Process Evaluation

You will use copies of this tool for compiling session process evaluations throughout the program and then to compile a single aggregate process evaluation at the end.

1. Make copies of the tool as you need them.
2. After each session, save all results in a designated file or binder.
   * 1. Gather the process evaluation data according to the instruments you selected and the schedule you set.
     2. Enter the results on a copy of the Process Evaluation tool.
     3. Label each tool with the session number and date.
3. After the whole program ends, combine the session results onto a clean copy of the Process Evaluation tool.

Process Evaluation

Program: Date:

Facilitator: Session:

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| 1. What were the program participant characteristics? |  |
| 1. What were the individual dosages for each program participant? |  |
| 1. What level of fidelity did the program achieve? |  |
| 1. How satisfied were the participants? |  |
| 1. What was the staff’s perception of the process? |  |
| 1. How closely did the program follow the work plan? |  |
| 1. How clearly did the staff communicate program goals and content? |  |