Missing & Murdered Indigenous People Grant Program

Local Evaluation Plan Webinar
November 12, 2025

- Introduction to Evaluations
- Local Evaluation Plan (LEP)
- Local Evaluation Report (LER)
- Collection of Race and Ethnicity Data
- Evaluation Tips and Suggestions

- Demonstrate the effectiveness of the project

- Provide accountability for the use of grant funds

- Add to the body of knowledge about the issue

- Ensure long term goals are met

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WHY ARE QUALITY LEPS AND LERS IMPORTANT

- ◆ **Communicate effectiveness of funded projects**

- ◆ **A good evaluation starts with a good plan**

- ◆ **Having an evaluation plan is a best practice**

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◆ **Benefits:**

  ◆ **Provide evaluation expertise**

  ◆ **Can guide local evaluation throughout project**

  ◆ **May improve evaluation objectivity**

  ◆ **Additional resource for planning and data analysis**

◆ **If hiring an evaluator is a viable option for you, we encourage you to do so at the earliest stage possible!**

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LOCAL EVALUATION PLAN (LEP)

- Purpose: Ensure that achievement of the project's goals and objectives can and will be assessed.

- Due by: April 30, 2026, 5 p.m. PST

- Resources:
  - Level One LEP LER Guidelines & LEP Template

- Minimum Requirements:
  - Cover Page
  - Project Overview
  - Data Collection Plan
  - Data Management
  - Data Analysis and Reporting

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- Cover Page
  - Identify the project, Agency & Associated Grant
- Project Overview (2 pages)
  - Activities, Service, Interventions, Purchasing Plans
  - Related to Goals & Objectives
  - Help the reader understand the project
  - Not the project need

Data Collection Plan

◆ Each project goal will have its own table of "Data Elements" (3 goals = 3 separate tables).

Data Collection Plan for Goal X (Table Template)

Goal X:	
Objective a:	
Objective b:	
Objective c:	
Objective d:	

	Data Elements	Data Sources	Frequency of Collection	Target
1.				☐Goal ☐Objective(s):
2.				☐Goal ☐Objective(s):
3.				☐Goal ☐Objective(s):

LEP – Data Collection Plan

- **Data element**: Describe the <u>information, values, or records</u> you'll collect that will inform progress towards your goals & objectives.
  - DO NOT write "qualitative" and/or "quantitative data."
  - DO NOT re-state goals/objectives or list activities/events/services.
- **Data source**: Describe <u>where, what, or from whom</u> the information ("data elements") were obtained.
- **Frequency of data collection**: Describe <u>how often</u> the information ("data elements") will be collected.
- **Target**: Identify <u>which goal and/or objective(s)</u> the data element(s) will measure progress for.

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LEP – Data Collection Plan (LEP Sample)

Goal 1 (Sample LEP): To increase access to outpatient treatment and transitional housing for justice-involved individuals with moderate to severe or persistent mental illness and co-occurring disorders.
Objective a: 75% of participants are enrolled in treatment.
Objective b: 90% of participants will be linked to treatment within 10 days of referral.
Objective c: 75% of participants with identified need for transitional housing units receive them, in conjunction with outpatient treatment services.

Data Elements	Data Sources	Frequency of Collection	Target
1. Number of participants enrolled in treatment	BHSD services database	Quarterly	☐ Goal ☒ Objective(s): a
2. Date of referral for treatment and enrollment date.	BHSD services database	Quarterly	☐ Goal ☒ Objective(s): b
3. Number of participants who received transitional housing units	BHSD housing database	Quarterly	☐ Goal ☒ Objective(s): c
4. Case management notes and treatment attendance	BHSD services database	Quarterly	☒ Goal ☒ Objective(s): a, b

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LEP – DATA COLLECTION PLAN: INTERACTIVE EXAMPLE

Goal 2:	Implement an MMIP prevention program to raise awareness of the MMIP crisis within the tribal community, strengthen cultural identity, increase protective factors, and decrease overall risk for being impacted by MMIP.
Objective a:	Establish a mentorship program for youth to connect with Elder mentors who will share traditional knowledge, teachings, stories, and practices that promote healing, resiliency, and cultural identity.
Objective b:	Provide activities and services focused on MMIP prevention, including healing and talking circles, MMIP awareness days, and self-defense classes to the tribal community.
Objective c:	Conduct MMIP education workshops about human trafficking, domestic violence, spousal abuse, and MMIP issues

Data Element	Data Source	Frequency of Collection	Target
1.			
2.			
3.			
4.			

LEP – DATA COLLECTION PLAN: INTERACTIVE EXAMPLE

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Data Element	Data Source	Frequency of Collection	Target
1. # of Elder mentors, # of mentees, mentors & mentees demographics, # of mentorship meetings held; mentee survey feedback; scores on cultural identity scales	Mentorship Program records, mentor meeting sign-in& sign up sheets, Mentorship Program Director; surveys, cultural identity assessment; mentee & mentor feedback	Every mentorship meeting (at least bi-weekly)	☒Goal: ☒Objective(s): a
2. Type of service/activity/events; # of occurrences of each event/activity/service type; # of attendees who attend; demographics of attendees; survey feedback, scores on MMIP knowledge assessments	Event sign-in sheets; MMIP Program records; surveys and questionnaires completed after event/activity; knowledge assessments given; community feedback	Healing/Talking circles - weekly; MMIP awareness days – bi-monthly; self-defense classes - monthly	☒Goal: ☒Objective(s): b
3. # of education/training workshops; type/subject of workshop; # of attendees; community response & feedback; level of knowledge about MMIP, trafficking, DV/SA issues	MMIP Program records; sign in-sheets from workshops; feedback forms; knowledge assessments given at end of workshops	At least Monthly	☒Goal: ☒Objective(s): c.
4. Overall degree of knowledge/preparedness for MMIP issues	Community gatherings; council meetings; focus group notes/records	At least quarterly	☒Goal: ___ ☐Objective(s):

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- Data Management (1 page)
  - Who implements your data collection plan(s)?
  - Describe data sharing agreements (if any)
  - How will you monitor data collection?
    - How will you make adjustments (if necessary)?
  - How will you know if anything is missing?
  - Where are you keeping your data once collected?

- Data Analysis and Reporting (1 page)
  - Who will analyze the data?
    - A project staff member? Outside Evaluator?
  - How will your data show progress towards your goals?
  - Analytical tools being used (e.g. excel, SPSS, SAS, R).
  - Who will write the LER?

Local Evaluation Report (LER)

LOCAL EVALUATION REPORT

- **Purpose:**
  - Assess the degree to which the project was able to achieve its goals and objectives.
  - Explain any pivots or deviations from the plan in the LEP.
- **Based on the original Local Evaluation Plan.**
- **Due by January 31, 2029, 5:00 PM PST**
- **Minimum Requirements:**

  - **Cover Page**
  - **Project Overview – related to impacts on goal achievement**
  - **Goal Achievements**

  - **Discussion**
  - **Grantee Highlight**
  - **Appendix (Optional)**

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COLLECTION OF ETHNIC ORIGIN, ETHNICITY, OR RACE DATA

- **GC 8310.5 – Required (Separate collection categories)**
  - Asian – Chinese, Japanese, Filipino, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, and Other
  - Pacific Islander – Native Hawaiian, Guamanian, Samoan, and Other
- **GC 8310.9**
  - Individuals have the option to designate multiple ethnic and racial designations.
  - These multiple designations are represented in any tabulated or reported race and ethnicity data.

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ETHNIC ORIGIN, ETHNICITY, OR RACE

Participant: _____

Instructions: Mark ALL boxes that apply. You may report more than one race/ethnicity group.

☐ **AMERICAN INDIAN OR ALASKAN NATIVE**

☐ **ASIAN** – Provide details below.

☐ Chinese   ☐ Vietnamese
☐ Japanese   ☐ Asian Indian
☐ Filipino   ☐ Laotian
☐ Korean   ☐ Cambodian

☐ Other – Specify below (one letter per box).

☐ **BLACK OR AFRICAN AMERICAN**

☐ **HISPANIC, LATINO, OR SPANISH**

☐ **MIDDLE EASTERN OR NORTH AFRICAN**

☐ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** – Provide details below.

☐ Native Hawaiian   ☐ Samoan
☐ Guamanian
☐ Other – Specify below (one letter per box).

☐ **WHITE**

☐ **OTHER ETHNIC ORIGIN, ETHNICITY, OR RACE** – Print below (one letter per box).

- **Evaluator Roles and Responsibilities**

- **Data Collection Tips**

- **Evaluation Resources**
  http://www.bscc.ca.gov/s_evaluationresources/

TECHNICAL ASSISTANCE IS AVAILABLE!

- **What is Technical Assistance (TA)?**
  - "Office hours" for help with fulfilling BSCC reporting requirements (QPRs, LEPs, LERs, etc).
  - Get assistance, clarifications, and ask about unique situations impacting reporting requirements.
  - Available upon request (email MMIP Inbox or Research staff)

- **Before requesting TA, make sure to review:**
  - QPR/LEP webinar recording(s)
  - Data Reporting Guide
  - LEP/LER Template & Guidelines
  - Grantee Resources Tab

Questions?