Reporting Evaluation Data

UNM Evaluation Lab

Summer Institute

12 June 2024

YOUR EVALUATION JOURNEY

Reporting evaluation data

- Reports in an evaluation system: Participatory reports and Mission Time

- Basic data reports: Presenting your results

- Comprehensive reports: guidelines

- Dissemination: some ideas

Reporting as a participatory process

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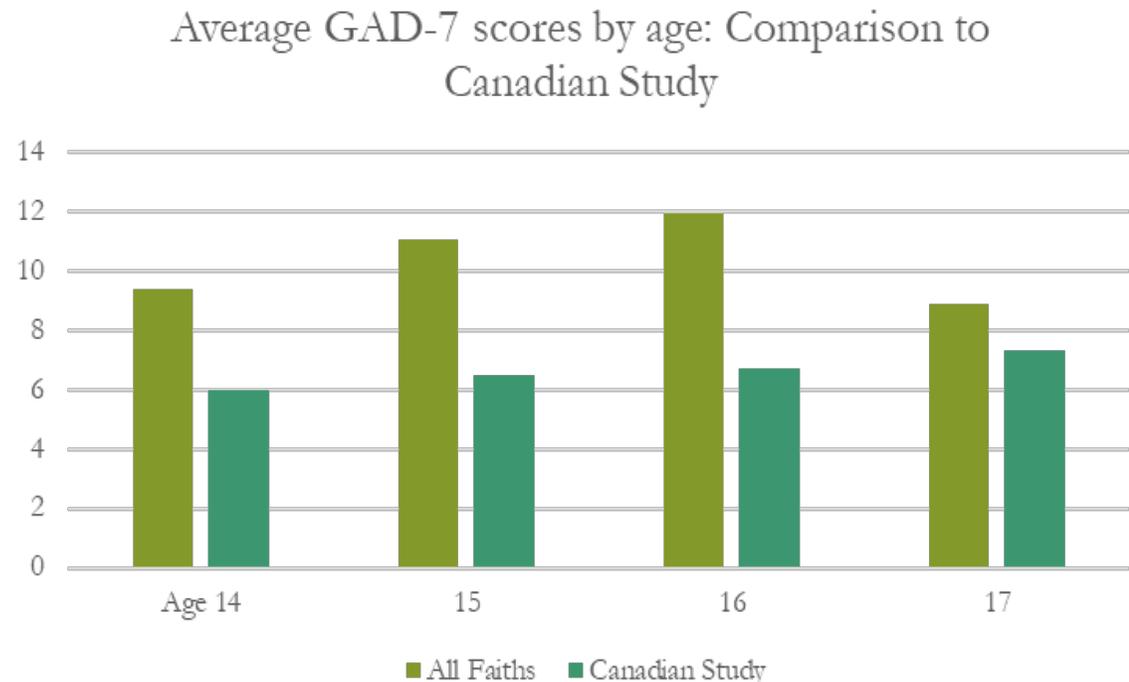
- Invite staff and clients to discuss:
  - How to interpret results
  - Different ways to analyze your data
  - Figure out what's unclear
  - Changes to evaluation plan for next time
  - Next steps/recommendations
- Develop the narrative

Reporting as Mission Time

- **Final Report**s' 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?
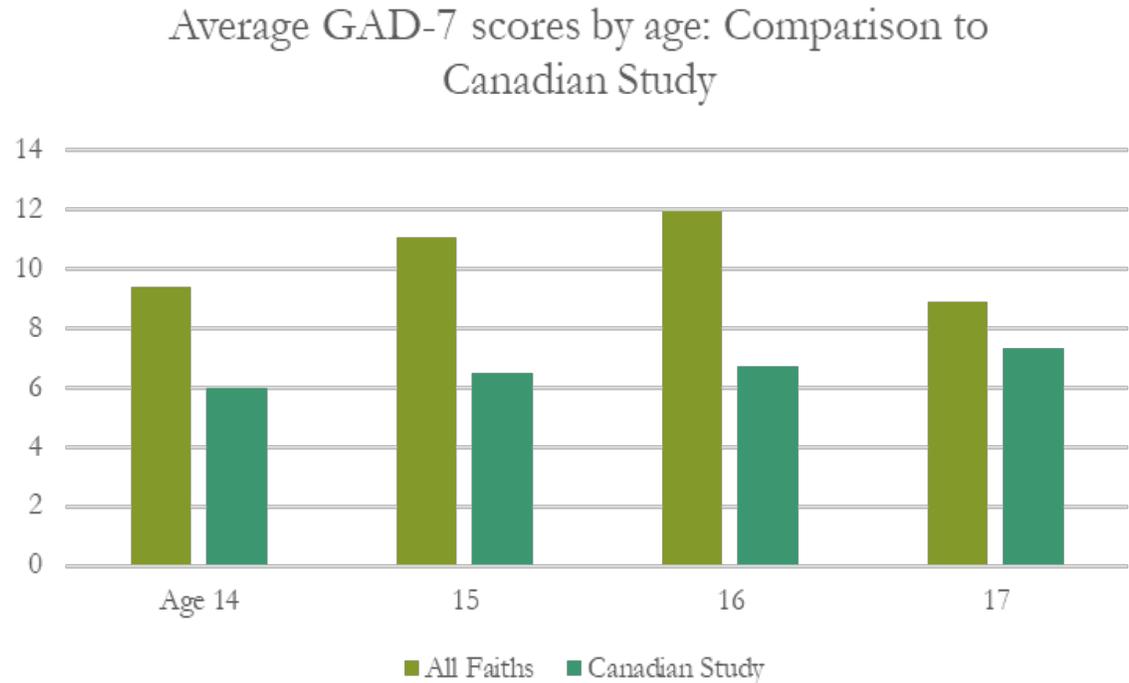
Presenting quantitative results

- What's 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.

Average GAD-7 scores by age: Comparison to Canadian Study
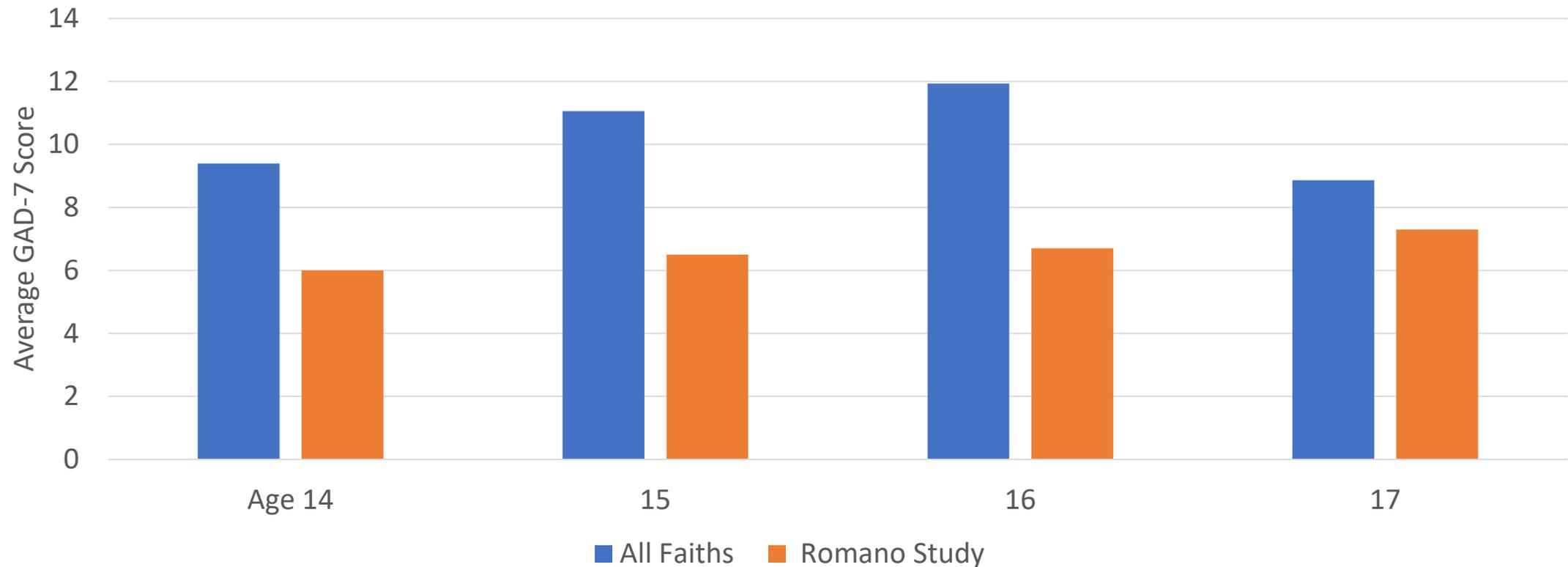
Presenting quantitative results

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

- Title has to be clear and descriptive
- Axes labels
- Avoid decimals!
- Use footnotes to clarify

Average GAD-7 scores by age: Comparison to Canadian Study

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 [videos](#) to help you code and do thematic analysis)

- A theme is akin to a newspaper headline. For each theme, add an explanation and a sample quotation that illustrates your point.
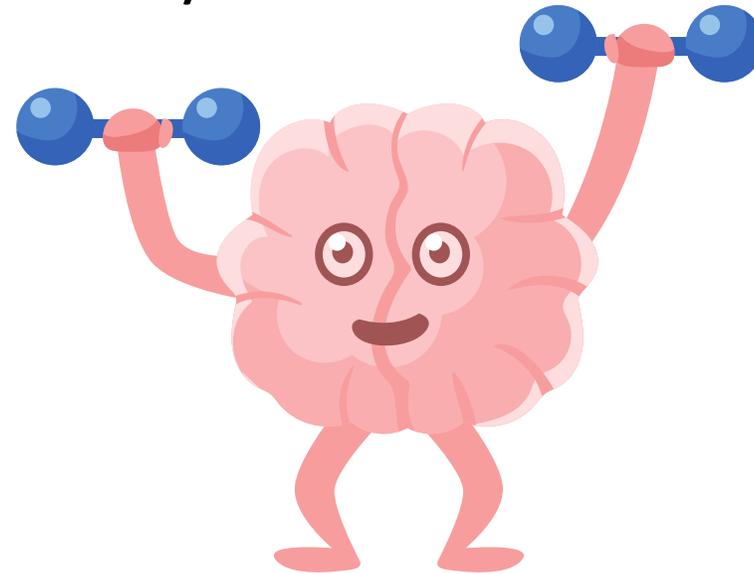
Presenting Qualitative Results

- Example from 2021

EVAL^2: Data Reports

- Evallab.unm.edu ➡ Learning Center ➡ Evaluation of the Evaluation Lab
  - ECHO Learning Community
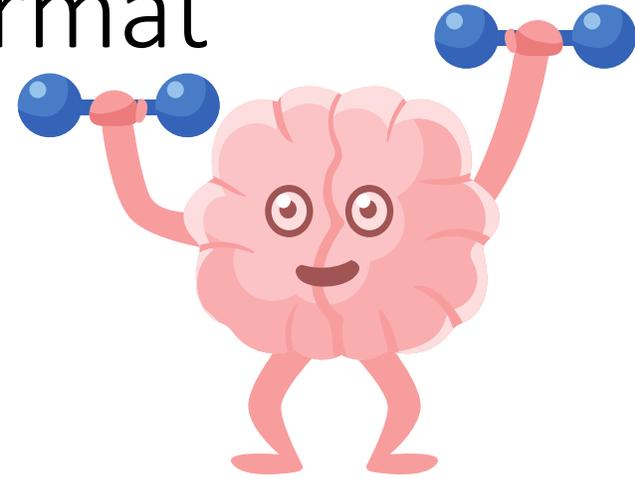 - Student focus group

Comprehensive Evaluation Reports

- Compile data from multiple data reports

- 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

Examples

- [CYFD / DVOTI Evaluation](#)

- [PB&J Eval Lab Report](#)

- Student Evaluation of the MPP

Dissemination

- Post online

- Incorporate into annual report

- Shared drive

- Infographics for your monthly/annual letters to partners.

- Posters!!