Instructions for Using the New Evaluation Tools

Overview and goal
At the end of 2019, we want to be able to demonstrate for legislators and stakeholders how valuable your work is by documenting the number of clientele who participate in our programs, and the number who learned new information and intend to make a change as a result of attending your programs.

How will we do that?
To help you collect and aggregate that information, we have created **two evaluation tools** we think you'll find useful.

1. **Group Summary Form.** This form lets you simply ask for a show of hands (or other method of your choosing), and then record the number you count, of clientele who believe they have learned new information and plan to make a change. Click here to access form: http://go.osu.edu/OSUEgroupEval

2. **Individual Form.** This form can be distributed to each of the clientele in your educational sessions and each individual will fill out one form. You can then sum the number of clientele who learned something new and/or intend to make a change from the forms you collect. The individual form also includes a place for clientele to write what they learned or what they will change. Click here to access form: http://go.osu.edu/OSUEindEval

NOTE: If you already collect this information and/or use a specifically designed assessment tool (e.g., as is done in Real Money, Real World or Successful Co-Parenting, etc.), you may sum the number of participants who learned something new and who intend to make a change from the existing tool you already use.

What to do with the information you collect?
You will provide the summarized information you collect to your Impact Focus Steward for the end-of-year summary. In mid-December 2019, your Impact Focus County Steward will receive a Priority Indicators Qualtrics survey with same 24 priority indicators that you addressed in 2018. He or she will work with the county team to report the data you have collected using these new evaluation tools throughout 2019. The only difference is that for this year (2019) you'll provide the number of people who attended your programs AND the number who learned new information and the number who intend to change a behavior as a result of attending your educational sessions.

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