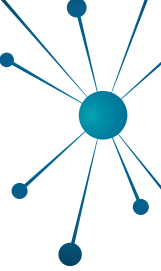


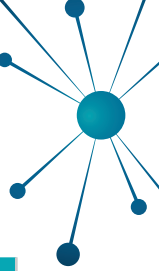
Evaluation Action Plan: Evaluation Design and Implementation



After completing the Evaluation Design and Implementation Assessment tool (EDA) and discussing the results with your state team, your state team will be able to identify areas of strength and focused areas of opportunity for improvement in evaluation design. The Evaluation Action Plan Supplement, along with your team's coach, can help guide your state team through an organized approach to capture strategies for growth in evaluation design and identify concrete next steps.

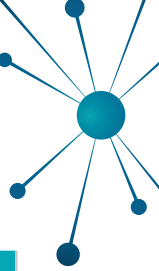
Instructions:

1. Convene the state team to identify key areas of opportunity based on your state team's responses to the five components of the EDA. Focus on statements in the EDA where your team chose a lower rating, such as "Not at all" or "Making progress, but a long way to go."
 1. Evaluation Design and Research Questions;
 2. Data Collection and Analysis Plan;
 3. Evaluator Selection;
 4. Participant Rights; and
 5. Reporting
2. Once the state team has identified the key opportunities, the team should determine *whether areas of opportunity can be combined, eliminated, etc. to produce a manageable number*. Your team does not have to identify areas of opportunity for all five components of the EDA.
3. Once a manageable number of areas of opportunity are selected (e.g., 3-7), enter those in the STEP 1 box in the Evaluation Action Plan: Design Supplement.
4. As a team, review the information in the STEP 1 box and develop strategies for attaining an ideal/fully acceptable state relative to each of the areas of opportunity for improvement. Enter each strategy in the STEP 2 box.
5. For each strategy your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
6. If needed, add additional rows to the table in STEP 3.
7. Update the Action Plan for each strategy as steps and milestones are achieved until each strategy is complete.



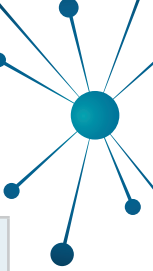
Example Page | Evaluation Action Plan: Design Supplement

Step 1	Areas of opportunity for improvement:		Step 2	Strategies to attain an ideal/fully acceptable state for each area of opportunity for improvement:	
<i>EXAMPLE:</i> The state team has identified potential third-party evaluators but needs to craft a clear request-for-proposal (RFP) for a proposed evaluation.			<i>EXAMPLE:</i> To develop the RFP, first determine the purpose of the evaluation, its objectives, and its requirements.		
When these lists are complete, determine whether areas for improvement can be combined, eliminated, etc. to produce a manageable number.			When these lists are complete, determine whether strategies can be combined, eliminated, etc. to produce a manageable number.		
Step 3	Then, follow the template below for each Key Strategy.				
Key Strategies	EDA Component(s) (select one or more)	Activities / Steps	Responsible Person(s) / Program(s)	Resources Needed	Desired Outcomes / Milestones
<i>EXAMPLE:</i> - Decide on the evaluation purpose - Select objectives - Take stakeholder input on purpose and objectives before finalizing	<i>EXAMPLE:</i> - Evaluation Design and Research Questions - Data Collection and Analysis Plan ✓ 3. Evaluator Selection - Participant Rights - Reporting	<i>EXAMPLE:</i> - Gather examples from similar RFPs - Review potential purpose and objectives and fine tune them - Develop/send poll for stakeholders	<i>EXAMPLE:</i> Persons responsible are the WIOA director and the WIB director	<i>EXAMPLE:</i> - Source(s) for purpose/objectives from similar RFPs - Polling software - Stakeholder availability - WIOA Evaluation Toolkit, pp. 44-48	<i>EXAMPLE:</i> - Purpose and objectives are prepared for inclusion in RFP - Complete by February 14, 2022

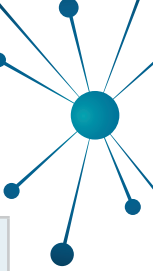


Evaluation Action Plan: Design Supplement

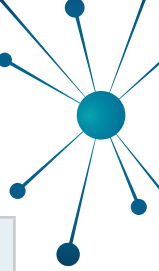
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