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INSTRUMENT 7: SRAE DESCRIPTIVE STUDY ANALYSIS PLAN TEMPLATE

Descriptive Analysis Plan for [Grantee Name] – [DATE]

The Evaluation of [Program Name(s)] in [Geographic Area]

A. Implementation evaluation

This section describes the implementation analysis plan for the evaluation of [Program Name] in [Geographic Area].

1. Research questions

This section presents the research questions that will be addressed in the implementation evaluation.

[List implementation evaluation research questions]

Table 1. Research questions for each implementation element

Implementation element	Research question
Fidelity	•
Dosage	•
Quality	•
Engagement	•
Context	•

2. Program description

[Insert description of the intended program here. Note: copy these tables in section A.2 and B.2 as needed so that you can describe each program studied as part of your implementation evaluation (section A) and outcome evaluation (section B).]

Table 2. Description of intended activities for [Program]

Program activity	Curriculum and content	Dosage and schedule	Delivery

Table 3. Staff training and development to support activities for [Program]

Program activity	Education and initial training of staff	Ongoing training of staff

[If you implemented a program that is part of your implementation evaluation, but not part of your outcomes evaluation, please describe that program here.]

3. Evaluation design

a. Sample formation

[Insert text on sample formation here]

b. Data sources

[Insert text on data sources here]

Table 4. Data sources for addressing the research questions

Implementation element	Research question	Data source	Timing/frequency of data collection	Party responsible for data collection
Fidelity				
Dosage				
Quality				
Engagement				
Context				

[add rows as needed for other implementation elements]

c. Measurement

[Insert outcomes text here]

Table 5. Measures for addressing the research questions

Implementation element	Research question	Measures	Target
Fidelity	•		•
Dosage	•		•
Quality	•		•
Engagement	•		•
Context	•		•

[add rows as needed for other implementation elements]

4. Analysis methods

[Insert analysis methods text here]

a. Data preparation

[Insert analysis methods text here]

b. Analytic approach

[Insert analysis methods text here]

B. Youth outcomes evaluation

This section describes the outcomes analysis plan for the evaluation of [Program Name(s)] in [Geographic Area]].

1. Research questions

This section presents the research questions that will be addressed in the outcomes evaluation.

Table 6. Research questions for each outcome

Outcome	Research question

2. Program description

[List which program or programs described in Section A.2 are part of your outcomes evaluation, and for which samples.]

3. Evaluation design

a. Overview of design

[Insert brief description of design here]

b. Target population

[Insert target population text here]

c. Enrollment and consent process

[Insert description of the enrollment and consent process here]

d. Data collection

[Insert data collection text here]

Table 7. Sources of data to address the research questions

Research question to be addressed	Data source	Timing of data collection	Mode of data collection	Start and end date of data collection

e. Outcomes

[Insert outcomes text here]

Table 8. Outcomes used to answer the research questions

Outcome name	Source item	Constructed measure	Timing of measure
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4. Analysis methods

[Insert analysis methods text here]

a. Data cleaning

[Insert text on data cleaning here]

b. Analytic sample

[Insert text on defining the analytic sample here]

c. Missing data

[Insert text on handling missing data here]

d. Analytic approach

[Insert text on analytic approaches here]

i. Model specification

[Insert text here.]

ii. Covariates

Table 9. Covariates included in outcomes analysis

Covariate	Description of covariate

iii. Non-response analysis

[Insert text here.]

iv. Subgroup analysis

Table 10. Subgroup analyses in outcomes analysis

Subgroup	Outcome	Description of deviation from full-sample analytic methods