

<p style="text-align: center;">York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</p>	<p><i>Number: P-10</i></p> <p><i>Policy: Program Evaluation Requirements</i></p>
<p><i>Most Current Revision : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p style="text-align: right;"><i>Page: 1 of 2</i></p>

I. Purpose:

To establish a policy regarding program evaluation requirements

II. Policy:

EVALUATION

A. Overview – Prevention program evaluation/analysis process shall involve the following:

1. Measuring the impact of the implemented programs, strategies, policies and practices
2. Identifying areas for improvement and necessary corrective action
3. Emphasizing sustainability since it involves measuring the impact of the implemented programs, strategies, policies and practices
4. Reviewing the effectiveness, efficiency and fidelity of implementation (e.g. process evaluation). Process evaluation includes documenting how a program is implemented (e.g. was the program delivered as it was designed to be delivered? How many people participated? What was the dropout rate?).
5. Identifying desired outcomes and measuring changes in those outcomes (e.g. outcome evaluation). Outcome evaluation includes tracking the program effects that you expect to achieve after the program is completed (e.g. what changes in knowledge, attitude, or behavior is the program expected to achieve?). Pre/post test data can be used as one measure for shorter term outcomes such as changes in knowledge and attitudes. Available local data sources such as population level surveys or arrest data should also be utilized to measure outcomes (especially longer-term outcomes) such as behavior change or changes to community and school norms.

B. Requirements – The SCAs and providers must evaluate their prevention programming. The SCA must complete and submit an evaluation plan and report per the instructions provided in the DDAP Prevention Action Plan Manual and Evaluation Report Manual and accompanying documents.

1. PA WITS is a tool that can assist in process evaluation efforts. SCAs must analyze their data in WITS monthly to determine compliance with DDAP's reporting requirements and monitor implementation of their Prevention Action Plan.

2. Pre/post tests, surveys or other short-term outcome measures approved by DDAP in the SCA's Prevention Action Plan must be administered/collected for all Evidence-Based and Evidence-Informed Programs as well as all session-based/recurring Supplemental Programs under the federal strategies of Education and Alternative Activities. Results data from the completed tests, surveys or other measures should be analyzed, and a summary or other record of the pre/post tests and survey results should be maintained on file per record retention requirements in the DDAP/SCA Grant Agreement.
3. SCAs have until July 1, 2022 to develop and begin administering/collecting pre/post tests, surveys or other approved short-term outcome measures for session-based/recurring Supplemental Programs under the federal strategies of Education and Alternative Activities.
4. SCA/providers are required to use the developer's pre/post tests and/or surveys for all
5. Evidence-Based and Evidence-Informed Programs for the purposes of capturing outcomes. The use of an alternate instrument requires prior approval from DDAP. Justification to utilize an alternate instrument must be provided to the SCA's assigned DDAP Prevention Analyst by the requestor.

Approved by:

Audrey Gladfelter
YADAC Administrator

6/1/20
Date