IHS/OPHS/DPER
Program Evaluation Checklist
IDIQ 2.0 – Task Order Worksheet

Date: __

Program Description:

*Provide general information about the program/project (herein referred to as “program”) for which you are requesting evaluation services. Please attach any documents to aid your discussion.*

Program Name: __

Organization/Office/Division/Program: __IHS/__

Contact (Requestor): __

  Contact information: __

  Lead – Subject Matter Expert: __

    Contact information: __

  Lead – Evaluation: __

    Contact information: __

Is this a Program Evaluation required per IHS Policy?

  __

**Description of Program:**

- Funding
- Resources
- Target population(s)
- Expected results
Structure/Scope of the Program:

- Number
- Status
- Area(s)
- Year(s)
- Cohorts

Stakeholders:

- 
- 

Partnerships:

- Formal or not
- Vertical:
  - National
  - Area
  - State
  - Tribe
- Horizontal
  - Across agencies/partners/stakeholders
  - At any level
Evaluation Overview:

Provide detailed information about what you want to evaluate. Please attach any documents to aid your discussion.

Description of the project of outcomes:

• Short-, medium, long-term
• Outputs/Outcomes
• Process/Fidelity

Evaluation Type (Feasibility & Pilot Study, Sampling Designs & Statistical Methods, Health Systems Analysis, Economics, and Financing or Technical Assistance & Training):

Purpose of Evaluation (improvement, budget, reports, etc.):

• Formative
  o Improvement
  o Efficiency
  o Effectiveness

• Summative
  o Outcomes
• Dissemination plans
  o Internal
  o External

Logic Model/Theory of Change:
What is the current evaluation capacity/resources within the program? (Staff, expertise, etc.):

- Resource availability
  - Internal program
  - DPER
  - Contract
  - TA
- Evaluator’s familiarity with program

What is your current time frame to begin and finish this evaluation?

When and how evaluation will be communicated to grantees?

- Funding document?
- Selection criteria?
- Technical assistance?
Evaluation Data:

Describe how you expect to gather and analyze data for your evaluation. Please attach any documents to aid your discussion.

What data do you currently collect? (Type, frequency, source, analysis, use, storage, privacy issues, etc.):

- GPRA
- Health Data

Will new or secondary data be needed to answer evaluation questions? (Type, frequency, source, analysis, use, storage, privacy issues, etc.):

- Level
  - Client
  - Building
  - Area
- Status
  - New
  - Secondary
  - Changed
- Collection
  - Frequency
  - Accuracy/quality
• ___ Subject Protections
  o Paperwork Reduction Act (OMB)
  o IRB

• ___ Cybersecurity
  o Data security
  o BAA and/or data sharing agreement

How will you gather and analyze data for the evaluation?

• Evaluation rigor/quality
  o Internally valid
  o Correlation/cause
  o Simple/complex