

Graduate Social Work Program
SWK 630 - Needs Assessment
Agency Program Evaluation Plan -Due Monday- April 1st by 11:59pm
Instructions and Rubric

Based upon class discussions, assigned readings and reputable resources, agency information you will be developing a program evaluation plan based upon your work in your field placement setting. **Your research question should consider some aspect of client satisfaction.** You are not expected to collect the information you are discussing. Your work should reflect a basic understanding of (1) selecting questions for research purposes, (2) making sure your measurements are clearly linked to your research question (3) approaches used to collect data (4) the challenges in data collection and (5) the importance of disseminating the results of assessments. **This assignment is worth 150 points. Your answers must be addressed in FULL**

The paper should include the following sections: **Section I-IV should be at least 4-5 pages (Worth 40 points)**

I: Provide the Name and Mission of your agency

II: Identify and discuss the specific program(s) you are working with at your agency. Provide the goals of the program you are working with. Describe your program in full.

III: What type of activities are you engaged in at your field placement? Who are the people that you serve? (ex. Adolescent mothers, older adults). What are some of the challenges that you face providing services for your clients/organization? What are some of the challenges your clients face? **(This section should be at least 2 pages)**

IV: Identify a specific research question pertaining to the program you are working with at the agency. Note: **The question should address client satisfaction with services.** (This should reflect a group of clients, not an individual)

V: WORKSHEET: NEEDS ASSESSMENT DATA COLLECTION QUESTIONS (30 points)

Please utilize the rubric below to identify your data collection questions. You must address the Collection questions that you have identified in the Worksheet.

VI: Background Information on your Program Evaluation Plan: **See below A-C (15 points)**

Background Information on your Program Evaluation Plan

- A. What are the goals of the **program evaluation**? What are the performance issues driving the evaluation?
- B. Who are the critical partners, sponsors, and other stakeholders of the evaluation? Be specific
- C. What are the desired results of the evaluation plan? What outputs or products are expected from the evaluation? Be specific

VI. Data Collection Form and Rationale (See form below)
(15 points)

WORKSHEET: DEFINING DATA COLLECTION QUESTIONS

In the column on the left, write down the questions you desire to answer through data collection. You should have at least 3 questions. The questions should focus on your overall research question. On the right, please explain how each of the questions will generate data that will help you with your need assessment.

Evaluation Questions to be answered through Data Collection	Rationale for the Question (How will the question generate data relevant to the goal of your evaluation plan?)

VII: WORKSHEET: NEEDS ASSESSMENT DATA COLLECTION PLAN
(30 points)

Please utilize the table below to identify your data collection approach. Utilize the 3 Data Collection questions that you have identified in the Worksheet above.

Program Evaluation Questions	Measures Data Source(s) (what are you trying to measure)	Data Collection (from whom/what will data be collected)	Method(s) (how will you go collecting your information?)	Instruments/Tools (what tools will you use to obtain your information?)

(3 questions) these should be the 3 questions listed above				

VIII. Scheduling and Constraints (10 points)

A. **SCHEDULE:**

Use this section of the worksheet to create a simple schedule for the data collection and interpretation for the program evaluation

Date(s)	Who is Responsible for data collection?	What will be the Deliverables/Outputs?

CONSTRAINTS: (15 points)

B.

What are the top three constraints (or challenges) you might expect to face in conducting your evaluation at your agency?

Constraint 1:

Constraint 2: