# Program evaluation toolkit

**A summary of**
The Provincial Centre of Excellence for Child and Youth Mental Health at CHEO. (2013). Program Evaluation Toolkit. Ottawa, ON. Retrieved from: http://www.excellenceforchildandyouth.ca/sites/default/files/docs/program-evaluation-toolkit.pdf

| Categories: | Date posted: | Date updated: |
|---|---|---|
| Tool, Evaluate | October 6, 2010 | October 3, 2017 |
| **Tool** | | |

## Relevance For Public Health

This toolkit will be helpful for planning and conducting an evaluation of a public health program or policy.

## Description

This toolkit outlines a three-phase process for planning, doing, and using a program evaluation. With itemized lists and steps, along with templates and worksheets, this workbook is a useful tool for evaluating public health initiative.

Program evaluation is the systematic gathering, analysis and reporting of data about a program to assist in decision making. Process evaluation seeks to describe the program and determine if the program is being implemented as intended. Outcome evaluation assesses the impact of the program for the intended population, the organization and others.

The Guiding Principles for Evaluation in Ontario Health Units outline when, how and why evaluations should be conducted and who should be involved. These principles stress: integration of program planning and evaluation; the necessity for a clear description of the program; the importance of tying the purpose of the evaluation to specific decision-making needs; the need to ask specific evaluation questions; ethical conduct; use of systematic methods; clear and accurate reporting; timely and widespread dissemination; a multidisciplinary team approach; stakeholder involvement; and use of evaluation findings.

## Implementing the Tool

### Who is Involved?

Research and evaluation specialists and  project specialists would be required to plan and conduct the evaluation, access data sources and analyze data on an ongoing basis.

### Steps for Using Tool

The toolkit outlines a three-phase process for conducting a program evaluation.

**Phase 1:** Planning Evaluation - Deciding on program to be evaluated and describing this program

**Phase 2:** Doing Evaluation - Data collection and analysis

**Phase 3:** Using Evaluation - Putting knowledge into practice

## Evaluation and Measurement Characteristics

### Evaluation

Information not available

### Validity

Not applicable

### Reliability

Not applicable

## Methodological Rating

 Unknown/No evidence

## Tool Development

### Developers

Ontario Centre of Excellence for Child and Youth Mental Health
Website: http://www.excellenceforchildandyouth.ca

### Method of Development

This toolkit is one of three resources produced by the Ontario Centre of Excellence for Child and Youth Mental Health (CHEO) within the Centre's Knowledge Exchange division. The Centre has developed this series of toolkits to facilitate access to the best available evidence for practice.

### Release Date

2007

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## Resources

| Title of Primary Resource | Program Evaluation Toolkit |
|---|---|
| File Attachment | None |
| Web-link | http://www.excellenceforchildandyouth.ca/sites/default/files/docs/program-evaluation-toolkit.pdf |
| Reference | The Provincial Centre of Excellence for Child and Youth Mental Health at CHEO. (2013). *Program Evaluation Toolkit.* Ottawa, ON. Retrieved from: http://www.excellenceforchildandyouth.ca/sites/default/files/docs/program-evaluation-toolkit.pdf |
| Type of Material | Resource |
| Format | On-line Access |
| Cost to Access | None. |
| Language | English, French |
| Conditions for Use | Copyright © 2007 Creative Commons Attribution-NonCommerical-NoDerivs 2.5 License |

| Title of Supplementary Resource | Enhancing managers' evaluation capacity: A case study from Ontario public health. |
|---|---|
| File Attachment | None |
| Web-link | http://ottawa.ca/cs/groups/content/@webottawa/documents/pdf/mdaw/mdy2/~edisp/con023687.pdf |
| Reference | Porteous, N. L., Sheldrick, B. J., & Stewart, P. J. (1999). Enhancing managers' evaluation capacity: A case study from Ontario public health. The Canadian Journal of Program Evaluation, 14 (Special Issue), 137-154. |
| Type of Material | Journal article |
| Format | Periodical |
| Cost to Access | Journal article purchase |
| Language | English |
| Conditions for Use | Copyright © 1999 Canadian Evaluation Society |

| Title of Supplementary Resource | Introducing program teams to logic models: Facilitating the learning process. |
|---|---|
| File Attachment | None |
| Web-link | http://research.familymed.ubc.ca/files/2012/03/faciliter_modele_logiques_CJPE-2002_f.pdf |
| Reference | Porteous, N. L., Sheldrick, B. J., & Stewart, P. J. (2002). Introducing program teams to logic models: Facilitating the learning process. The Canadian Journal of Program Evaluation, 17(3), 113-141. |
| Type of Material | Journal article |
| Format | Periodical |
| Cost to Access | Journal article purchase |
| Language | English |
| Conditions for Use | Copyright © 2002 Canadian Evaluation Society |

| Title of Supplementary Resource | The logic model: A blueprint for describing programs. |
|---|---|
| File Attachment | None |
| Web-link | http://research.familymed.ubc.ca/files/2012/03/logic_model_e.pdf |
| Reference | Porteous, N. L., Sheldrick, B. J., & Stewart, P. J. (1997). *The logic model: A blueprint for describing programs.* Ottawa, ON: Ottawa-Carleton Health Department. |
| Type of Material | Resource |
| Format | On-line Access |
| Cost to Access | None. |
| Language | English, French |
| Conditions for Use | Not specified |

| Title of Supplementary Resource | Program Evaluation Tool Kit |
|---|---|
| File Attachment | None |
| Web-link | http://www.ohpe.ca/node/5086 |
| Reference | Porteous, N. L., Sheldrick, B. J., Stewart, P. J. (1997). *Program Evaluation Tool Kit*: *A blueprint for public health management.* Ottawa, ON: Ottawa-Carleton Health Department, Public Health Research, Education and Development Program and the Ontario Ministry of Health, Public Health Branch. |
| Type of Material | Resource |
| Format | On-line Access |
| Cost to Access | None. |
| Language | English, French |
| Conditions for Use | Not specified |