

# **Descriptive Evaluation Final Report Template**

## **Healthy Marriage and Responsible Fatherhood Grant Recipients**

December 2024

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[Feel free to add graphic or logo]

# **Descriptive Evaluation of [Intervention Name] in [Geographic Area]**

**Final Descriptive Evaluation Report for**

**[Grant Recipient Organization]**

**[Date]**

Prepared by

[Evaluation authors, and each author's affiliation]

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**Recommended citation:**

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

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## **Acknowledgments:**

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

## **Disclosure:**

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

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**Structured abstract: *The Evaluation of [Intervention Name] in [Geographic Area]***

**Objective.** [Copy and paste text or start writing here.]

**Study design.** [Copy and paste text or start writing here.]

**Results.** [Copy and paste text or start writing here.]

**Conclusion.** [Copy and paste text or start writing here.]

Descriptive Evaluation of [intervention name] in [geographic area]

I. Introduction

[Copy and paste text or start writing here.]

II. Description of the intended program

[Provide an overview of the section here.]

A. Focal population

[Copy and paste text or start writing here.]

B. Program as intended

[Copy and paste text or start writing here.]

Table II.1. Description of intended intervention components, content, dosage and implementation schedule, delivery, and focal populations

Component	Content	Dosage and schedule	Delivery	Focal population

Table II.2. Staff education and training to support intervention components (initial and ongoing)

Component	Education and initial training	Ongoing training

III. Research questions

A. Outcomes study

1. Primary research questions

[Copy and paste text or start writing here.]

2. Secondary research question, as applicable

[Copy and paste text or start writing here.]

B. Implementation study research questions

[Copy and paste text or start writing here.]

IV. Design of the outcomes study

[Provide an overview of the section here.]

A. Data sources and data collection

[Copy and paste text or start writing here.]

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

B. Evaluation enrollment or sample

[Copy and paste text or start writing here.]

Table IV.2. Characteristics of participants in the outcomes study at baseline

Characteristic	Average at baseline	Subgroup A - if applicable [label here or delete this column]
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Characteristic	Average at baseline	Subgroup A - if applicable [label here or delete this column]
<b>Demographic characteristics</b>		
[Add rows as needed.]		

<b>Outcome measures</b>

[Add rows as needed.]

**Sample size**

Source: [Insert]

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

**C. Measures**

[Copy and paste text or start writing here.]

**Table IV.3. Outcome measures used to answer the research questions for the outcome study**

Research question	Outcome name	Description of the outcome measure	Source of the measure	Timing of measure

**D. Analysis approach**

[Copy and paste text or start writing here.]

**E. Sample attrition**

[Provide an overview of this section here.]



**Table IV.4. Outcomes study analytic sample**

Number of people	Number of people	Number of couples (if applicable)
Enrolled in the program		
Completed a baseline survey		
Completed post-program survey		
Response rate (%)		
Included in the analytic sample for Outcome A (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Included in the analytic sample for Outcome B (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Completed [ <i>another follow-up</i> ] survey		
Response rate (%)		
Included in the [time period] follow-up analytic sample for Outcome A (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Included in the [time period] follow-up analytic sample for Outcome B (accounts for item nonresponse and any other analysis restrictions)		
Attrition rate (%)		
Final analytic sample		
Overall attrition rate (%)		

Source: [Insert]

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

## V. Design of the implementation study

[Provide an overview of this section here.]

### A. Data sources and data collection

[Copy and paste text or start writing here.]

Table V.1. Data used to address process or implementation research questions

Implementati on element	Research question	Data source	Timing and frequency of data collection	Party responsible for data collection

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

B. Evaluation enrollment and sample

[Copy and paste text or start writing here.]

Table V.2. Characteristics of participants in implementation or process study at baseline

Characteristic	Focus group participants	Another sample used for the study [label here]
Age		
Female (%)		
Race or ethnicity (%)		
Hispanic		
Non-Hispanic White		
Non-Hispanic Black		
Non-Hispanic Asian		
Relationship status (%)		
Married or partnered		
Single		

Other important characteristics

Sample size

Source: [Insert]

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

C. Measures

[Copy and paste text or start writing here.]

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

Implementati on element	Research question	Measures
		•
		•

Implementati on element	Research question	Measures
		•
		•

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

## D. Analysis approach

[Copy and paste text or start writing here.]

## VI. Findings

[Provide an overview of this section here.]

### A. [Insert Research Question 1]

#### Key findings

[Copy and paste text or start writing here.]

**Table VI.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 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

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

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

Characteristic	Probability (standard error)
----------------	------------------------------

Sample size

\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

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

## **B. [Insert Research Question 2]**

### **Key findings**

[Copy and paste text or start writing here.]

## **VII. Discussion and conclusions**

[Provide an overview of this section here.]

### **A. Implications**

[Copy and paste text or start writing here.]

### **B. Equity considerations**

[Copy and paste text or start writing here.]

### **C. Limitations and future directions**

[Copy and paste text or start writing here.]

### **D. Other lessons learned**

[Copy and paste text or start writing here.]

## **VIII. References**

[Copy and paste text or start writing here.]

## **IX. Appendices**

Based on guidance for the report sections, the report **may** include the following appendices:

A. Logic model (or theory of change) for program

[Copy and paste text or start writing here.]

B. Attrition analyses and tables

[Copy and paste text or start writing here.]

Note: It may not be necessary to include all of these appendices.

Table B.1. Summary statistics of key baseline measures and baseline differences for the analytic sample compared with enrollees excluded from the analytic sample, for individual participants or 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)
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Female (%)			
Race or ethnicity (%)			
Hispanic			
Non-Hispanic White			
Non-Hispanic Black			
Non-Hispanic Asian			
Socioeconomic status			
Outcome Measure 1 (range: 1 to 5)			
Outcome Measure 2			
Sample size			

Notes: Table lists *p*-values in parentheses. The analytic sample includes [note how you defined this group]. [Anything else important to note about the information above]. Individual participants and couples were excluded from the analytic sample if [note any exclusionary criteria including survey nonresponse and item nonresponse].

C. Technical details on outcomes and implementation analyses

[Copy and paste text or start writing here.]

D. Additional analyses

[Copy and paste text or start writing here.]

**Table D.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 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

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

**Table D.2. Sample table to show percentage receiving a service for participants with various characteristics**

Characteristic	Percentage (Standard error)
Characteristic 1	Coefficient from regression (standard error of coefficient)
Characteristic 2	Coefficient from regression (standard error of coefficient)
Sample size	

\*Significantly different from zero at the 0.10 level, two-tailed [or one-tailed] test.

\*\*Significantly different from zero at the 0.05 level, two-tailed [or one-tailed] test.

\*\*\*Significantly different from zero at the 0.01 level, two-tailed [or one-tailed] test.

Source: [Insert]

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

## **E. Data collection instruments**

[Insert data collection instruments used to answer research questions.]