**Descriptive Evaluation Final Report Template**

**Healthy Marriage and Responsible Fatherhood Grant Recipients**

December 2024

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is ##-#; this number is valid through [DATE]. Public reporting burden for this collection of information is estimated to average 40 hours, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and revising it. This collection of information is voluntary for individuals, but the information is required from HMRF grant recipients to retain a benefit (Authority: 42 U.S.C. 603[a][2]).

**[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]

Recommended citation:

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

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.]

This publication was prepared under 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: *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.]

1. 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 |
| --- | --- | --- | --- |
|  |  |  |  |

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]** |
|  |  |  |
|  |  |  |
| **Demographic characteristics** |  |  |
| [Add rows as needed.] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Outcome measures** |  |  |
|  |  |  |
| [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 [*another follow-up*] 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

| Implementation 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

| Implementation 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)** |
| 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.]