Session V: Embedding

LANL Foundation Grantees
2022 Evaluation Institute

UNM Evaluation Lab Team

May 12, 2022

Zoom hacks

- Please rename yourself, adding your organization
- Try speaker view – it makes Zoom less distracting

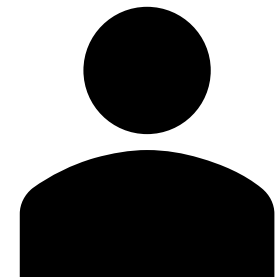# For help using Zoom

Caitlyn Moppert

Logistics

Have a question for the presenter?
Type "Q" in the chat.

Have Zoom questions?
Send a private chat to Caitlyn Moppert

Welcome Back!

Chama Valley Arts Foundation

Environmental Education of New Mexico

Española Public Schools - Healthcare Career Pathways Project

Explora

LANL Math and Science Academy

New Mexico Immigrant Law Center

Pajarito Environmental Education Center

Peñasco ISD - Career Pathways

Pueblo of Tesuque

Questa Farmer's Market / Localogy

Santa Fe Public Schools Language and Culture Department

Santa Fe Public Schools - Native American Student Services

Santa Fe Outdoor Education Collaborative, Watershed Association

SEL4NM: Social-Emotional Learning

Teach for America

Youth Works, Inc

Thank you, LANL Foundation!

LANL Foundation Grantees 2022 Evaluation Institute

The Institute

Institute Sessions 2nd Thursdays, 1:00-3:00 PM		ECHO Learning Community 3rd Tuesdays, 9:00-10:30 AM	
January 13 (1-5pm)	Institute orientation, Logic models		
February 10	Measuring what matters*	February 15	Theories of Change
March 10	Focusing the evaluation	March 15	Surveys
April 14	Data collection options	April 19	Interactive Focus Groups
May 12	Embedding	May 17	Community-Based Participatory Evaluation
June	1-on-1 Consultations	June 28	Coding
		July	BREAK
		August 16	Community Data
		September 20	Visualizing Data
October/November Time and date TBA	Presentations/graduation	October 18	Excel: Pre-Post Reporting
		November 15	Excel: Advanced Topic
*including the seemingly intangible		December	BREAK

Facilitators

Camille
Velarde

Claudia
Diaz Fuentes

Melissa
Binder

Ranjana
Damle

ECHO Learning Community Director

Charla Orozco

Evaluation Lab ECHO Online Learning Community 3rd Tuesdays, 9-10:30am

Everybody learning, everybody teaching

- You will all be added to the listserv
- Organizations share evaluation work in progress, get peer feedback
- Didactics on a variety of evaluation topics
- Sessions are recorded

https://evallab.unm.edu/learning-center/evaluation-lab-project-echo-learning-community-.html

Ongoing

Organization Mission Time:
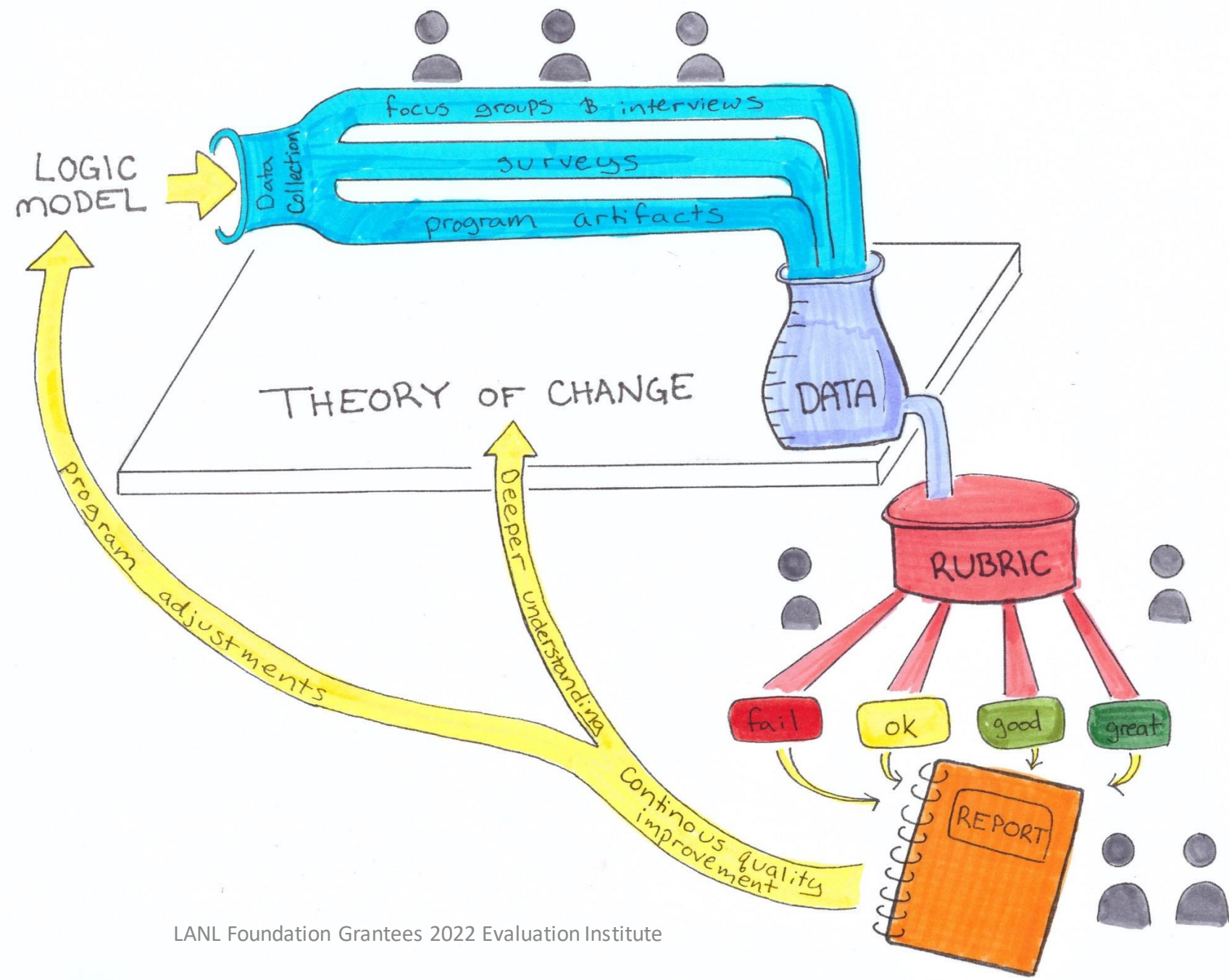
- On your own time

- 1 ½ to 2 hours per month

Share evaluation work in ONE ECHO session

- Prep with Charla, who directs the ECHO Learning Community

Consult with facilitators in between sessions

Share your logic model or rubric or eval focus or data collection tools!

Evaluation system

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1:00-1:10 PM   Welcome back

1:10-1:30 PM   Embedding

1:30-1:55 PM   Embedding (on your own)

1:55-2:05 PM   BREAK

2:05-2:35 PM   Debrief (small groups)

2:35-2:50 PM   Debrief / June Consults / July-Nov / October Graduation

2:50-3:00 PM   Set up June consults

Blue = plenary
Purple = small groups
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Orange = work on your own

Embedding!

Ranjana Damle, UNM Evaluation Lab Facilitator

Evaluation Lab principles

Measuring What Matters — Participatory Evaluation — Embedding Evaluation

- measuring what matters

- participatory evaluation
  evaluation works best when lots of people representing lots of groups are involved: leadership, front-line staff, Board of Directors, participants (or former participants), community members

- embedding evaluation
  evaluation is part of the daily routine, and is used to achieve organization's mission

Embedding
Learning objectives:

- Understanding embedding

- What does embedding look like in an organization

- What steps you can follow to embed evaluation

Embedding I: Mission time

- Moving reflection work from meetings imposed by your evaluator to your own time

  - Agenda item for staff and board meetings

- Making time for evaluation means your organization will be moving in the right direction

- Plus, mission time brings joy

David Grant. 2015. *The Social Profit Handbook: The Essential Guide to Setting Goals, Assessing Outcomes, and Achieving Success for Mission-Driven Organizations.* White River Junction, VT: Chelsea Green Publishing.
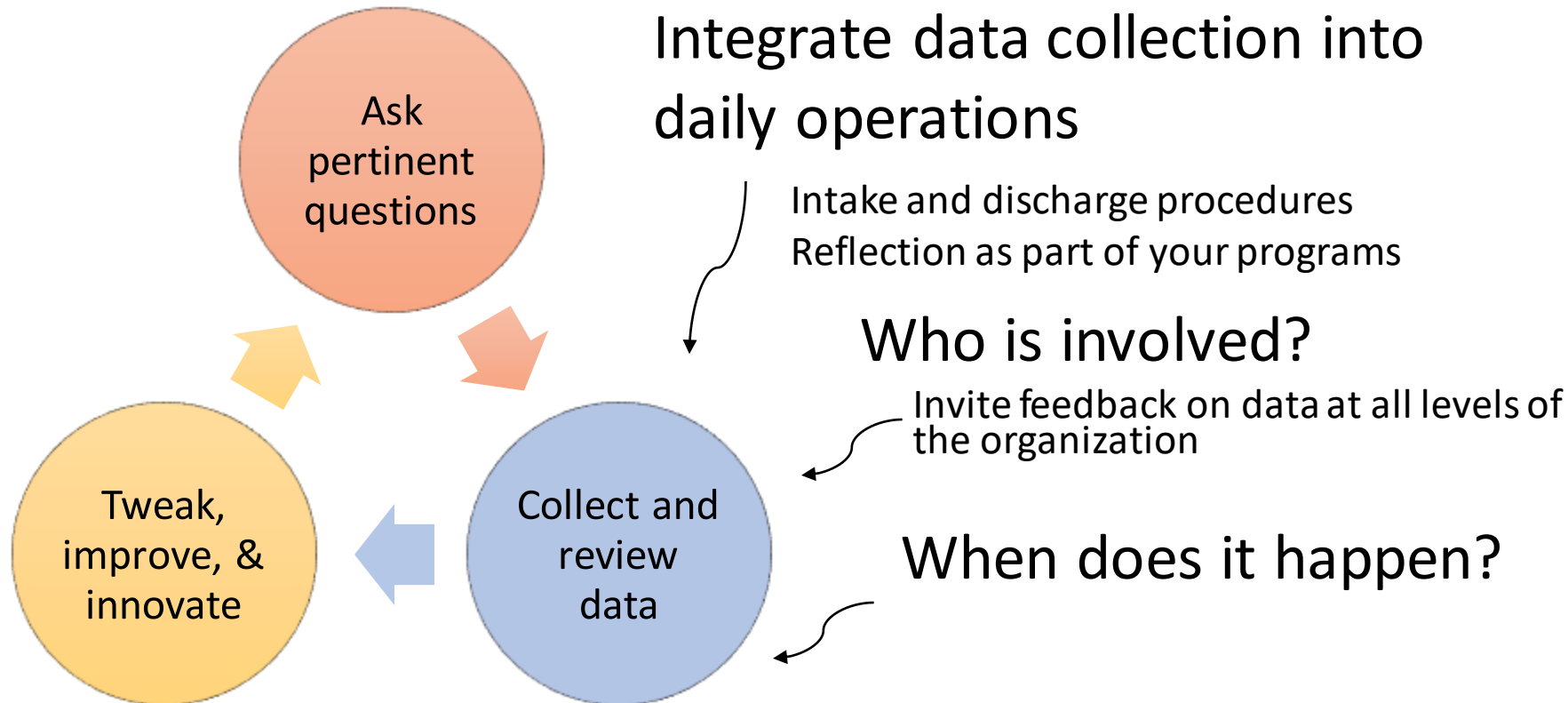
Embedding II: Evaluation team

- Consider designating an Evaluation Coordinator

- The Evaluation Coordinator can lead the evaluation team to:

  - Develop questions about the program

  - Design effective data collection tools

  - Oversee data collection; analyze data

  - Communicate data (to staff, participants, Board, community)

Embedding II: Evaluation team

- Evaluation team

  - The team Includes as many stakeholder groups as possible: leadership, front-line staff, board members, participants

  - The team provides different perspectives

Embedding evaluation III: Feedback loop

Ask pertinent questions

Collect and review data

Tweak, improve, & innovate

Integrate data collection into daily operations

Intake and discharge procedures
Reflection as part of your programs

Who is involved?

Invite feedback on data at all levels of the organization

When does it happen?

Embedding IV – Continuous learning/training

- Leadership embraces evaluative thinking, values evaluation as a critical practice

- Staff receive trainings to build evaluation skills

- The organization undertakes evaluation to answer questions about the program's success

- Evaluation is learning

Embedding IV – Continuous learning/training

- Evaluation is routinized in the organization

- Systems are in place and roles are assigned to collect, analyze, and interpret data

- Evidence drives decision-making and action

- Feedback loop stimulates program improvement as well as the next evaluation

Our evaluation system at the Eval Lab

Mission time: one-hour meeting every other week, January-May
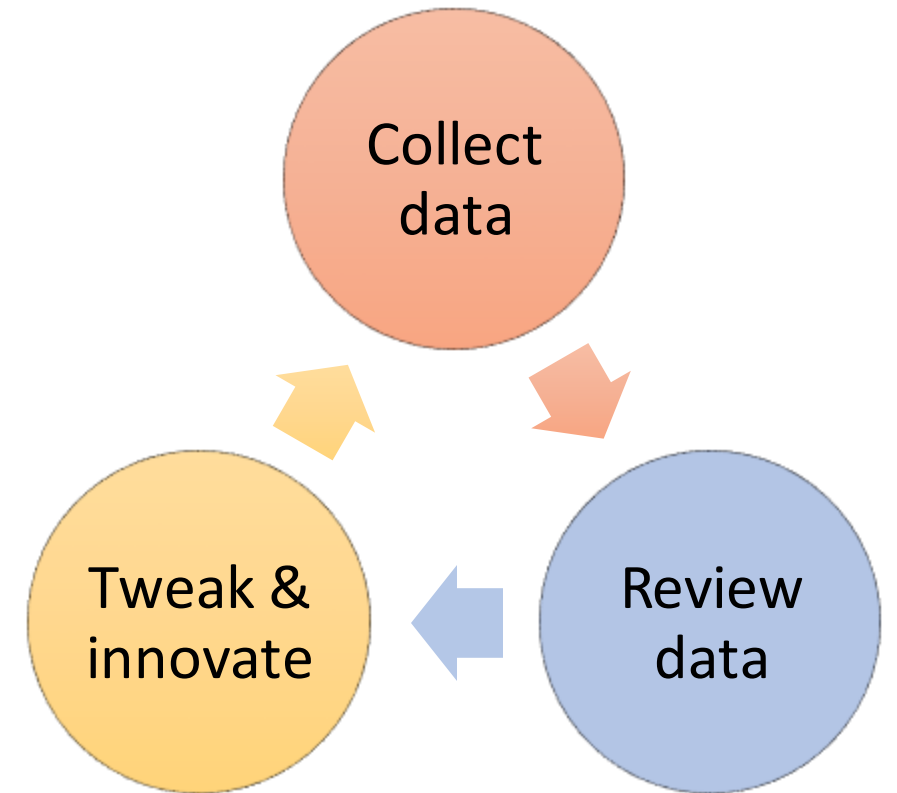- Decide evaluation goal
- Plan annual evaluation

At the table:

- Director (leadership)
- Associate Director (leadership)
- Team Leads (staff)
- Students (participants)

* Evaluating the Evaluation Lab => Eval X Eval => Eval ^2

Feedback loop

- Eval^2 compiles and reviews data, makes recommendations

- Advisory Council (leadership of partnering organizations) reviews data

- Evaluation Reports shared on website

- We tweak & innovate based on data results

Collect data → Review data → Tweak & innovate → (loop)

* Evaluating the Evaluation Lab => Eval X Eval => Eval ^2

Embedding I - Work in your organization

Mission time

- Carve out time to assess whether you are achieving your mission, or if you are on the right track

- Include as many stakeholders as you can in your mission time

Embedding II – What will it look like?

Your evaluation team

- Who could serve as an evaluation coordinator

- Who could be on the evaluation team? Which staff members?

- Can you get other stakeholders? Board members? Participants?

Embedding III – Feedback loop

Data collection process	Who will administer surveys and when?
	Who will compile administrative data and when?
Review data results	Who will analyze data?
	Who will report results, how, and to whom?
	Who will decide on the changes to be implemented?

Embedding IV – Continuous learning/training

- Use the findings for program improvement and innovation
- Involve as many stakeholders as possible
- Integrate evaluation activities in your normal operations and routines
- Identify enthusiastic champions to keep the momentum

Most of all, make it fun!

Useful definitions

- Evaluation capacity building
  - Developing and using evaluation skills
  - Learning from the evaluation findings
  - Improving the program to make it more effective
  - Building a culture of evaluation, building evaluation skills to develop and improve programs.

- Evaluative thinking: It is defined as critical thinking applied in the context of evaluation, motivated by an attitude of inquisitiveness and a belief in the value of evidence, that involves identifying assumptions, posing thoughtful questions, pursuing deeper understanding through reflection and perspective taking, and informing decisions in preparation for action (Buckley, J. et al., 2015, quoted in CDC Coffee Break, June 12, 2018).

Questions?

LANL Foundation Grantees 2022 Evaluation Institute

Your turn

Complete guide shared in chat / also at <link>

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Breakout rooms

2:35-2:50pm

Debrief, Exit Ticket, ECHO, June consults, Oct graduation

- Share embedding ideas
- A few words in chat that describe your main takeaway from today's session

ECHO

Tuesday (May 17), 9:00-10:30 AM

- Didactic: Community-Based Participatory Evaluation

June consults, Oct graduation

- 1-on-1 with your facilitator: take stock of where you are

- Monthly trainings are done!

- ECHO Learning Community continues

- <mark>October XX?? graduation</mark>

ECHO Learning Community
3rd Tuesdays, 9:00-10:30 AM

May 17	Community-Based Participatory Evaluation
June 28	Coding
July	BREAK
August 16	Community Data
September 20	Visualizing Data
October 18	Excel: Pre-Post Reporting
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June consults, Oct graduation

- See <link> for June consultation guide
- See <link> for October presentation guide and examples

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Feedback

https://www.surveymonkey.com/r/7S963KW

Thank you!
~~See you Tuesday (at ECHO) and again on May 12~~!