

2015-2016 PROGRAM EVALUATION REQUIREMENT

Annual evaluation reports for the twelve-month period ending June 30, 2016 are due by Monday, August 1, 2016 for contractors that are continuing from 2015.

For new contractors, evaluation reports are for the 6 months ending June 30, 2016, due August 1, 2016.

Evaluation Reports for the DSD Early Intervention Birth to Three Program will continue to be due semiannually on January 31st and July 31st of each year. Compliance with this contract requirement constitutes “submission” of this proposal item.

To summarize, unless otherwise indicated in the Program Requirements, Evaluation Reports for the 12 months ending June 30, 2016 are due August 1, 2016.

Evaluation reports must conform to the following, in format and content:

Using Column G of your Program Logic Model ([2016 RFP Item 25a](#)) for the current year’s program, identify the number and percentage of participants who have achieved each “Expected Outcome” for each program delivered. Using the Program Logic Model, the evaluation reports must consider actual outcomes achieved against outcomes projected in the logic model and must include a copy of the measurement tool (e.g., pre/post test, etc.) used to measure the achievement of the outcome. Using Column H of your Program Logic Model (Item 29a), describe modifications to program and/or indicators and/or projected level of achievement for future reporting periods, based on the findings of the evaluation.

Describe methods of data collection used. Describe how consumers and community members have been integrated into the process of evaluating the program, as appropriate, e.g., through satisfaction surveys, board and committee membership, public forums, etc. Include copies of any instruments used to collect feedback from consumers or the community. Give a specific example of how the results of this feedback have been used.

The Evaluation Reports must be submitted electronically to DHHSCA@milwaukeecountywi.gov in either Excel, Word, or PDF format. In order to ensure that the appropriate division receives the Evaluation Report, the subject line must include the Agency Name, Contracting Division, and Program Title to which the report applies.

In addition to the electronic submission, the evaluation reports may also be submitted to the following persons:

BHD (CARSD): Stefanie Beauchene, stefanie.beauchene@milwaukeecountywi.gov

Management Services: Diane Zettelmeier, diane.zettelmeier@milwaukeecountywi.gov

Housing: James Sponholz, james.sponholz@milwaukeecountywi.gov

Delinquency: Theresa Randall, theresa.randall@milwaukeecountywi.gov

Disabilities Services: Rachna Kalia, rachna.kalia@milwaukeecountywi.gov