

HOUSING FIRST TOOLKIT

MODULE 4: EVALUATION CHECKLIST **RESOURCES**

- ___ Assess your internal capacity to evaluate
- ___ Decide if you will need training or will bring in an external evaluator
- ___ Assess data management capabilities
- ___ Set a budget

 BUILD A CULTURE OF EVALUATION

- ___ Identify stakeholders who will benefit from evaluation data
- ___ Engage stakeholders in evaluation process from the beginning
- ___ Identify leadership

 IDENTIFY THE PURPOSE OF EVALUATION

- ___ Identify the purpose of the evaluation and identify the stakeholders will use it.

 SELECT EVALUATION TYPE

- ___ Identify the components of evaluation including:
 - _ Fidelity measures
 - _ Qualitative component
 - _ Quantitative outcome measures
 - _ Developmental components
 - _ Foster and strengthen community partnerships

 DEVELOP A PROGRAM DESCRIPTION AND LOGIC MODEL **ACCESS FIDELITY-MEASURES**

- ___ Internal or external process
 - _ Identify a fidelity team and arranging a visit if external
 - _ Select a self-guided fidelity process if internal

FIND/DEVELOP OUTCOME INDICATORS

- ___ Select a set of developmental indicators
 - _ Homelessness Partnering Strategy outcome indicators
 - _ Minimum Data Set outcome indicators
 - _ At Home/Chez Soi outcome indicators
 - _ Develop your own measures

 SELECT APPROPRIATE METHODS

- ___ Methods should reflect evaluation type (Step 4.) and,
- ___ Methods should be appropriate for the outcomes selected (Step 7.)

 CREATE AN EVALUATION PLAN

- ___ Develop a protocol with timelines for evaluation tasks and assign responsibilities to evaluation team members.

 COLLECT DATA **ANALYSE DATA**

- ___ Create an analysis plan
- ___ Identify appropriate quantitative analysis tools
- ___ Identify appropriate qualitative analysis tools

 DEVELOP A REPORTING PROCESS

- ___ Identify stakeholder groups who will benefit from evaluation data
- ___ Develop reporting procedures to communicate the results/ of the evaluation