Joe Lombardo
Governor

Richard Whitley
Director

Reporting and Evaluation Guidelines

Director's Office – Fund for a Resilient Nevada

Vanessa Diaz, Quality Assurance Specialist II

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Department of Health and Human Services

Helping people. It's who we are and what we do.

Agenda

1. Introduction
2. Definition and Value
3. Guidelines
4. Evaluation Questions
5. Methodology
6. Required Program Evaluation

What is an evaluation plan?

- A documented framework that outlines the strategies, methods, and procedures for assessing program effectiveness.

- It serves as a roadmap for conducting an evaluation, guiding the entire evaluation process from start to finish.

- It is a living document! Changes and updates can happen as often as needed.

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Utility: 7 Reasons to Have an Evaluation Plan

- Assessment: framework for understanding effectiveness and creating evaluation reports

- Decision-Making: promotes-data informed planning

- Accountability: enables tracking of evaluation activities and goals while providing transparency

- Improvement: provides real-time information on the successes and challenges of the evaluation

- Engagement: provides a common understanding of the evaluation

- Sustainability: provides evidence of your commitment to evaluation

- Replication: provides a roadmap for successful evaluation for future cycles or other programs

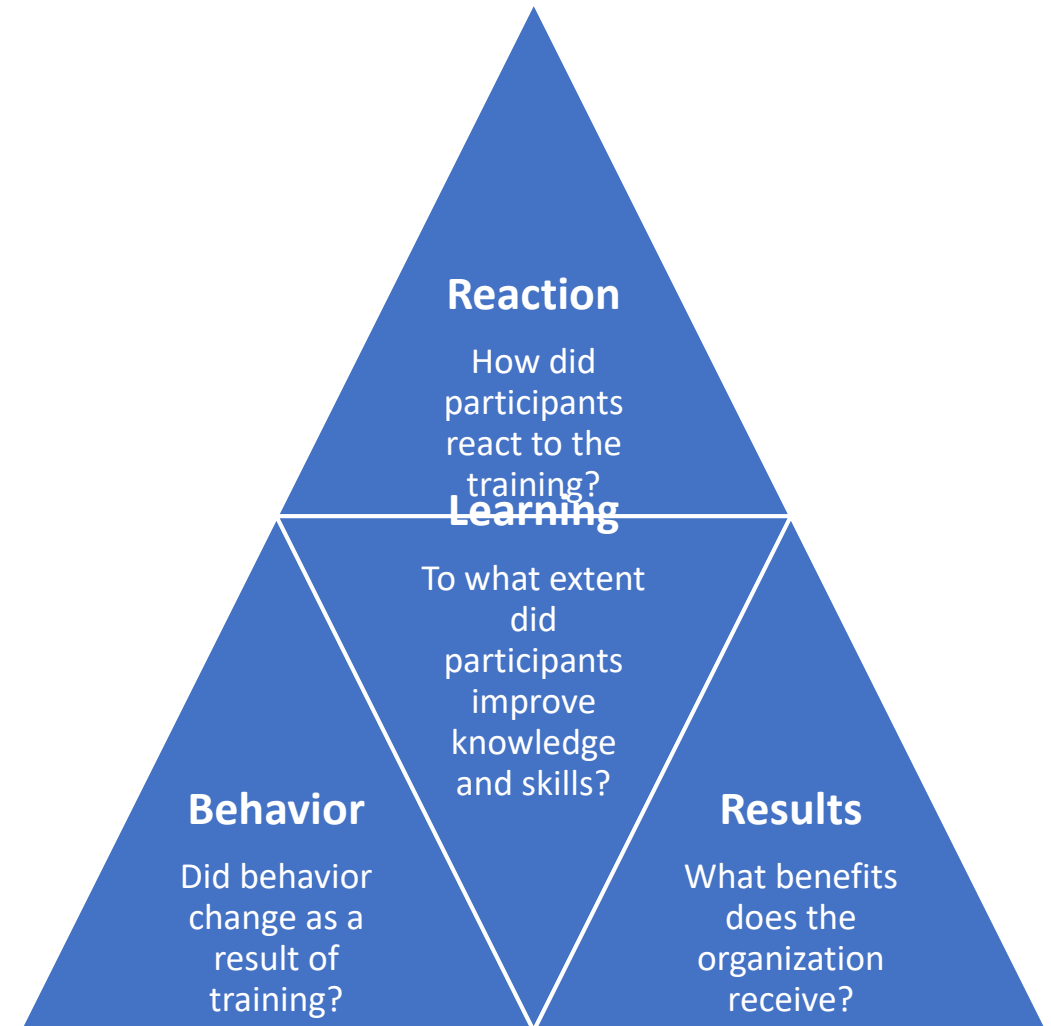Complete deck Evaluation Planning.pdf

PEW Guidelines

• A set of core metrics used to track relevant data and provide a comprehensive picture of care for OUD – from diagnosis to recovery.

Cascade Step	Measure	Definition
OUD Identification/ diagnosis	1a. OUD diagnosis (cascade measure)	Percentage of individuals who had documented OUD diagnosis (e.g., on an insurance claim)
	1b. Assessed for SUD using a standardized screening tool (supporting measure)	Percentage of individuals who were screened/assessed for SUD using a standardized screening tool
Initiation of OUD treatment	2a. Use of Pharmacotherapy for OUD (cascade measure)	Percentage of individuals with an OUD diagnosis who filled a prescription for or were administered or dispensed an MOUD, overall & by type of MOUD (methadone, buprenorphine, naltrexone)
	2b. OUD provider availability (supporting measure)	# of providers who can prescribe buprenorphine, # of providers who do prescribe buprenorphine, # of opioid treatment programs that dispense methadone and/or buprenorphine
Retention in OUD treatment	3a.Continuity of pharmacotherapy for OUD (cascade measure)	Percentage of individuals who filled a prescription or were dispensed an MOUD who received the MOUD for at least 6 months, overall and by type of MOUD
	3b. Initiation of OUD treatment & engagement in OUD treatment (supporting measure)	Percentage of individuals who initiate SUD treatment within 14 days of an OUD diagnosis. Percentage of individuals who had two or more additional SUD services within 30 days of the initiation SUD treatment encounter.
	3c. Follow-up after an emergency department visit for substance use (supporting measure)	Percentage of emergency department visits for individuals with a principal SUD overdose diagnosis who had a follow-up visit for SUD within 7 days of the visit and within 30 days of the visit
Recovery from OUD	4. One or more patient-reported outcome measures to be determined by each state. (cascade measure)	Percentage of individuals who achieve an improved level of functioning or quality of life

14798_pew_metrics_toolkit_111722.pdf (pewtrusts.org)

Evaluation Questions

- Purpose: To specifically identify the knowledge, attitudes, beliefs, and behaviors that will be impacted by the program.

- Important Questions Include:
  - How will program recipients be impacted?
  - How will program facilitators/ organizations be impacted?
  - What are the expected short-, medium-, and long-term goals?

Reaction
How did participants react to the training?

Learning
To what extent did participants improve knowledge and skills?

Behavior
Did behavior change as a result of training?

Results
What benefits does the organization receive?
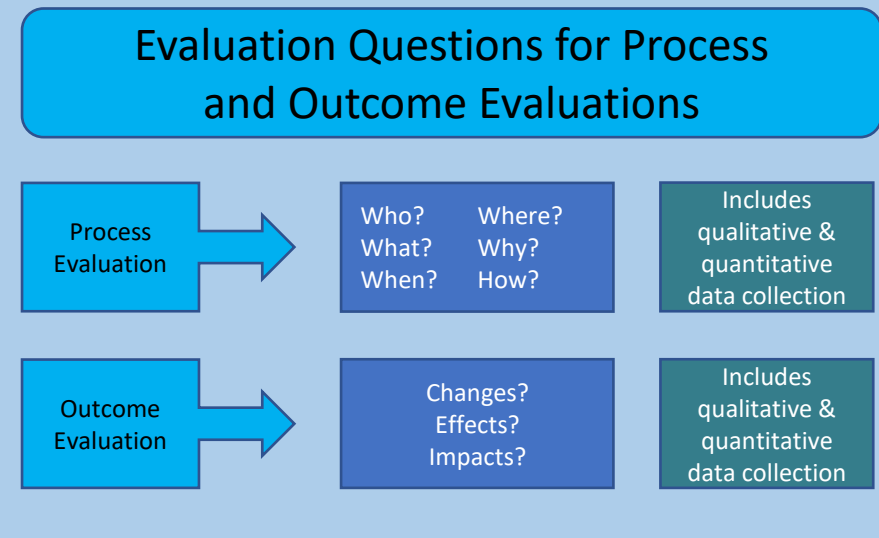
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Methodology

- Purpose: Describes in as much detail as possible the approach and activities that will be used to better understand the impact of the program.

- Important Questions Include:
  - What types of data will be collected? (Surveys, archival, etc.)
  - What kinds of data will be collected? (Quantitative, Qualitative)
  - Who will provide this data?
  - Sampling Procedures (if applicable)
  - How will data be collected, stored?
  - How will data be analyzed?
  - What are the protocols for anonymity/confidentiality?
  - What kinds of permissions will be needed, if any?
  - How will findings be reported?

What is the evaluation design?

Evaluation Questions for Process and Outcome Evaluations		
Process Evaluation →	Who? Where? What? Why? When? How?	Includes qualitative & quantitative data collection
Outcome Evaluation →	Changes? Effects? Impacts?	Includes qualitative & quantitative data collection

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Ongoing Program Evaluations

- Project Status Reports
- Monthly Provider Call
- Data Collection
- Site Visits

- Project Status Reports: Submitted monthly – a snapshot of their monthly progress toward goals and objectives.

- Monthly Provider Calls: occur after the 10th of every month in which we discuss RFR purchases, spend down progress, points of concern, data and updates.

- Data Collection: With each monthly request for reimbursement submission, providers are required to submit data in order to receive reimbursement.

- Site Visits: Within 6 months to one year after the award is granted.

Project Status Reports

PROJECT STATUS REPORT				
PROJECT NAME		PROJECT FUNDING		OPIOID SETTLEMENT, FUND FOR A RESILIENT NEVADA BA 3060
PROJECT PERIOD	June 1, 2023 - June 30, 2024			
DATE OF SUBMISSION/REPORT		PERIOD COVERED		Aug-23
NAME OF PERSON FILLING OUT THIS FORM				
ROJECT MANAGER				
FUNDING AMOUNT				
TOTAL SPENT (CUMULATIVE)				

SUMMARY

Enter information here about the overall status and highlights: "QA began two days earlier than anticipated;" "Delay in some client referrals, but minimal." Clients served, if applicable

SCOPE OF WORK PROGRESS

COMPONENET	UPDATES	STATUS	NOTES
Goal 1 (filled by FRN)		OVER – UNDER – ON TRACK	Detail any progress on goals/objectives including number of clients served, trainings, new developments, new staff, team members, On track to final launch date of new building/center expansion, completed tasks etc. "Served 24 clients this month" "Difficulty hiring for peer support specialist." "Delay in receiving certification needed to open new recovery home" etc.
Goal 2			
Goal 3			
Goal 4			

CONCERNS: ROADBLOCKS, FUNDING, COMMUNITY ISSUES

CONCERN NO.	DESCRIPTION	STATUS (ONGOING/RESOLVED)	SOLUTION

*Could include budget modifications, over spending, underspending and deobligations…

MILESTONES, HIGHLIGHTS OR COMMUNITY TRENDS

Anecdotes, bullets of great work, where teams are pivoting, feedback received during the month, etc.

SUPPORT NEEDED/TA REQUESTS			
STATE TASKS (this is where the provider can request TA or other support from state staff):			
PROVIDER TASKS (this is where state support staff may ask for additional data or documentation from provider):			

Monthly Provider Calls

MONTHLY ONE ON ONE PROVIDER CALLS

Agency Name: Trac B Exchange LLC	Analyst:
Date/Time:	Grant:
Attendees:	

BEFORE THE CALL

Award Amount:

RFR Submission: *Date of provider submission*

RFR Concerns: *Any concerns if a provider is submitting late, any unallowable costs, anything outside of the SOW*

RFR Balance: **Budget Remaining**

Current Spend-down: Is the provide on track to spend down. At 6 months they should be at 50% are they overspending or underspending? Deobligate funds?

Projected Balance: **What is the projected balaced based on spending? You will run out of money on XX date or you will leave XX amount on the table**

Data Report Submission: *Date of report submission (QA)*

Data Report Concerns: *QA concerns from reports- under serving, not filled out correctly, anything good*

DURING THE CALL

Review content gathered before the call, does any of the information need to be discussed?

FRN Questions/Concerns: *Write out word for word questions here (open ended questions) "can you tell me about that?"*

Subawardee Questions/Concerns: *Are there any questions or concerns from provider- write them here.*

Subawardee Success Story (something to share): Could be found in the project status report- after reading the project status report, congratulations on …

Subawardee Spend-down Plan (if under or over spent): make a plan **if needed**, "how are you going to cover these costs?" "what is your plan to spend down dollars"

Notes During Call: *Write down any words/sentences they mention to you. Documentation of anything important here!*

FOLLOW-UP AFTER CALL

FRN Tasks: what we told them we are going to do on our end. What we can help provider with. Follow up with TA…

Data Collection

- Purpose: Identify who will be tasked with evaluation activities and what their activities will be.

- Data Collection will vary across different providers.

- Will be collecting data using evidence based and standardized surveys such as TEDS, National Outcome Measures Survey (NOMS), GPRA

- Treatment providers are required to submit data monthly, other programs are required to submit annually.

The Link Between Program Stage and Evaluation

Program Stage	Before Program Begins	New Program	Established Program	Mature Program
	FORMATIVE ⟶			SUMMATIVE ⟶
Question Asked	To what extent is the need being met? What can be done to address this need?	Is the Program operating as planned?	Is the program achieving its objectives?	What predicted and unpredicted impacts has the program had?
Evaluation Type	Needs Assessment	Process / Implementation Evaluation	Outcome Evaluation	Impact Evaluation

Expected Outcomes Tool

EXPECTED OUTCOMES TOOL					
What data do we need?	How will we collect it?	Where will we get it?	When will we get it?	Who do we get it from?	How will it be shared?
Outcome data	Method	Instrument	Timing	Source	Reporting
Types of data can include:	Methods can include surveys, interviews, collecting reports, focus groups, listening sessions, etc.	What kind of form is used to record data? For surveys, include the specific question (indicator)	Things to consider include how often will the data be used to make decisions? How quickly does the data change?	Be sure to include both their organization/agency and their name	When and how will the information be reported to the coalition for decision-making?
30 day use of Opioids (quantitative)	Administer Survey	GPRA Survey question #37	Every year at the end of the award cycle beginning June 2024	Project manager	Within six months of survey administration written report
30 day use of Opioids (qualitative)	Listening sessions with participants	Participant sober social	Every year	Joe Smith (facilitator)	Two months after sober social written report
How many people viewed our Facebook post	Facebook Likes, Comments, Shares	Our FB page	Monthly	Bob Smith (Evaluation Member)	Media tracking report summary
Are members satisfied with our meetings	Survey	Meeting Satisfaction Survey	Every meeting	Bob Smith (Evaluation Member)	Quarterly satisfaction report to coalition

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Questions?

Add "Contact Information"

Vanessa Diaz
Quality Assurance Specialist II
v.diaz@dhhs.nv.gov