CHECKLIST FOR LOCAL PROGRAMS AND COALITIONS IN WORKING WITH EVALUATORS

Working with a knowledgeable evaluator can be critical and advantageous for your program or coalition. An evaluator can assist in many ways, including determining whether your program/coalition is accomplishing your goals; identifying challenges you may be facing, and how you might be able to work through them; discerning your strengths, and exploring new directions for your program/coalition. When finding and working with an evaluator, it is important to consider some desired traits and qualities, as well as helpful ways of working with each other. Outlined below are some aspects that are valuable in developing and maintaining a collective and collaborative relationship.

Traits and Qualities:
- ☐ Have effective communication
- ☐ Willingness to listen and learn
- ☐ Ability to work together well
- ☐ Culturally sensitive
- ☐ Mutual respect
- ☐ Maintain professionalism
- ☐ Commitment
    - ☐ to keeping information confidential
    - ☐ to the evaluation process
    - ☐ to program/coalition succeeding and demonstrating outcomes

Working with Each Other:

- ☐ Establish a mutual understanding of the needs and desires of the organization/initiative and the community
    - ☐ Ensure the agenda of the evaluator and program/coalition matches
- ☐ Encourage direct communication between evaluator and program staff rather than the funder
- ☐ Set clear expectations between program/coalition staff and evaluator(s) and vice versa
    - ☐ Including mutual agreement of roles and expectations between the evaluator and the program to identify the best method to measure and track impact
- ☐ Engage the evaluator in all steps of the Strategic Prevention Framework (SPF)
- ☐ Determine short-term, intermediate, and long-term objectives (of program/coalition, evaluation, etc.)
- ☐ Seek and share resources (e.g., literature, studies, etc.) that would inform the evaluation plan
- ☐ Develop an evaluation plan that is aligned with the logic model and strategic plan
- ☐ Discuss the sponsor's reporting requirements and how to fulfill them
- ☐ Discuss expectations of data -
    - ☐ what data collection instruments will be used
    - ☐ who owns the data

- ☐ how will the data be housed, accessed, and protected
- ☐ who gets to publish the data
☐ Determine how diversity, inclusion, and equity are met through the program and evaluation efforts
☐ Come to an agreement on the scope of work
☐ Establish a timeline for reports and other products
☐ Discuss how evaluation plans may change, the flexibility of the evaluator in working with programs through the adjustments to changes, and the timeliness of this response
☐ Write a clear contract

In general:
☐ Meet regularly
☐ Ask questions
☐ Discuss progress
☐ Adhere to the schedule of deliverables
☐ Adhere to the agreed-upon payment schedule

For additional resources, see the Community Tool Box's section on choosing evaluators and the Prevention Technology Transfer Center Network's guide on working with an evaluator.