

Final Descriptive Evaluation Report Text Template for Healthy Marriage and Responsible Fatherhood Grantees

[Feel free to add graphic or logo]

Descriptive evaluation of [Intervention Name] in [Geographic Area]

Final Descriptive Evaluation Report for

[Grantee Organization]

[Date]

Prepared by

[Evaluation authors, and each author's affiliation]

Recommended Citation:

[In this space, please specify the citation for this report.]

Acknowledgements:

[In this space, please list contributors to this evaluation report including reviewers and editors that you would like to acknowledge; feel free to acknowledge any persons critical in making the evaluation possible, the program implementation possible, etc.]

Disclosure:

[In this space, please disclose any conflict of interest, financial or otherwise]

This publication was prepared under Grant Number [Insert Grant Number] from the Office of Family Assistance (OFA) within the Administration for Children and Families (ACF), U. S. Department of Health & Human Services (HHS). The views expressed in this report are those of the authors and do not necessarily represent the policies of HHS, ACF, or OFA.

Structured Abstract: “A Descriptive Evaluation of [Intervention Name] in [Geographic Area]”

[In no more than one page, summarize (1) the objectives and key services offered by the program; (2) the main focus of the descriptive study; (3) the number of sites that participated in the study; (4) the number of clients enrolled and the number with complete data for the outcomes study (*if applicable*); (5) key types of data and size of samples for the implementation study (*if applicable*); and (6) key conclusions, lessons learned from this work, and notable limitations.]

DESCRIPTIVE EVALUATION OF [INTERVENTION NAME] IN [GEOGRAPHIC AREA]

I. Introduction

A. Introduction and study overview

[Copy and paste text/Start writing here.]

B. Description of the intended intervention

[Copy and paste text/Start writing here.]

[Tables I.1 and I.2 here]

NOTE: The remainder of this document provides one option for organizing the study methods, data, and findings. For your study, if it makes more sense to structure the report differently please discuss with your ETTA. For example, if you conducted only an outcomes study or only an implementation analysis, either section II or section III below would need to be deleted. As another example, if data and analysis methods differed across research questions, one alternative is to organize the report by research question (present a research question, discuss the data and analysis approach used to address the research question, discuss the findings, then move to the next research question).

II. Process/implementation study (if applicable)

A. Research questions

[Copy and paste text/Start writing here.]

B. Study design

[Copy and paste text/Start writing here.]

1. Sample formation

[Copy and paste text/Start writing here.]

[Table II.1 here]

2. Data collection

[Copy and paste text/Start writing here.]

[Table II.2 here]

3. Data preparation and measures

[Discuss how qualitative measures were developed; coding, reliability, etc.]

[Table II.3 here]

C. Findings and analysis approach

1. [Research question one]

Key findings

[Insert text here]

2. [Research question two]

Key findings

[Insert text here]

III. Outcomes study (*if applicable*)

A. Research questions

[Copy and paste text/Start writing here.]

B. Study design

[Copy and paste text/Start writing here.]

1. Sample formation

[Copy and paste text/Start writing here.]

2. Data collection

[Copy and paste text/Start writing here.]

[Table III.1 here]

3. Analytic sample, outcomes, and descriptive statistics

[Copy and paste text/Start writing here.]

[Tables III.2, III.3, and III.4 here]

C. Findings and analysis approach

1. [Research question one]

Key findings

[Insert text here]

2. [Research question two]

Key findings

[Insert text here]

[Tables III.5 and III.6 or other tables showing findings can be placed in this section]

IV. Discussion and Conclusions

[Copy and paste text/Start writing here.]

V. References

[Copy and paste text/Start writing here.]

VI. Appendices

Based on our guidance for the report sections, the report **may** include the following appendices (note: it may not be necessary to include all of these appendices):

- A. Logic model (or theory of change) for program
- B. Details of the process/implementation analysis organized by research question. For questions that involve data coding or complex analysis, discuss the details in this appendix.
- C. Methods used to clean and prepare data for the outcomes study (including more detailed descriptions of how missing and inconsistent data were handled) [Tables C.1 and C.2 if applicable.]
- D. Attrition analyses and tables [Table D.1]
- E. Details of the outcomes analysis organized by research question. For questions that involve data coding or complex analysis, discuss the details in this appendix.
- F. Data collection instruments