

[service name]

Evaluation plan

[authors of the plan]

[version and date]

Updates and any changes to this plan must be agreed by [relevant members of the service design group including any specific evaluators].

This document provides a brief overview of [service name's] current evidence base, a summary of the evaluation planned by [the service design group/specific evaluator], and the anticipated level of evidence following the planned evaluation.

Plan approved by:

[name/s]

[DD/MM/YYYY]

Version history:

Date of Review Meeting	Version No.	Amendments	Date changes agreed	Changes agreed by

[service name] Evaluation plan

What we already know about [service name]

- [by whom/how was the service developed] Eg., *The service was developed locally by...* OR *The service has been adapted from the Australian model of... Changes to suit the local context include...*
- [the current evidence for this model/service] Eg., *There have been no published evaluations of the service to date* OR *The Australian model has a Foundations rating of Level 2, there have been no evaluations of the model in the UK*
- [If relevant any specific findings from previous research/evaluation]
- [A comment on the service's readiness for evaluation]. Eg., *The [service name] team have worked closely with the [evaluation provider] to plan and embed evaluation into the service design and robust processes have been planned to ensure adequate data collection and review*
- *Any other relevant things you know already – this section is likely to be bigger if the service has previously done evaluation work, or has been running for a while and is making some changes*

[level of evaluation planned for the service]

Evaluation Category	✓/□	Rationale
Implementation evaluation		[service name] has a complete <u>logic model</u> and <u>data requirements</u> documents.
Before and after evaluation		<i>Possibly the service already collects some before and after information or an appropriate way of doing this has been proposed</i>
Effectiveness evaluation		<i>Possibly there is time and availability of evidence to do some form of effectiveness evaluation</i>
Background studies		<i>I don't know what to put here!</i>

Evaluation aims and objectives

The aims of this evaluation are firstly to provide a clear picture of programme delivery as set out in the logic model and [service manual/service design]. [Detail any specific things from key performance indicators (KPIs), such as

satisfaction/reach/attendance]. This is possible through examination of data collected through the routine monitoring process.

[The second aim is to assess the impact of service on specific outcomes (*as per the evaluation questions that have been developed*).

Is there any additional work going on, for example background exploration on possible extra elements to the service?

What we will know after the evaluation? (*be realistic, most evaluations are quite specific*).

Implementation evaluation

- *Numbers related to the KPIs*
- *Possibly something about the challenges to delivery (anything that may be anticipated to arise?).*
- Whether the service inputs, activities, and outputs reflect the logic model and service design document.
- Whether the service logic model, specifically the relationships between inputs, activities, and outputs, can be demonstrated in action.
- Whether delivery of the service is [feasible/acceptable/stable] and whether there is sufficient fidelity within the current context.

['Before and after']/'Effectiveness'] evaluation

- *Two or three bullet points related to the higher level evaluation questions*

What we won't know after the evaluation (*consider what stakeholders may have wanted to know, but is beyond the scope of the evaluation*)

- *Typically whether there is any causal link*
- *Specifics outside of the evaluation questions*
- *Often why something happens or not*

What the evaluation will involve

Implementation evaluation

Data for the Implementation evaluation will be collected according to the service data requirements and as part of service monitoring.

If there is potential capacity a provision such as this may be worth considering:

Where initial exploration of the monitoring data identifies potential issues additional research questions may be considered. Where this is the case additional data

collection methods will be implemented, such as qualitative interviews or focus groups, to provide valuable context for these findings.

What is required to complete the implementation evaluation?

- A complete and agreed service logic model with measurable outcomes
- A working consent procedure (with sufficient rates of consent)
- Agreed data requirements and functioning data capture procedure

‘Before and after’/‘Effectiveness’ evaluation

[Brief description of what information will be collected/how the evaluation will work]

What is needed:

- All requirements for implementation evaluation also apply to ‘Before and after’/ ‘Effectiveness’ evaluation
- [Any other necessary elements]

Table 1: Implementation evaluation plan

Areas to measure	Research questions	Data source and collection method

Table 2: Summary of [service name] outcomes, data sources and collection methods

Outcome	Research questions	Data source & collection method
‘Before and after’ - Service specific outcomes (currently collected data)		

Outcome	Research questions	Data source & collection method

Timing

Implementation evaluation

[when or if more appropriate, how long after the start of delivery will an implementation evaluation be delivered?]

'Before and after' / 'Effectiveness' evaluation

[when or if more, how long after the start of delivery will an implementation evaluation be delivered? – this does not have to be the same as the implementation evaluation]

[when/how frequently will monitoring take place to ensure necessary data is collected for this element to take place?]

Review

[when/how frequently will monitoring take place as part of implementation evaluation?]

[when/how frequently will monitoring take place to ensure necessary data is collected for 'before and after' / 'effectiveness' element?]

[How will findings from the monitoring impact the timings of the other evaluations? – Eg., If monitoring shows insufficient data is available]