

# **Final Descriptive Evaluation Report Tables Template for Healthy Marriage and Responsible Fatherhood Grantees**



**NOTE:** In all tables and figures in this template, example information is included *in italics*. Please use as a guide and remove before completing tables/figures. Please use a regular font for information in the tables.

**Table I.1. Description of intended intervention components and target populations**

<b>Component</b>	<b>Curriculum and content</b>	<b>Dosage and schedule</b>	<b>Delivery</b>	<b>Target Population</b>
<i>Relationship skills workshops</i>	<i>Healthy relationships curriculum: Understanding partner's perspectives; avoiding destructive conflict; and communicating effectively</i>	<i>20 hours, with 2-hour sessions occurring twice a week, or 4-hour sessions occurring every Saturday</i>	<i>Group lessons provided at the intervention's facilities by two trained facilitators in every session</i>	<i>Low-income married couples</i>
<i>Economic stability workshops</i>	<i>Resume preparation; interview and communication skills; appropriate work attire; financial literacy</i>	<i>Monthly 2-hour workshops</i>	<i>Workshops are provided by one facilitator</i>	<i>Individual members of the couple who need job search assistance</i>

**Table I.2. Staff training and development to support intervention components**

<b>Component</b>	<b>Education and initial training of staff</b>	<b>Ongoing training of staff</b>
<i>Relationship skills workshops</i>	<i>Facilitators are male and female and hold at least a bachelor's degree and received four days of initial training.</i>	<i>Facilitators receive a half-day of semi-annual refresher training in the intervention's curricula from study staff.</i>
<i>Economic stability workshops</i>	<i>Facilitators are male and female and hold at least a bachelor's degree and received two days of initial training.</i>	<i>Facilitators receive a half-day of semi-annual refresher training in the intervention's curricula from study staff.</i>

**Table II.1. Characteristics of participants in implementation/process study**

Characteristic	Focus group participants	Another sample used for the study - label here
<i>Age</i>		
<i>Female (%)</i>		
<i>Race/ethnicity (%)</i>		
<i>Hispanic</i>		
<i>Non-Hispanic White</i>		
<i>Non-Hispanic Black</i>		
<i>Non-Hispanic Asian</i>		
<i>Relationship status (%)</i>		
<i>Married or partnered</i>		
<i>Single</i>		
<i>Other important characteristics</i>		
<i>Sample size</i>		

Source: [Insert]

Notes: [Define any variables that are constructed or need a definition for clarity. Provide any other information needed to understand the table.]

**Note:** Please add columns for different samples used for different research questions in the process/implementation study. For example, one column could list characteristics of focus group participants; another could list characteristics of individuals responding to feedback surveys.

**Table II.2. Data used to address process/implementation research questions**

Implementation element	Research question	Data source	Timing/frequency of data collection	Party responsible for data collection
Fidelity	<i>Were all intended intervention components offered and for the expected duration?</i>	<i>Workshop sessions in nFORM</i>	<i>All sessions delivered</i>	<i>Intervention staff</i>
Fidelity	<i>What content did the clients receive?</i>	<i>Fidelity tracking log or protocol; attendance logs; session observations</i>	<i>Every session for fidelity tracking and attendance logs; two times a year for session observations</i>	<i>Intervention staff for fidelity tracking and attendance logs; study staff for session observations</i>
Fidelity	<i>Who delivered services to clients?</i>	<i>Staff applications; hiring records; training logs</i>	<i>One time X months after start of implementation; annually</i>	<i>Intervention staff</i>
Fidelity	<i>What were the unplanned adaptations to key intervention components?</i>	<i>Adaptation request; work plan; 6-month progress report; annual progress report</i>	<i>Annually; ad hoc</i>	<i>Intervention staff; study staff</i>
Dosage	<i>How often did clients participate in the intervention on average?</i>	<i>Workshop sessions and individual service contacts in nFORM; attendance logs</i>	<i>All sessions delivered</i>	<i>Intervention staff</i>
Quality	<i>What was the quality of staff-participant interactions?</i>	<i>Observations of interaction quality, using protocol developed by study staff</i>	<i>X percent of sessions selected at random for observation</i>	<i>Study staff</i>
Engagement	<i>How engaged were clients in the intervention?</i>	<i>Observations of engagement, possibly using an engagement assessment tool; ratings from facilitator fidelity logs; engagement ratings from participant satisfaction surveys</i>	<i>Y percent of sessions selected at random for observation</i>	<i>Study staff</i>
Context	<i>What other HM/RF programming was available to study participants?</i>	<i>Interviews with staff from partnering agencies in the community; survey items on baseline and follow-up assessments; websites of other agencies in the community providing HM/RF programming</i>	<i>Once a year; ad hoc</i>	<i>Study staff</i>
Context	<i>What external events affected implementation?</i>	<i>Interviews with community/county representatives; list of site/school closures</i>	<i>Once a year; ad hoc</i>	<i>Study staff</i>

Note: [Anything important to note about the information above]

**Table II.3. Measures used to address process/implementation research questions**

Implementation element	Research question	Measures
Fidelity	<i>Were all intended intervention components offered and for the expected duration?</i>	<ul style="list-style-type: none"> <li>• Total number of sessions delivered</li> <li>• Average session duration, calculated as the average of the recorded session lengths (in minutes)</li> </ul>
Fidelity	<i>What content did the clients receive?</i>	<ul style="list-style-type: none"> <li>• Total number of topics covered, calculated as the average of the total number of topics checked by each intervention facilitator in the daily fidelity tracking log or protocol</li> </ul>
Fidelity	<i>Who delivered services to clients?</i>	<ul style="list-style-type: none"> <li>• Number and type of staff delivering services to study participants, such as the number of session facilitators and case managers</li> <li>• Percentage of staff trained, calculated as the number of staff who were trained divided by the total number of staff who delivered the intervention</li> </ul>
Fidelity	<i>What were the unplanned adaptations to key intervention components?</i>	<ul style="list-style-type: none"> <li>• List of unplanned adaptations, such as a change in setting, sessions added or deleted, and components cut</li> </ul>
Dosage	<i>How often did clients participate in the intervention on average?</i>	<ul style="list-style-type: none"> <li>• Average number (or percentage) of sessions clients attended</li> <li>• Percentage of the sample attending the required or recommended proportion of sessions</li> <li>• Percentage of the sample that did not attend any sessions</li> </ul>
Quality	<i>What was the quality of staff–participant interactions?</i>	<ul style="list-style-type: none"> <li>• Percentage of sessions with high quality interactions, calculated as the percentage of observed interactions that study staff scored as “high quality”</li> </ul>
Engagement	<i>How engaged were clients in the intervention?</i>	<ul style="list-style-type: none"> <li>• Percentage of sessions with moderate participant engagement, calculated as the percentage of sessions in which study staff scored participants’ engagement as “moderately engaged” or higher</li> <li>• Average engagement rating, calculated as the average of engagement scale scores (ranging from 1–5, for example) across satisfaction surveys</li> </ul>
Context	<i>What other HM/RF programming was available to study participants?</i>	<ul style="list-style-type: none"> <li>• Percentage of the sample receiving HM/RF programming from other providers, constructed from clients’ survey data on experiences outside of the current intervention</li> <li>• List of HM/RF programming available to study participants outside of the current intervention, as described on the websites from other agencies in the community</li> </ul>
Context	<i>What external events affected implementation?</i>	<ul style="list-style-type: none"> <li>• Example: Number of sites/schools that were closed as a result of turnaround initiatives in the county or school district (unrelated to the HM/RF programming), if any</li> <li>• Example: Hurricane forced the site office to close for 1 month and 60 percent of enrolled participants moved out of the area.</li> </ul>

Notes: [Anything important to note about the information above]

**Table III.1. Sources of data used to address outcomes study research questions**

Data source	Timing of data collection	Mode of data collection	Start and end date of data collection
<i>Intervention participants</i>	<i>At the first workshop (1 month after enrollment)</i>	<i>In-person online survey</i>	<i>September 2016 through March 2019</i>

Notes: [Anything important to note about the information above]

**Table III.2. Outcomes study analytic sample**

Number of individuals	Number of individuals	Number of couples (if applicable)
Enrolled in the program		
Completed a baseline survey		
Completed post-program survey (accounts for item non-response and any other analysis restrictions)		
Attrition rate (%)		
Completed [ <i>another follow-up</i> ] survey (accounts for item non-response and any other analysis restrictions)		
Attrition rate (%)		

Source: [Insert]

Notes: [Anything important to note about the information above]

**Note: The last sample size row of this table should be the final analytic sample.**

**Table III.3. Characteristics of participants in the outcomes study at baseline**

Characteristic	Average at baseline	Another sample used for the study – if applicable (label here or delete this column)
<i>Age</i>		
<i>Female (%)</i>		
<i>Race/ethnicity (%)</i>		
<i>Hispanic</i>		
<i>Non-Hispanic White</i>		
<i>Non-Hispanic Black</i>		
<i>Non-Hispanic Asian</i>		
<i>Relationship status (%)</i>		
<i>Married or partnered</i>		
<i>Single</i>		
<i>Outcome measure 1 (range: 1 to 5)</i>		
<i>Outcome measure 2</i>		
<b>Sample size</b>		

Source: [Insert]

Notes: [Define any variables that are constructed or need a definition for clarity. Provide any other information needed to understand the table.]

**NOTE: Include key characteristics such as income, education level, ex-offender status, or others relevant to your target population.**

**Table III.4. Outcome measures used to answer the outcomes study research questions**

Outcome name	Description of the outcome measure	Source of the measure	Timing of measure
<i>Marital status</i>	<i>The outcome measure is a yes/no response taken directly from the question in the survey, "Are you currently married?"</i>	<i>nFORM exit survey</i>	<i>A post-test (immediately after the intervention ends)</i>
<i>Level of affection</i>	<i>The outcome measure is a scale (value range 1 to 5) calculated from both partners' responses as the average of five survey items measuring support, intimacy, commitment, trust, and friendship.</i>	<i>Local follow-up survey</i>	<i>3 months after the intervention ends</i>
<b>Cronbach's alpha:</b> <i>[enter number]</i>			



**Table III.5. Sample table to demonstrate changes in outcome measures from baseline to follow-up**

Outcome	Sample size	Mean outcome at baseline	Mean outcome at follow-up	Difference in means	p-value of the difference

\*Significantly different from zero at the .10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the .05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the .01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

Note: this table can be adapted to show differences between subgroups, for example, those receiving weekend workshops and those receiving once per week workshops.

**Table III.6. Sample table to show the probability of receiving a service for participants with different characteristics**

(1)	
<i>Characteristic 1</i>	<i>coefficient from regression</i> <i>(standard error of coefficient)</i>
<i>Characteristic 2</i>	<i>coefficient from regression</i> <i>(standard error of coefficient)</i>

*Sample size*

\*Significantly different from zero at the .10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the .05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the .01 level, two-tailed [or one-tailed] test.

Source: [Insert]

Notes: [Anything important to note about the information above]

**VIII. APPENDIX TABLES AND FIGURES TO SUPPLEMENT FINAL REPORT**

**Appendix C: Example table templates to summarize additional outcomes study findings from quantitative analyses (if applicable)**

**Table C.1. Sample table to demonstrate changes in outcome measures from baseline to follow-up**

Outcome	Sample size	Mean outcome at baseline	Mean outcome at follow-up	Difference in means	p-value of the difference

\*Significantly different from zero at the .10 level, two-tailed [or one-tailed] test.  
 \*\*Significantly different from zero at the .05 level, two-tailed [or one-tailed] test.  
 \*\*\*Significantly different from zero at the .01 level, two-tailed [or one-tailed] test.  
 Source: [Insert]  
 Notes: [Anything important to note about the information above]

**Table C.2. Sample table to show the probability of receiving a service for participants with different characteristics**

(1)	
<i>Characteristic 1</i>	<i>coefficient from regression</i> <i>(standard error of coefficient)</i>
<i>Characteristic 2</i>	<i>coefficient from regression</i> <i>(standard error of coefficient)</i>
<i>Sample size</i>	

\*Significantly different from zero at the .10 level, two-tailed [or one-tailed] test.  
 \*\*Significantly different from zero at the .05 level, two-tailed [or one-tailed] test.  
 \*\*\*Significantly different from zero at the .01 level, two-tailed [or one-tailed] test.  
 Source: [Insert]  
 Notes: [Anything important to note about the information above]

## Appendix D: Attrition Analyses

**Table D.1. Summary statistics of key baseline measures and baseline differences for the analytic sample compared with enrollees who did not complete follow-up data collection, for individuals/couples [survey follow-up period]**

Baseline measure	Mean for the analytic sample (standard deviation)	Mean for individuals (or couples) enrolled in the study but not in the analytic sample (standard deviation)	Difference (p-value of difference)
<i>Female (%)</i>			
<i>Race/ethnicity (%)</i>			
<i>Hispanic</i>			
<i>Non-Hispanic White</i>			
<i>Non-Hispanic Black</i>			
<i>Non-Hispanic Asian</i>			
<i>Socioeconomic status</i>			
<i>Outcome measure 1 (range: 1 to 5)</i>			
<i>Outcome measure 2</i>			
<i>Sample size</i>			

Notes: p-values are included in parentheses. The analytic sample includes [note how you defined this group]. [Anything else important to note about the information above]

**Reminder from instructions:** Please present an equivalence table for each analytic sample being used to answer the primary research questions.