

[INSERT NOFO HERE]

Recipient Evaluation Deliverable Guidance & TA Tool Year 2-Efficiency Improvement Plan and Process Model

Note: hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-20HP)8 Public reporting burden of this collection of information is estimated to average

Each year [INSERT NOFO HERE] recipients are required to submit an evaluation deliverable to report findings from the previous year's evaluation efforts. It should reflect the specific evaluation core area outlined in the [INSERT NOFO HERE] *Evaluation and Performance Measurement Plan (EPMP) Guidance*. In **Year 2**, recipients are required to submit an **Efficiency Improvement Plan and Process Model** that describes the evaluation core area of **Efficiency**. This reporting deliverable provides recipients the chance to assess efficiencies gained and identify opportunities for improving the efficiencies of the program by understanding how resources and program inputs are being used to reach the desired outcomes.

The reporting deliverable includes a **Year 2 Evaluation Overview** and an **Efficiency Improvement Plan and Process Model** for each strategy evaluated. This reporting deliverable is due to CDC on [INSERT DUE DATE HERE]. Specific instructions for submission and additional guidance will be provided prior to that date. The reporting deliverable will require up to 8 hours to complete.

The **Year 2 Evaluation Overview** (1 page) should include (Table 1 in TA Tool):

- ✦ **Overview of the program:** *Provide a brief statement of the public health problem or burden that your program aims to address. This section should also describe the strategies that your program has selected to evaluate, the intended outcomes of these strategies, and the priority population targeted.*
- ✦ **Purpose of the evaluation:** *Describe the general purpose of the evaluation in Year 2.*
- ✦ **Overarching evaluation questions:** *Provide the evaluation questions for the core area of efficiency that you evaluated in Year 2.*
- ✦ **Methods:** *Describe the evaluation design, data collection methods, and data analysis methods for the core area of efficiency evaluated in Year 2.*

The **Efficiency Improvement Plan and Process Model** (2 pages) should include (Table 2 in TA Tool):

- ✦ **Year 2 process narrative:** *Describe the activities implemented for the selected strategy and the current processes implemented at each level of the program (e.g., if the selected strategy is implemented in three health systems and five community-based organizations, you would describe activities and processes implemented at the health department, health system, and community-based organization level).*
- ✦ **Year 2 analysis of inefficiencies:** *Based on your evaluation findings, describe where perceived or actual inefficiencies exist in the flow from resources (i.e., infrastructure, management, staffing, partners, financial or technological resources) to program activities and how this affects programmatic outputs and short-term outcomes.*
- ✦ **Program improvements:** *Describe what programmatic changes have been and will be implemented in response to perceived and actual inefficiencies to improve the flow of resources for the selected strategy in subsequent years. Describe how these changes will more efficiently lead to the intended programmatic outputs, short-term outcomes, and health impact. If applicable, describe any barriers to reducing inefficiencies in your program.*
- ✦ **Benchmarks tracked in Year 3:** *Describe what indicators for the selected strategy will be tracked in Year 3 related to program effectiveness. Please also describe any changes that will be made to the evaluation based on the Year 2 evaluation findings.*
- ✦ **Process Model:** *Provide a visual representation of how the processes for strategy implementation link to the programmatic outputs and short-term outcomes. The purpose of the process model is to detail specific activities or*

[INSERT NOFO HERE]

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processes within each strategy to help you better understand where efficiencies and inefficiencies might exist. CDC will provide an example in Year 2. At minimum, your Process Model should include a depiction of the relationship between:

- o Inputs/resources being used (i.e., infrastructure, management, staffing, partners, financial or technological resources)*
- o Activities being implemented*
- o Actual or perceived efficiencies, inefficiencies, and bottlenecks*
- o Programmatic outputs that these activities are expected to result in*
- o Intended short-term, intermediate, and long-term outcomes*

Note: The Efficiency Improvement Plan and Process Model is designed to provide a high-level summary of evaluation methods and findings. Recipients may include appendices with supplemental evaluation findings and data collection tools.



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Table 1. Year 2 Evaluation Overview (TA Tool)

Note: Please provide updated information and data for Table 1 which may come from your updated Year 2 evaluation plan or from Year 1 evaluation findings.

Overview of the Program	Purpose of evaluation		
<p>Please provide a brief statement of the problem or burden for your program, describe the strategies you've selected to evaluate, the intended outcomes, and priority population served (be sure to include updated prevalence and baseline data and preliminary CVD findings). Please also describe the history, background and context of your organization and the program as it relates to your Year 2 findings.</p>	<p>Describe the general purpose of the evaluation in Year 2. Information can be taken from the Year 2 evaluation plan.</p>		
	<p>Overarching Evaluation Questions</p>		
	<p>Provide the overarching Efficiency Core Area evaluation questions you assessed in Year 2. Information can be taken from the multi-year and Year 2 evaluation plan.</p>		
	<p>Strategy 1.</p>		
	<p>Strategy 2.</p>		
	<p>Strategy 3.</p>		
	<p>Methods</p>		
	<p>Describe the evaluation design, data collection and data analysis methods for the Efficiency core area evaluated in Year 2. Information can be taken from the Year 2 evaluation plan.</p>		
	<p>Evaluation Design</p>	<p>Evaluation Data Collection and Analysis Methods</p>	
	<p>Strategy 1.</p>		
<p>Strategy 2.</p>			
<p>Strategy 3.</p>			



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Recipient Evaluation Deliverable Guidance & TA Tool
Year 2-Efficiency Improvement Plan and Process Model

Table 2. Efficiency Improvement Plan and Process Model (TA Tool)

Strategy 1:	
Finding	Description
Year 2 Process Narrative	<i>Describe the activities implemented for the selected strategy and the current processes implemented at each level of the program (e.g., if the selected strategy is implemented in three health systems, and five community-based organizations, you would describe activities and processes implemented at the health department, health system, and community-based organization level).</i>
Year 2 Analysis of Inefficiencies	<i>Based on your evaluation findings, describe where perceived or actual inefficiencies exist in the flow from resources (i.e., infrastructure, management, staffing, partners, financial or technological resources) to program activities and how this affects programmatic outputs and short-term outcomes.</i>
Program improvements	<i>Describe what programmatic changes have been and will be implemented in response to perceived and actual inefficiencies to improve the flow of resources for the selected strategy in subsequent years. Describe how these changes will more efficiently lead to the intended programmatic outputs, short-term outcomes, and health impact. If applicable, describe any barriers to reducing inefficiencies in your program.</i>
Benchmarks tracked in Year 3 (process or outcome measures)	<i>Describe what indicators for the selected strategy will be tracked in Year 3 related to program effectiveness. Please also describe any changes that will be made to the evaluation based on the Year 2 evaluation findings.</i>



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Year 2-Efficiency Improvement Plan and Process Model**

Process Model for Strategy 1: *Provide a visual representation of how the processes for strategy implementation link to the programmatic outputs and short-term outcomes.*

INSERT MODEL HERE



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Strategy 2:	
Finding	Description
Year 2 Process Narrative	<i>Describe the activities implemented for the selected strategy and the current processes implemented at each level of the program (e.g., if the selected strategy is implemented in three health systems, and five community-based organizations, you would describe activities and processes implemented at the health department, health system, and community-based organization level).</i>
Year 2 Analysis of Inefficiencies	<i>Based on your evaluation findings, describe where perceived or actual inefficiencies exist in the flow from resources (i.e., infrastructure, management, staffing, partners, financial or technological resources) to program activities and how this affects programmatic outputs and short-term outcomes.</i>
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Process Model for Strategy 1: *Provide a visual representation of how the processes for strategy implementation link to the programmatic outputs and short-term outcomes.*

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Strategy 3:	
Finding	Description
Year 2 Process Narrative	<i>Describe the activities implemented for the selected strategy and the current processes implemented at each level of the program (e.g., if the selected strategy is implemented in three health systems, and five community-based organizations, you would describe activities and processes implemented at the health department, health system, and community-based organization level).</i>
Year 2 Analysis of Inefficiencies	<i>Based on your evaluation findings, describe where perceived or actual inefficiencies exist in the flow from resources (i.e., infrastructure, management, staffing, partners, financial or technological resources) to program activities and how this affects programmatic outputs and short-term outcomes.</i>
Program improvements	<i>Describe what programmatic changes have been and will be implemented in response to perceived and actual inefficiencies to improve the flow of resources for the selected strategy in subsequent years. Describe how these changes will more efficiently lead to the intended programmatic outputs, short-term outcomes, and health impact. If applicable, describe any barriers to reducing inefficiencies in your program.</i>
Benchmarks tracked in Year 3 (process or outcome measures)	<i>Describe what indicators for the selected strategy will be tracked in Year 3 related to program effectiveness. Please also describe any changes that will be made to the evaluation based on the Year 2 evaluation findings.</i>



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Process Model for Strategy 1: *Provide a visual representation of how the processes for strategy implementation link to the programmatic outputs and short-term outcomes.*

INSERT MODEL HERE

