SRAENE
Sexual Risk Avoidance Education
National Evaluation

Implementation Evaluation:
Template for a Design Plan

Instructions: *Use this template to gather relevant details about your implementation evaluation. The template covers six areas: description of youth and communities, research questions, data sources and collection plans, privacy and data security, analytic approach, and reporting and dissemination.*

Italicized text indicates guidance on the type of information to include in each section. The top rows of tables, shaded in light blue , are labeled as example entries that show how to complete the table.

Description of youth and communities

1. Describe the community the program serves.

State the geographic location the program serves and any of its defining characteristics, such as urbanicity, size, population-level statistics, and so on.

2. Describe the youth population the program serves.

Include the characteristics of youth, such as gender, age or grade level, race and ethnicity, and socioeconomic status.

If you are serving a specific population, such as youth in foster care, describe that here.

3. Describe the needs of the youth and community the program serves.

Include details on how your program works to meet the needs of the youth and community served. For instance, if the community has a high rate of adolescent pregnancy, your program might be working to lower the rate of adolescent pregnancy in your community.

4. Describe the strengths and assets of the youth and community the program serves.

Include details on the existing strengths and assets of the youth you serve, as well as the assets of the broader community (including other programming for youth or key partners in your work).

Research questions

1. Background

Describe previous literature or existing research that informs your research questions and how your evaluation will expand the evidence base. Explain why the research questions are of interest to the program or community.

Existing research should speak to the evidence base for the populations you plan to serve, if possible. If this is the first study of this program or the first study of the program with a particular population, note that here.

Provide full references for any work cited in the References section.

2. Research questions

State the research questions that the evaluation intends to answer. Specify the inputs (such as program components, program supports, or implementation features) and the outputs (such as fidelity of program delivery or youth reactions to the program) that you will examine to answer the research questions. Each research question should focus on one time point and output.

Be sure the research questions have the following characteristics:

- ***Focused**: centered on a single problem or topic*

- ***Feasible**: answerable using data*

- ***Specific**: focused on clearly defined time points and outputs*

- ***Complex**: requires data collection to answer and avoids yes or no questions*

- ***Relevant**: addresses a topic of interest for your program*

3. Relation to the program logic model

Outline how the research questions link to your program's logic model or theory of change.

Consider including a graphical representation of the program's logic model as part of your evaluation design plan.

Data sources and collection plans

1. Data sources

List the data sources you will use in your evaluation. Consider creating a table, like the one below, that maps the data sources to each research question. Add any relevant notes in the Notes column, if helpful.

Research question	Data sources	Notes
Example: *What was the quality of interactions between facilitators and youth during programming in fall 2021?*	*Example:* • *Observations of program implementation* • *Surveys of staff* • *Surveys of youth*	*Example:* *We decided to administer surveys rather than focus groups or interviews because of limits on staff and youth time, and the questions are appropriate in survey format.*

2. Data collection plan

Use the table below to describe the data collection methods. Include details on the timing of data collection, data collection methods, and the people who will collect each data source. List each data source in a separate row.

Use the notes column to add important insights, such as incentives for participants who complete surveys or other data collection efforts.

Data source	Timing of data collection	Data collection methods	People who will collect the data	Notes
Example: *Youth surveys*	*Example:* *Last lesson of intervention (or within two weeks of last lesson for those who did not attend last lesson)*	*Example:* *In-person group administration of survey in schools, with youth completing on iPads. Web-based follow-up for nonrespondents, by sending text messages to youth with a link to the survey.*	*Example:* *Program staff*	*Example:* *We will add two questions to the existing youth exit survey for the implementation evaluation. These questions will cover youth's perceptions of the program and their interactions with the facilitator. Youth who respond to the survey will be eligible to receive the incentive.*

Privacy and data security

1. Privacy

Discuss your plans to keep the information confidential and private. Also discuss how you will assure respondents that their information will remain confidential.

2. Institutional review board (IRB) and protection of human subjects

Name the specific IRB to which you expect to apply. Describe the processes for protecting human subjects, IRB review, and approval of the proposed program and evaluation plans.

- *For programs serving youth younger than 18, include your plan for obtaining parental consent and youth assent.*

- *For programs serving youth ages 18 and older, include your plan for obtaining their consent.*

- *For programs serving youth in school settings, include your plan for obtaining research review clearance from the school district, if applicable.*

- *For programs serving justice-involved populations, include your plan for obtaining necessary human subjects review from the responsible organization.*

3. Data management and storage

Specify how the methods for collecting, storing, and transferring data (for example, the program team sending data to the local evaluation team) will maintain study participants' privacy. Describe how you will encrypt data during transit (for example, accessed through an encrypted website connection), encrypt data at rest (that is, when not in transit), establish a data backup and recovery plan, and require all users to have log-ins and passwords to access the data they are authorized to view.

Describe your processes for entering data into a database (for example, if you are collecting paper-and-pencil surveys, who will enter the data into an electronic format, and what will the process look like?).

Analytic approach

Create a table to briefly describe the planned data analytic approach for each research question and accompanying data source. If you will be constructing a measure from multiple items, document the source items and explain how you will combine the items to create an outcome for analysis.

Research question	Data source	Analytic approach	Notes
Example: *What was the quality of interactions between facilitators and youth during programming in fall 2021?*	*Example:* *Youth surveys*	*Example:* *Simple quantitative statistics of youth responses to survey item about their interactions with facilitator (item 22 on the survey)*	*Example:* *Check for missing data on this survey item.*

Reporting and dissemination

1. Reporting

Describe the reporting efforts you plan to use for the implementation evaluation.

2. Dissemination activities

Describe planned activities to share results from the implementation evaluation with staff, partners, and the community. Include dissemination efforts that will occur while the evaluation is underway and those that will occur after the evaluation ends.