

## **Program Evaluation**

### **Policy 9.1 Evaluation Plan and Process – program process and outcome measures**

**Policy 9.1.1 Evaluating overall effectiveness of the program process and program activities**

**Policy 9.1.1.1 Mentee/Mentor Recruitment and Retention Plan**

**Policy 9.1.1.2 Eligibility Screening**

**Policy 9.1.1.3 Orientation**

**Policy 9.1.1.4 Training**

**Policy 9.1.1.5 Placement**

**Policy 9.1.1.6 Matching Strategy and Process**

**Policy 9.1.1.7 Support and Recognition**

**Policy 9.1.1.8 Demographic Information**

**Policy 9.1.2 Evaluate Outcome Measures (Targeted Behaviors)**

**Policy 9.1.2.1 Utilization of tracking tools, surveys, assessments and database**

**Policy 9.1.2.2 Logic Model**

### **Policy 9.2 Assess Evaluation Findings**

**Policy 9.2.1 CQI or M&E Team**

**Policy 9.2.2 Documentation of Findings, Resolutions and Future Program Planning and Implementation**

**Policy 9.2.3 Documentation Process to Follow-Up/Review**

**Policy 9.2.4 Frequency of Evaluation Process**

**Policy 9.2.5 Reporting Findings to Program Stakeholders**

### **Policy 9.3 Required Forms and Documentation**

- **Logic Model**
- **M&E Plan**
- **Example Reports**

**Procedure: Program Evaluation**

State the agency's procedure to facilitate, manage and evaluate its Program Evaluation policies and processes

GUIDE