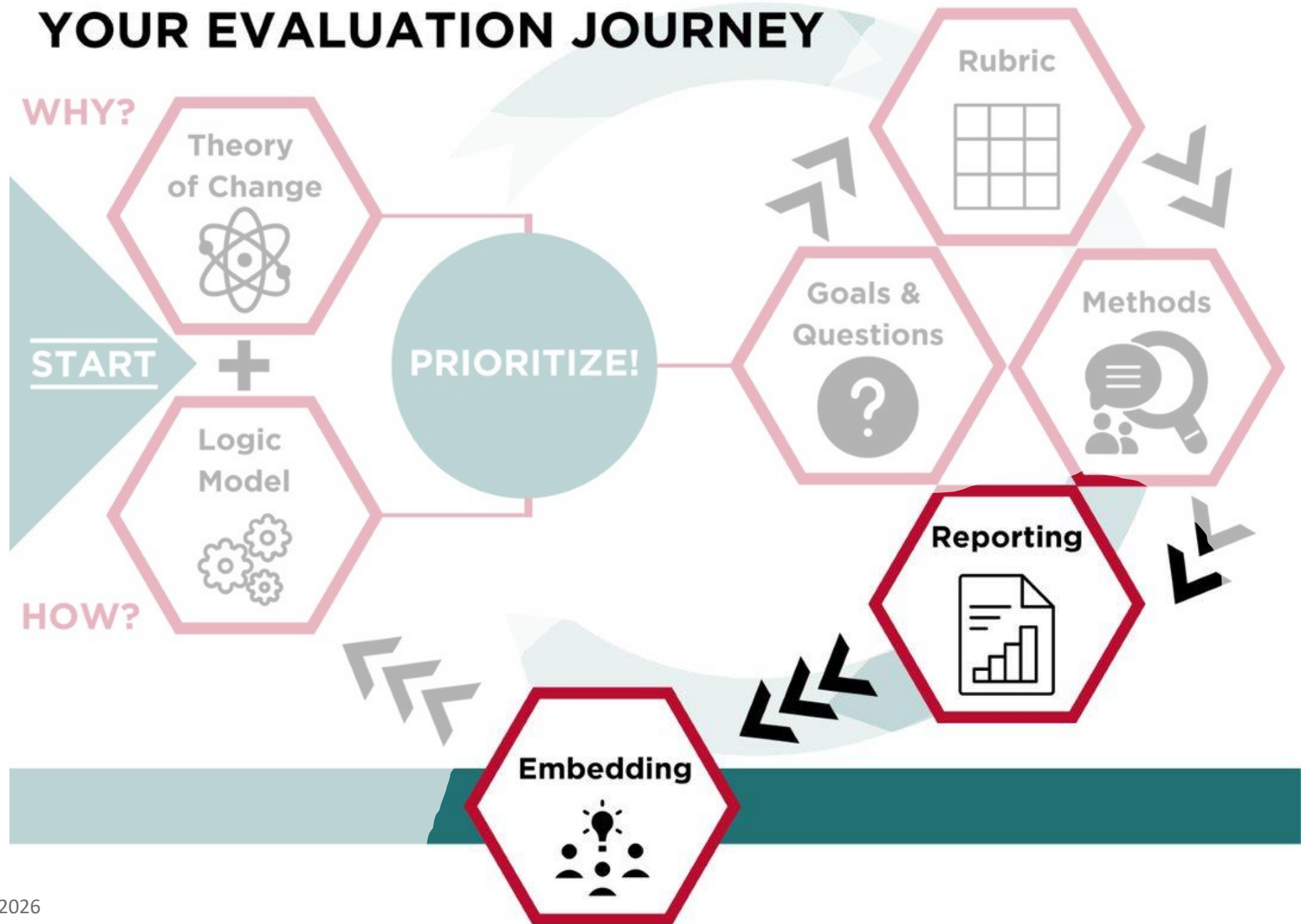


Reporting on Your Evaluation Findings

UNM Evaluation Lab
Summer Institute



YOUR EVALUATION JOURNEY



Many Purposes for Reporting

- Document what was done – the overview of the evaluation journey
- Provide results for accountability
- Support decision-making for program improvement and growth
- Facilitate learning in organizations
- Inform policy

Types of Evaluation Reports

Interim reports for the program managers and/or sponsors

- Progress and status of the project at key milestones, often on a schedule

Compliance reports

- Some grant making agencies require standard reports for program monitoring

Final reports

- Comprehensive report after the completion of the project

Reporting evaluation data

- Reports in an evaluation system: Participatory reports and Mission Time
- Basic data reports: Presenting your results/findings
- Comprehensive reports: a review of your goals, methods, outputs, and findings
 - Making sense of the data - What does it all mean and why is it relevant? Why does it matter?
- Dissemination: customize your report to your audiences

Reporting as a participatory process

Preliminary reports as Learning Communities

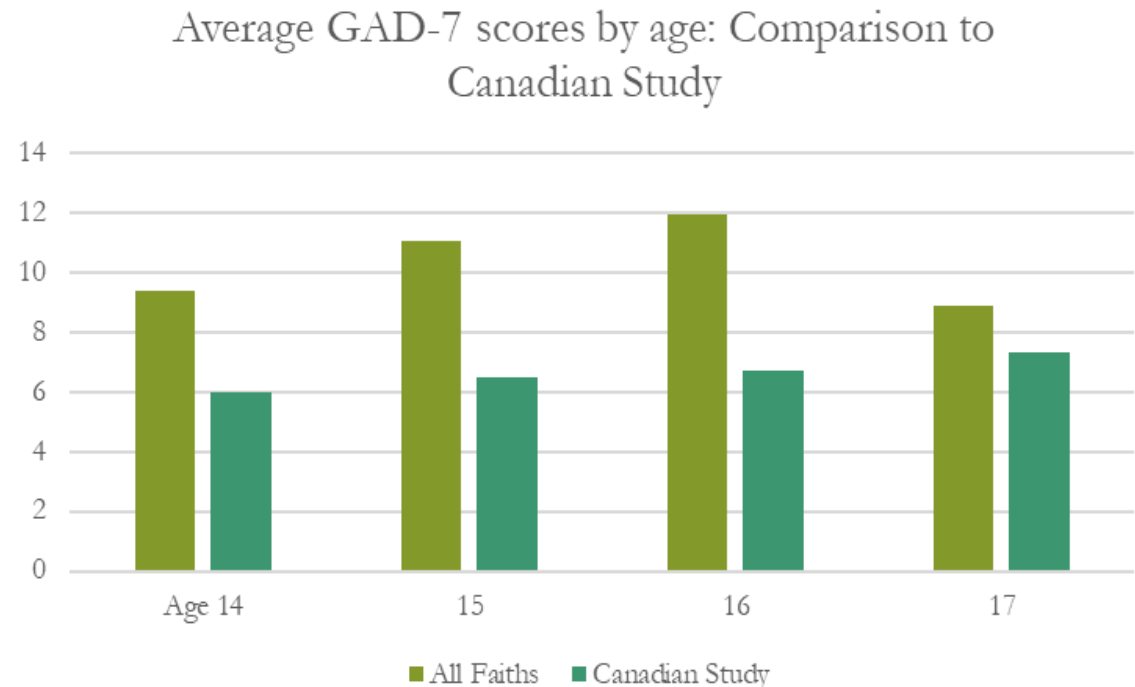
- Invite staff and clients to discuss:
 - How to interpret results
 - Different ways to analyze your data
 - Figure out what's unclear
 - Changes to evaluation plan for next time
 - Next steps/recommendations
- Develop the narrative

Reporting as Mission Time

- **Final Reports'** main findings are an opportunity for staff to discuss:
 - Your rubric: how did you do?
 - What actions can you take based on your results?
 - If more than one action, what is the priority?
 - Of these priorities, what is feasible?

Presenting quantitative results

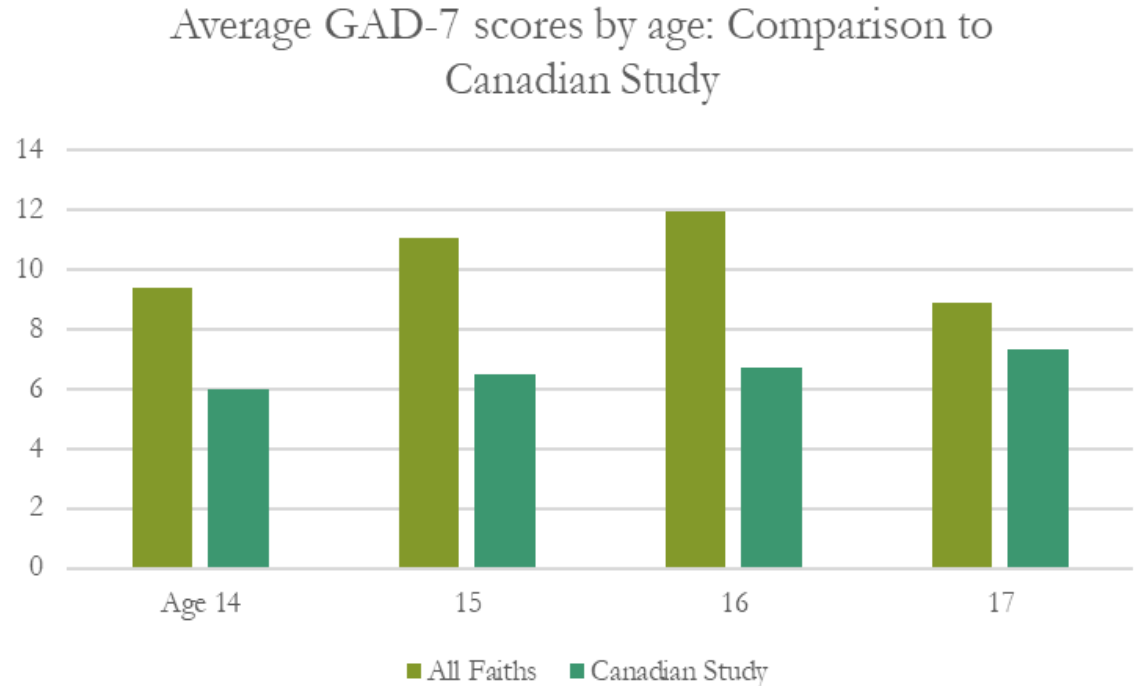
- What is wrong with this picture?
- Context: All Faiths conducted a pilot to test an anxiety diagnosis tool (the GAD-7) among teen clients.
- We compared the All Faiths population to results from available research.



Presenting quantitative results

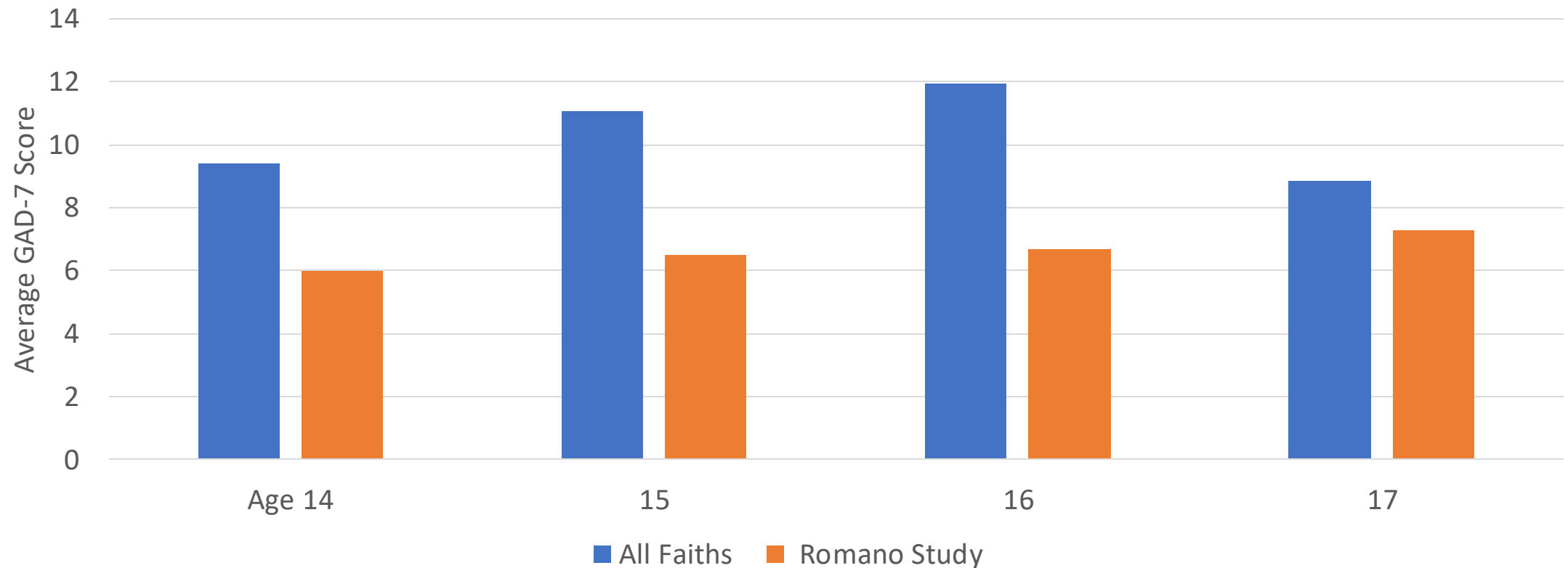
Graphs, Tables, and Figures have to be self-contained. No need to read the text!

- Title has to be clear and descriptive
- Label Axes
- Provide the n when appropriate
- Avoid decimals!
- Use footnotes to clarify



Presenting quantitative results

Figure 6: Average GAD-7 scores by age: Comparison of AFCAC sample to Romano (2022)



Note: Romano (2022) used a sample of Canadian teenagers attending school.

Presenting Qualitative Results

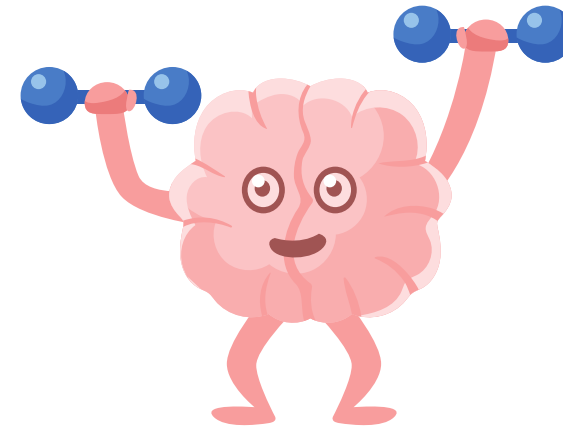
- Organize your data by theme
 - Check out the Lab's ECHO Learning community [Video](#) to help you code and do thematic analysis.
 - Find the handouts for qualitative analysis [here](#), in the 2022 Winter/Spring Sessions, Month Five (June 28).
- A theme is akin to a newspaper headline. For each theme, add an explanation and a sample quotation that illustrates your point.

EVAL^2: Data Reports

- Evallab.unm.edu → Learning Center → [Evaluation of the Evaluation Lab](#)
 - [Student focus group](#)
 - [2018 Evaluation of the Summer Institute](#)
- [Evaluation Lab Project ECHO Learning Community](#)

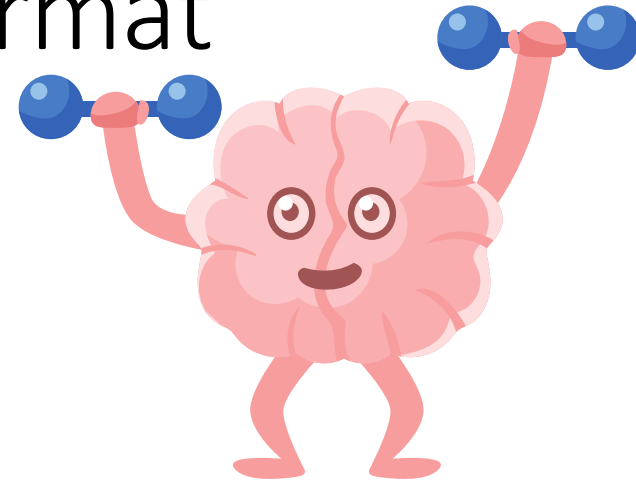
Comprehensive Evaluation Reports

- Compile data from multiple data reports
 - It is not a data dump
 - Less is more
- Develop presentation to hone the story
- Summarize main take-aways
 - That's the hard part



Comprehensive reports: Format

- Tell the story in the Executive Summary
 - This is what most people will read
 - Just a few pages
 - Bold main ideas
- Body of report provides details
- Include data collection information in appendices
 - Focus Group protocol, including when and where
 - Survey instrument
- Include related evaluation and program materials
 - Recruitment flyers
 - Program curriculum outline



Treat the report as an archive of information

- Opportunity to collect relevant information in one place
- Reports should be amenable to action and/or change

Examples

- [PB&J Evaluation Report](#)
- [All Faiths Evaluation Report](#)
- [Evaluation of the Family Program at Enlace Comunitario](#)
- [The Nurtured Heart Approach at New Day Youth and Family Services](#)

Dissemination

- Customize report to your audience
- Post online
- Incorporate into annual report
- Allow access through a shared drive
- Infographics for your monthly/annual letters to partners.
- [Posters!!](#)