

# Evaluation Session 1 Meeting Agenda

Your group will likely meet multiple times, so this agenda can be broken into several different meetings as needed.

Agenda Item	Description
Overview of EBPP Process to date	Remind the group where you are in the EBPP process and review the selected strategies
Overview of Implementation Fidelity, and Process and Outcome Evaluation	Provide the group with a foundational understanding of implementation fidelity, and process and outcome evaluations, along with the importance of each. See <a href="#">Tool 2: What is Implementation Fidelity</a> and <a href="#">Tool 8: The Evaluation Plan Template</a> to show them what deliverables they will accomplish from this process.
Strategies to build Fidelity for your Selected Strategies	Review strategies to build fidelity that are applicable to your selected strategies. See <a href="#">Tool 3: Strategies to Build Capacity and Increase Implementation Fidelity</a>
Implementation Planning, Including Potential Necessary Adaptations	Refer to <a href="#">Tool 4: Implementation Timeline and Considerations</a> , and use the <a href="#">Implementation Plan Template</a> to develop a plan for implementing your strategy or strategies, ensuring you are incorporating your process evaluation  <i>Note: Depending on time and energy, you may choose to adjourn your meeting here and complete evaluation planning during the subsequent meeting</i>
Logic Model	Use <a href="#">Tool 6 : Logic Model Development Guide</a> and the <a href="#">Logic Model Template</a> to complete the Logic Model, identifying short, medium, and long-term outcomes  <i>Note: Facilitator should prefill all blue shaded boxes in <a href="#">Tool 7: Logic Model</a> and leave only the process and outcome measures to be completed by the group</i>
Draft Evaluation Measurement Plan	Based on your Logic Model, draft an initial <a href="#">Measurement Plan</a> to determine how you will measure your outcomes. This will be an initial draft that you will complete after finalizing your measures in the next section.
Data Collection Methods & Evaluation Measurement Identification	Use <a href="#">Data Collection Methods &amp; Screening and Measures Tool</a> to review options and then brainstorm a list of potential data measures to determine whether your strategies are accomplishing your goals. Review <a href="#">Youth Survey Measurements Pre/Post</a> and the <a href="#">Data Collection Tool</a> , in case this would be a useful survey and measure you can use for evaluating your services.

Finalize Evaluation Measurement Plan	Finalize your <a href="#">Evaluation plan</a> , share it with all appropriate key stakeholders for accountability, and start collecting your data!
Celebrate!	Celebrate completing the EBPP Planning Process! You are now able to implement strategies that will have a big impact on making your community a better place, a strong proposal to increase your funding sources, and increased capacity and buy-in to move forward with your plans!
Use Your Evaluation Data	You put in all the hard work and now you need to track and see if what you are doing is reaching outcomes. Use the, " <a href="#">You have Evaluation Data- Now What?</a> " to help guide you in using your evaluation data moving forward.