Evaluation Lab ECHO Learning Community

August 30, 2018

TIME: 12:00 -1:15

Video and phone participants: 26

Number of organizations represented: 9

Hub in-person participants:

> Facilitator: Sonia Bettez
>
> Tech person: Paige Knight
>
> Content expert: Melissa Binder
>
> ECHO Account administrator: Kristina Kutemeyer

Welcome and Introductions

Check -in

Sonia asked participants to report their successes and challenges as they worked with their organizations to implement some of the learnings from the Summer Institute.

Successes:

Amanda Santiago, from Centro Savila reported holding a mission-time meeting during which her staff revised the mission statement to make it more accurately reflect their work.

Christina Mendivil from Doña Ana County reported that her organization has instituted a weekly program meeting, and that they have been working on rubrics. She and her colleagues created a PowerPoint to simplify the logic model process and they have been using it to train with the different programs.

Krista Savoca from the Latin American and Iberian Institute has secured buy-in from her colleagues to conduct a monthly meeting for evaluation.

Challenges:

Ellen Braden and her colleagues at CABQ have expanded their staff meetings to include mission time. The group was surprised at the pushback from staff in other programs about creating rubrics and logic model. These staff members perceived the process as daunting and infeasible given their other commitments.

> Melissa suggested that her team could act as a demonstration project and that their success might convince others to adopt the evaluation and mission time approach.
>
> Sonia mentioned that rubrics on one outcome can be completed in just 10 or 15 minutes.

The Project ECHO team also reported struggling with carving out mission time and with conveying the evaluation ideas to their partners.

Didactic: Excel analytics

Kevin Estes, an Economics PhD student and Senior Fellow in the Evaluation Lab, directed the participants to open the Excel file he created (http://evallab.unm.edu/learning-center/summer-institute-materials1/day-4.html => Greatness Surveys Finished Data) and demonstrated how to illustrate pre and post changes in "Greatness" in a graph. See above link => Step by Step Guide to Quantitative Analysis using Excel.

Presentations

1) Amanda Santiago presented the results of her work with staff at Centro Sávila. She and staff set aside mission time to revisit and re-work their mission statement for the Critical Time Intervention (CTI) program. Amanda estimated that the team spent about 2 hours on the mission statement, and that she put in about 4 hours researching self-advocacy outcomes on the internet and creating the documents she shared: a logic model, a program description and surveys.

CTI outcomes for youth self-advocacy are:

1. Advanced self-awareness

2. Deepened knowledge of rights

3. Thoughtful communication

4. Inclusive leadership skills,

with parallel outcomes for staff.

The survey asked youth to rate themselves on specific capabilities within these categories.

Comments and suggestions:

- Parallel outcomes for staff and youth give program cohesion.
- On surveys, give respondents guidance about the time period on which they should report.
- Consider a "filled in" rubric that describes the different levels so that youth have a grounding in what the levels look like.

 2) Huong Nguyen reported that the NM Asian Family Center incorporated mission time into their annual 2-day retreat. During this mission time, all staff participated in creating a logic model for the W.K. Kelllogg Foundation capacity building grant. For each of the logic model categories, the staff volunteered a comprehensive list.

Next steps are to integrate 15 minutes of mission time into staff meetings, and to bring client voices into the Board of Directors.

Unfortunately, we were at the end of our schedule time, and there was no discussion. However, the Evaluation Lab would like to commend the NMAFC for providing a participatory forum for mission time.

Sonia told presenters that they could come back to another ECHO meeting with questions and for feedback and announce the next ECO meeting on 9/13 at noon and thanked participants for their attendance.

The meeting adjourned at 1:15

Post-meeting reflections

- Have an agenda specifying times for each activity

- Limit didactic presentations to 10 -15 minutes

- Avoid didactic sessions where several files have to be opened because in Zoom this is difficult to do. Also, phone -only participants won't be able to follow graphic presentations.

- Remember to ask each presenter/speaker to state their name before they speak

- When speech breaks up, ask speaker to turn the camera off while they talk (often band-width does not allow for speech and image at the same time)

- Remind participants to mute when not speaking (to avoid interference from background noise) and unmute when they speak.

- Limit presentations to 2 per ECHO session to allow enough time for questions/ comments/answers.

- Ask presenters to send their products ahead of time for feedback from the Evaluation Lab.