

# **Descriptive Evaluation Final Report Template**

## **Healthy Marriage and Responsible Fatherhood Grant Recipients**

December 2024

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[Feel free to add graphic or logo]

# **Descriptive Evaluation of [Intervention Name] in [Geographic Area]**

**Final Descriptive Evaluation Report for**

**[Grant Recipient Organization]**

**[Date]**

Prepared by

[Evaluation authors, and each author's affiliation]

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**Recommended citation:**

[In this space, please specify the citation for this report.]

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## **Acknowledgments:**

[In this space, please list contributors to this evaluation report, including reviewers and editors you would like to acknowledge; feel free to acknowledge any persons critical in making the evaluation or program implementation possible, or contributing in other meaningful ways.]

## **Disclosure:**

[In this space, please disclose any conflict of interest, financial or otherwise.]

This publication was prepared under Grant Number [Insert Grant Number] from the Office of Family Assistance (OFA) within the Administration for Children and Families (ACF), U. S. Department of Health & Human Services (HHS). The views expressed in this report are those of the authors and do not necessarily represent the policies of HHS, ACF, or OFA.

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**Structured abstract:** *The Evaluation of [Intervention Name] in [Geographic Area]*

**Objective.** [Copy and paste text or start writing here.]

**Study design.** [Copy and paste text or start writing here.]

**Results.** [Copy and paste text or start writing here.]

**Conclusion.** [Copy and paste text or start writing here.]

# Descriptive Evaluation of [intervention name] in [geographic area]

## I. Introduction

[Copy and paste text or start writing here.]

## II. Description of the intended program

[Provide an overview of the section here.]

### A. Focal population

[Copy and paste text or start writing here.]

### B. Program as intended

[Copy and paste text or start writing here.]

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

Component	Content	Dosage and schedule	Delivery	Focal population

**Table II.2. Staff education and training to support intervention components (initial and ongoing)**

Component	Education and initial training	Ongoing training

### III. Research questions

#### A. Outcomes study

##### 1. Primary research questions

[Copy and paste text or start writing here.]

##### 2. Secondary research question, as applicable

[Copy and paste text or start writing here.]

#### B. Implementation study research questions

[Copy and paste text or start writing here.]

### IV. Design of the outcomes study

[Provide an overview of the section here.]

#### A. Data sources and data collection

[Copy and paste text or start writing here.]

**Table IV.1. Sources of data used to address outcomes study research questions**

Data source	Timing of data collection	Mode of data collection	Start and end date of data collection
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Notes: [Anything important to note about the information above]

#### B. Evaluation enrollment or sample

[Copy and paste text or start writing here.]

**Table IV.2. Characteristics of participants in the outcomes study at baseline**

Characteristic	Average at baseline	Subgroup A - if applicable [label here or delete this column]
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Characteristic	Average at baseline	Subgroup A – if applicable [label here or delete this column]
<b>Demographic characteristics</b>		
[Add rows as needed.]		
<b>Outcome measures</b>		
[Add rows as needed.]		
<b>Sample size</b>		
Source: [Insert]		
Notes: [Define any variables that are constructed or need a definition for clarity. Provide any other information needed to understand the table.]		

**C. Measures**

[Copy and paste text or start writing here.]

**Table IV.3. Outcome measures used to answer the research questions for the outcome study**

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

**D. Analysis approach**

[Copy and paste text or start writing here.]

**E. Sample attrition**

[Provide an overview of this section here.]

**Table IV.4. Outcomes study analytic sample**

Number of people	Number of people	Number of couples <i>(if applicable)</i>
Enrolled in the program		
Completed a baseline survey		
Completed post-program survey		
Response rate (%)		
Included in the analytic sample for Outcome A (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Included in the analytic sample for Outcome B (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Completed <i>[another follow-up]</i> survey		
Response rate (%)		
Included in the [time period] follow-up analytic sample for Outcome A (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Included in the [time period] follow-up analytic sample for Outcome B (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Final analytic sample		
Overall attrition rate (%)		

Source: [Insert]

Notes: [Anything important to note about the information above]

## V. Design of the implementation study

[Provide an overview of this section here.]

### A. Data sources and data collection

[Copy and paste text or start writing here.]

**Table V.1. Data used to address process or implementation research questions**

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

Note: [Anything important to note about the information above]

**B. Evaluation enrollment and sample**

[Copy and paste text or start writing here.]

**Table V.2. Characteristics of participants in implementation or process study at baseline**

Characteristic	Focus group participants	Another sample used for the study [label here]
Age		
Female (%)		
Race or ethnicity (%)		
Hispanic		
Non-Hispanic White		
Non-Hispanic Black		
Non-Hispanic Asian		
Relationship status (%)		
Married or partnered		
Single		
Other important characteristics		
Sample size		

Source: [Insert]

Notes: [Define any variables that are constructed or need a definition for clarity. Provide any other information needed to understand the table.]

**C. Measures**

[Copy and paste text or start writing here.]

**Table V.3. Measures used to address process/implementation research questions**

Implementation element	Research question	Measures
		•
		•
		•

Implementation element	Research question	Measures
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Notes: [Anything important to note about the information above]

**D. Analysis approach**

[Copy and paste text or start writing here.]

**VI. Findings**

[Provide an overview of this section here.]

**A. [Insert Research Question 1]**

**Key findings**

[Copy and paste text or start writing here.]

**Table VI.1. Sample table to demonstrate changes in outcome measures from baseline to follow-up**

Outcome	Sample size	Mean outcome at baseline	Mean outcome at follow-up	Difference in means	p-value of the difference
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\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.  
 \*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.  
 \*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

**Table VI.2. Sample table to show the probability of receiving a service for participants with different characteristics**

Characteristic	Probability (standard error)
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*Sample size*

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\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

**B. [Insert Research Question 2]**

**Key findings**

[Copy and paste text or start writing here.]

**VII. Discussion and conclusions**

[Provide an overview of this section here.]

**A. Implications**

[Copy and paste text or start writing here.]

**B. Limitations and future directions**

[Copy and paste text or start writing here.]

**C. Other lessons learned**

[Copy and paste text or start writing here.]

**VIII. References**

[Copy and paste text or start writing here.]

**IX. Appendices**

Based on guidance for the report sections, the report **may** include the following appendices:

**A. Logic model (or theory of change) for program**

[Copy and paste text or start writing here.]

**B. Attrition analyses and tables**

[Copy and paste text or start writing here.]

Note: It may not be necessary to include all of these appendices.

**Table B.1. Summary statistics of key baseline measures and baseline differences for the analytic sample compared with enrollees excluded from the analytic sample, for individual participants or couples [survey follow-up period]**

Baseline measure	Mean for the analytic sample (standard deviation)	Mean for individuals (or couples) enrolled in the study but not in the analytic sample (standard deviation)	Difference (p-value of difference)
Female (%)			
Race or ethnicity (%)			
Hispanic			
Non-Hispanic White			
Non-Hispanic Black			
Non-Hispanic Asian			
Socioeconomic status			
Outcome Measure 1 (range: 1 to 5)			
Outcome Measure 2			
Sample size			

Notes: Table lists *p*-values in parentheses. The analytic sample includes [note how you defined this group]. [Anything else important to note about the information above]. Individual participants and couples were excluded from the analytic sample if [note any exclusionary criteria including survey nonresponse and item nonresponse].

**C. Technical details on outcomes and implementation analyses**

[Copy and paste text or start writing here.]

**D. Additional analyses**

[Copy and paste text or start writing here.]

**Table D.1. Sample table to demonstrate changes in outcome measures from baseline to follow-up**

Outcome	Sample size	Mean outcome at baseline	Mean outcome at follow-up	Difference in means	p-value of the difference

\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

**Table D.2. Sample table to show percentage receiving a service for participants with various characteristics**

Characteristic	Percentage (Standard error)
Characteristic 1	Coefficient from regression (standard error of coefficient)
Characteristic 2	Coefficient from regression (standard error of coefficient)
Sample size	

\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

**E. Data collection instruments**

[Insert data collection instruments used to answer research questions.]