**Evaluator Roles and Responsibilities**

A strong collaboration between project director/staff and the evaluator from the beginning of the grant can greatly enhance the implementation of the project. Below is a list of evaluation-related activities that should be completed during the implementation period of the grant.

**Implementation Period**

* Project director and evaluator should clearly define the roles and responsibilities of the evaluator (e.g., who will conduct site visits?)
* Project director and evaluator should determine if data sharing agreements are necessary, and execute if necessary.
* Evaluator, in collaboration with the project director, should establish data security protocols.
* Evaluator, in collaboration with the project director, should develop measures to assess whether the program is achieving its goals and objectives.
* Evaluator, in collaboration with the project director, should develop data collection forms, procedures, corresponding data dictionaries and databases.
* Project director and evaluator should establish data quality control procedures.
* Evaluator should train all staff on data collection protocols and use of data collection forms.
* Project director and evaluator should discuss potential variables to include in the Quarterly Progress Reports.
* Evaluator, in collaboration with the project director, should develop a logic model.
* Evaluator, in collaboration with the project director, should develop an evaluation design to determine whether the program is having its intended effects.
* Evaluator should prepare the Local Evaluation Plan, which is due to the BSCC on **December 31, 2024**.
* Evaluator and project director should meet on a regular basis.

**Service Delivery Period**

* Project director and evaluator should continue to meet on a regular basis.
* Evaluator should collaborate with service providers to monitor the data collection procedures and recommend changes as needed. Any changes should be documented and clearly communicated to all relevant parties.
* Evaluator should provide training on data collection protocols, as needed as a refresher or for new staff.
* Evaluator should ensure the security of stored data.
* Evaluator should monitor incoming data and provide updates, as needed.
* Evaluator should present findings to date, as needed.

**Data Evaluation Period**

* Evaluator should compile and analyze data across the entire grant period.
* Evaluator should prepare the Local Evaluation Report, due to the BSCC on **September 30, 2026**.