**WIOA *Quick Start* Action Planner (QSAP)**

# Evaluation Design and Implementation Assessment

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| **Section 1** | **Evaluation Design and Research Questions** |
| *Has the agency been thorough in the selection and development of the evaluation design and research questions?* |
| **Ratings:** | 1—Not at all | 2—Making progress, but a long way to go | 3—Have some of this, sometimes | 4—Yes, in place now | 5—In place and exceeding |
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| **Statement** | **Rating** *(Choose One)* | **Notes** | **Evaluation Toolkit References** |
| **1** | **2** | **3** | **4** | **5** |
| 1. The agency has developed a logic model that clearly illustrates the theory of change—from program inputs to intended long-term outcomes.
 |  |  |  |  |  |  | Section 4.1 Pages 29-33 |
| 1. The agency has performed a thorough evidence review, related to the subject of the evaluation, to identify key research questions and how the results will build upon existing evidence.
 |  |  |  |  |  |  | Section 4.3, 4.4 Pages 35-38 |
| 1. The agency has selected discrete, specific, measurable, and answerable research questions based on the theory of change.
 |  |  |  |  |  |  | Section 4.3 Pages 35-36 |
| 1. The agency has engaged partners and key stakeholders to obtain input on, and endorsement of, the evaluation design.
 |  |  |  |  |  |  | Section 2.1, 2.2 Pages 9-17Section 4.2 Pages 34-35 |
| 1. The agency has selected the most rigorous evaluation design that is feasible for answering the primary research questions.
 |  |  |  |  |  |  | Section 4.5 Pages 39-41 |
| 1. The agency has considered implementing a small pilot evaluation and assessing the results before moving forward with the full-scale evaluation.
 |  |  |  |  |  |  | Section 3.2 Pages 20-25 |
| 1. The agency has developed a detailed evaluation timeline that is realistic and accounts for all critical evaluation activities.
 |  |  |  |  |  |  | Section 3.3 Pages 26-28 |

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| **Section 2** | **Data Collection and Analysis Plan** |
| *Has the agency identified the necessary data sources and developed a comprehensive data analysis plan with detailed descriptions of each step in the process?* |
| **Ratings:** | 1—Not at all | 2—Making progress, but a long way to go | 3—Have some of this, sometimes | 4—Yes, in place now | 5—In place and exceeding |
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| **Statement** | **Rating** *(Choose One)* | **Notes** | **Evaluation Toolkit References** |
| **1** | **2** | **3** | **4** | **5** |
| 1. The agency has the ability to house, transmit, and secure the data to be collected.
 |  |  |  |  |  |  | Section 6.1, 6.2, 6.3 Pages 49-55 |
| 1. The agency has identified the specific data sources and data elements required for calculating evaluation outcome or impact measures.
 |  |  |  |  |  |  | Section 6.1, 6.2, 6.3 Pages 49-55 |
| 1. The agency currently has access, or has verified its ability to obtain access, to all required administrative data sources.
 |  |  |  |  |  |  | Section 6.1, 6.2, 6.3 Pages 49-55 |
| 1. If applicable, the agency has developed a plan for primary data collection, including procedures for secure storage and transmittal of personally-identifiable information (PII).
 |  |  |  |  |  |  | Section 6.1, 6.2, 6.3 Pages 49-55 |
| 1. The analysis plan clearly describes how the data sources and individual variables will be used to construct outcome or impact measures.
 |  |  |  |  |  |  | Section 6.1, 6.2 Pages 49-51 |
| 1. The analysis plan includes a description of the study population and a statistically sound sampling plan.
 |  |  |  |  |  |  | Section 6.1, 6.2 Pages 49-51 |

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| **Section 3** | **Evaluator Selection** |
| *Has the agency developed a solid plan for identifying an evaluator with the qualifications and experience required to successfully implement the evaluation?* |
| **Ratings:** | 1—Not at all | 2—Making progress, but a long way to go | 3—Have some of this, sometimes | 4—Yes, in place now | 5—In place and exceeding |
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| **Statement** | **Rating** *(Choose One)* | **Notes** | **Evaluation Toolkit References** |
| **1** | **2** | **3** | **4** | **5** |
| 1. The agency has carefully considered the pros and cons of using an in-house, university, other partner, or third-party evaluator.
 |  |  |  |  |  |  | Sections 5.1, 5.2, 5.3, 5.4 Pages 44-48 |
| 1. For third-party evaluators, the agency has crafted a clear RFP that outlines the purpose, objectives, and requirements of the evaluation and the criteria for selection.
 |  |  |  |  |  |  | Sections 5.1, 5.2, 5.3, 5.4 Pages 44-48 |
| 1. For third-party evaluations, the agency has established a proposal review committee comprised of relevant subject matter experts and other staff, as appropriate.
 |  |  |  |  |  |  | Sections 5.1, 5.2, 5.3, 5.4 Pages 44-48 |

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| **Section 4** | **Participant Rights** |
| *Have the agency and evaluator developed careful processes to protect the privacy of the study participants?* |
| **Ratings:** | 1—Not at all | 2—Making progress, but a long way to go | 3—Have some of this, sometimes | 4—Yes, in place now | 5—In place and exceeding |
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| **Statement** | **Rating** *(Choose One)* | **Notes** | **Evaluation Toolkit References** |
| **1** | **2** | **3** | **4** | **5** |
| 1. The evaluator has created a specific plan for protecting the privacy of participants, including having a secure IT system to transfer PII data safely.
 |  |  |  |  |  |  | Section 6.3 Pages 52-55 |
| 1. The evaluator has submitted and received approval from an Institutional Review Board (IRB).
 |  |  |  |  |  |  | Section 6.3 Pages 52-55 |

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| **Section 5** | **Reporting** |
| *Has the agency developed a plan for disseminating evaluation results to different audiences?* |
| **Ratings:** | 1—Not at all | 2—Making progress, but a long way to go | 3—Have some of this, sometimes | 4—Yes, in place now | 5—In place and exceeding |
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| **Statement** | **Rating** *(Choose One)* | **Notes** | **Evaluation Toolkit References** |
| **1** | **2** | **3** | **4** | **5** |
| 1. The evaluator and agency have agreed upon deliverables designed to disseminate interim and final evaluation results to different target audiences.
 |  |  |  |  |  |  | Section 6.5Pages 57-59 |
| 1. The agency has scheduled meetings with legislators and other stakeholders to report the evaluation results to ensure they are used to improve programs and services.
 |  |  |  |  |  |  | Section 6.5Pages 57-59 |
| 1. The agency has developed a plan for making the final evaluation report and results publicly available.
 |  |  |  |  |  |  | Section 6.5Pages 57-59 |
| 1. If applicable, the agency has developed a plan for creating and disseminating a public-use data file for the evaluation.
 |  |  |  |  |  |  | Section 6.5Pages 57-59 |