

Evaluation Reporting Guidelines for Local Offices of Minority Health

Directions:

Your evaluation reporting is organized around the four competencies identified for local Offices of Minority Health: i.e., (1) Monitoring and reporting the health status of minority populations; (2) Identifying local health disparity needs that will be the primary focus of the OMH, including plans to address the gap in knowledge; (3) Informing, educating and empowering people; and, (4) Mobilizing partnerships.

Your evaluation report should address the questions listed on the following page for each of the competencies. We understand that your program may be placing more emphasis in one competency area than another and that the level of detail about each competency area may vary accordingly.

Evaluation Reports are due to the Commission according to the following timetable:

Quarterly Evaluation Report: Due October 15, January 15, April 15 and July 15
(Report covers each quarter of the year and accompanies Management Report)

Year End Evaluation Report – Due July 15th - Report covers entire fiscal year

Important Information:

1. There is no size limitation to either Evaluation Report as long as the questions identified for each competency area are covered in sufficient detail.
2. Please submit your Report to your Project Director in sufficient time for her to integrate your report information into her management reports due on the same dates as above.
3. The Final Evaluation Report should include a coherent and detailed presentation of all evaluation outcome results for the fiscal year. The quarterly Evaluation Report should also include this information to the degree possible.
4. All statistical evidence should be summarized and displayed in tables and charts. All tables and charts should be clearly labeled and numbered and referenced in the body of the report. Do **NOT** include copies of printout material's from statistical programs or raw data (e.g., copies of completed surveys, spreadsheets of clinical data such as blood pressure, blood glucose levels, weights, etc)
5. The evaluator should inform your Project Director of the progress you are making in conducting the evaluation so that she can include that information in her other Quarterly Management Reports that are due on October 15 and April 15.

SECTION III: Program Evaluation Status Report Form

Discuss the findings of program evaluations for this reporting period. Include copies of evaluation tools developed (Draft and/or final versions).

Signature of Evaluator

Date