implementation prior to this cooperative agreement	<i>Describe what interventions related to this strategy were implemented by the recipient prior to this cooperative agreement. Recipient may also include initiatives implemented by the partner sites. If this strategy was not implemented previously describe recipient or partner's readiness to implement the selected strategy.</i>
Year 1 approach to strategy implementation	<i>Describe the activities implemented in Year 1 for this strategy and highlight any outputs and accomplishments in measureable terms.</i>



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Program implementation facilitators and barriers	<i>Describe the facilitators and barriers to implementing this strategy in Year 1.</i>
Program improvements in Year 2	<i>Describe what programmatic changes will be implemented (or have already been made) to improve the program for this strategy in Year 2, based on findings from the Year 1 evaluation. Describe how these changes will lead to the intended outcomes.</i>
Benchmarks tracked in Year 2 (process or outcome indicators)	<i>Describe what indicators related to the implementation of this strategy will be tracked in Year 2 related to recipient program efficiencies (e.g., infrastructure, management, partners, financial resources, etc.).</i>
Proposed refinements to the evaluation approach	<i>Describe any changes that will be made to the evaluation of this strategy based on the Year 1 evaluation findings.</i>



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Strategy 3:	
Finding	Description
Implementation prior to this cooperative agreement	<i>Describe what interventions related to this strategy were implemented by the recipient prior to this cooperative agreement. Recipient may also include initiatives implemented by the partner sites. If this strategy was not implemented previously describe recipient or partner's readiness to implement the selected strategy.</i>
Year 1 approach to strategy implementation	<i>Describe the activities implemented in Year 1 for this strategy and highlight any outputs and accomplishments in measureable terms.</i>



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Program implementation facilitators and barriers	<i>Describe the facilitators and barriers to implementing this strategy in Year 1.</i>
Program improvements in Year 2	<i>Describe what programmatic changes will be implemented (or have already been made) to improve the program for this strategy in Year 2, based on findings from the Year 1 evaluation. Describe how these changes will lead to the intended outcomes.</i>
Benchmarks tracked in Year 2 (process or outcome indicators)	<i>Describe what indicators related to the implementation of this strategy will be tracked in Year 2 related to recipient program efficiencies (e.g., infrastructure, management, partners, financial resources, etc.).</i>
Proposed refinements to the evaluation approach	<i>Describe any changes that will be made to the evaluation of this strategy based on the Year 1 evaluation findings.</i>

