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# Operationalizing Your SSIP Evaluation

## A Self-Assessment Tool

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## Operationalizing Your SSIP Evaluation: A Self-Assessment Tool

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During Phase III of your State Systemic Improvement Plan (SSIP), you will assess progress on implementing your SSIP. This assessment entails evaluating and reporting on progress toward short-term and long-term outcomes as well as the State-identified Measurable Result (SIMR). The purpose of this tool is to lead those within your state responsible for implementing your SSIP evaluation through the process of operationalizing your SSIP evaluation plan in tandem with implementation efforts.

As part of Phase II requirements, you will have developed an initial plan for evaluating your SSIP improvement processes and outcomes. An evaluation plan identifies the ways in which you will collect, analyze, use, and share data related to your SSIP. More specifically, this plan details what information you will collect and how, where, and when you will collect it. It identifies your research methods, those responsible for carrying out the plan, and relevant timelines. A high-quality evaluation helps you obtain meaningful information to assess implementation progress, identify and address implementation challenges, and determine the extent to which you are achieving the intended results. A strong evaluation plan is one that is realistic and can be implemented using resources available to your team. Effective evaluation can help build a culture of data use within your organization as staff and stakeholders collect, analyze, and use data to improve programs.

Planning and implementing evaluation activities are part of an iterative process. To maximize the effect of evaluation resources, it is important to revisit the evaluation plan and identify strengths, gaps, and weaknesses. The earlier in the evaluation process you identify challenges, the sooner you can address them and the more likely you will be to have high-quality, relevant data to use when you assess and report progress on achieving your improvement strategies.

Use this interactive self-assessment tool to gauge your team's progress on key components necessary for fully executing your SSIP evaluation plan and to identify action steps needed to realize the greatest benefit from your evaluation efforts. Download and complete the checklist below through individual self-reflection or as part of a group discussion. Select the radio button to identify whether each component is Not in place, Somewhat in place, or Mostly in place. Hover over a section for more information on that component.

	Not in place	Somewhat in place	Mostly in place
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### EVALUATION ROLES AND RESPONSIBILITIES

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| • We have well-defined roles for the following and have assigned staff to them: |                          |                          |                          |
| • developing, testing, finalizing measures                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • administering data collection components                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • receiving, cleaning, and storing evaluation data                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • monitoring data submissions and quality                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • analyzing data  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • summarizing results and sharing with stakeholders                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### LINKING ACTIVITIES TO OUTPUTS AND OUTCOMES

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| • We have clearly articulated the linkages between planned improvement strategies and intended outputs and outcomes. This articulation includes the following:                |                          |                          |                          |
| • a logic model or other written or graphical representation of these linkages  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • identified inputs (e.g., staff, time, resources); planned strategies and key activities; countable outputs; and measurable short-term, intermediate, and long-term outcomes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • We have involved stakeholders in linking planned activities and intended outputs and outcomes.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • We are using the logic model (or other representation) to guide implementation of improvement strategies and evaluation.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	Not in place	Somewhat in place	Mostly in place
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### EVALUATION QUESTIONS AND DESIGN

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>We have developed evaluation questions that the evaluation will seek to answer, including questions related to the following:           <ul style="list-style-type: none"> <li>gauging SSIP implementation progress and the extent to which activities have occurred as planned</li> <li>examining implementation and resulting outcomes of the coherent improvement strategies</li> <li>examining changes or improvements in infrastructure that support the SSIP</li> </ul> </li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>We have involved stakeholders in developing or reviewing evaluation questions.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>We have developed a general evaluation design, or framework, that will guide data collection and analysis.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### DATA COLLECTION

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>We have a clear understanding of the data sources/tools we will use to evaluate SSIP implementation and outcomes.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>We have determined what data we are already collecting and what new data collection tools/measures we need to evaluate the SSIP.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>For areas in which we need new data collection measures, we have acquired or developed high-quality tools/measures that will produce meaningful data to address our evaluation questions.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>We have a well-defined process for the following:           <ul style="list-style-type: none"> <li>identifying the participants (e.g., administrators, parents, teachers) of each evaluation activity and soliciting their participation</li> <li>training personnel responsible for collecting and managing data</li> <li>collecting data from intended participants</li> <li>minimizing burden on participants and chances of error</li> </ul> </li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>We have involved stakeholders in plans for data collection.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	Not in place	Somewhat in place	Mostly in place
<b><u>DATA ANALYSIS</u></b>			
• We have a well-defined plan for analyzing data and linking results back to the evaluation questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• We have a process in place for storing and cleaning data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• We have a clear vision for how we will use analyses in reports and other evaluation products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• We have involved stakeholders in plans for data analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>USING AND SHARING DATA</u></b>			
• We have a process in place that identifies the following:			
• how often data will be reviewed to assess progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• who, including stakeholders, will be involved in the review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• how we can make changes to coherent improvement strategies as a result of data reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• We have a clear, documented plan for how we will do the following:			
• assess progress toward achieving intended outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• use data to inform and improve next steps in SSIP implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• disseminate evaluation results to stakeholders and involve stakeholders in data use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Action Steps to Move Forward on SSIP Evaluation

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Consider the following questions to guide next steps.

- **Reflect on what specific elements you have identified in the checklist as in place or not in place. What do you notice about gaps?**

- **What *specific* actions do you need to take to move forward on your SSIP evaluation? Do you need to prioritize these actions? If so, how?**

- **What questions about the evaluation do you need to take back to your team?**



- **Who on your team or, more broadly, in your state needs to be involved to move forward on your SSIP evaluation?**

- **What outside support or additional resources might you need (e.g., from a TA center, external evaluator) to move forward on your SSIP evaluation?**



## Additional Resources

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IDC has a number of resources to support your state with SSIP evaluation, including the following:

- [\*A Guide to SSIP Evaluation Planning\*](#). This guide provides information about the key components of a high-quality SSIP evaluation, noted in this checklist, as well as worksheets to help you develop and implement your plan.
- In addition to the above guide, the IDC website has various resources related to evaluating your SSIP, such as [\*Building an Effective Evaluation Team\*](#) and [\*Developing a Logic Model for Your SSIP Evaluation\*](#).

IDC offers states the opportunity to work with an entire team of technical assistance providers, including evaluation specialists. To access our services or if you have any questions, please contact your [IDC State Liaison](#).