

# Descriptive Evaluation Analysis Plan Template for HMRE Award Recipients

**Month, Day, Year**

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## Descriptive Evaluation Analysis Plan: “The Evaluation of [Intervention Name] in [Geographic Area]”

### A. HMRE award recipient

**HMRE award recipient:** [Name and location; ex. ABC Organization, Princeton, NJ]

**Project lead:** [Name of project lead]

**Email address:** [Insert email address]

### B. Evaluator

**Evaluator’s organization:** [Name and location; ex. XYZ Organization, Washington, DC]

**Evaluator lead:** [Name of evaluator lead]

**Email address:** [Insert email address]

## Descriptive Evaluation Analysis Plan

### The Evaluation of [Intervention Name] in [Geographic Area]

#### A. Description of the intended intervention(s)

This section describes the intervention and the intended experiences of those receiving the intervention.

[Start writing here.]

[Modify Tables 1 and 2 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 1.** Description of intended intervention components, content, dosage and implementation schedule, delivery, and focal populations

Components	Content	Dosage and schedule	Delivery	Focal population

**Table 2.** Staff education and training (initial and ongoing)

Component	Education and initial training	Ongoing training

#### B. Outcomes study

This section describes the research questions, evaluation enrollment process, data collection procedures, outcome measures, and analytic approach for the outcomes study.

##### 1. Research questions

[Start writing here.]

##### 2. Outcomes evaluation enrollment

[Start writing here.]

##### 3. Data sources and data collection

[Start writing here.]

[Modify Table 3 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 3.** Sources of data to address the research questions

Data source	Timing of data collection	Mode of data collection	Start and end date of data collection

**4. Outcome measures**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

[Modify Table 4 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 4.** Outcomes used to answer the research questions

Research question	Outcome name	Description of the outcome measure	Source of the measure	Timing of measure

**5. Analysis approach**

[Start writing here.]

**6. Attrition**

[Start writing here.]

**C. Implementation study**

This section describes the research questions, the data used to answer the research questions, and the methods used to analyze the data and describe the findings of the process or implementation study.

**1. Research questions**

[Start writing here.]

[Modify Table 5 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 5.** Examples of research questions for each implementation element

Implementation element	Research question
	•
	•

**2. Implementation evaluation enrollment**

[Start writing here.]

**3. Data sources and data collection**

[Start writing here.]

[Modify Table 6 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 6.** Examples of data for addressing the research questions

Implementation element	Research question	Data source	Timing and frequency of data collection	Party responsible for data collection

**4. Analysis approach**

[Start writing here.]

[Modify Table 7 to reflect your plan. See instructions for examples of how to complete your tables.]

**Table 7.** Examples of measures for addressing the research questions

Implementation element	Research question	Measures