

A photograph of the California State Capitol building, showing its iconic dome and classical architecture against a clear blue sky. An American flag is visible on the left side of the building.

California Violence Intervention and Prevention Grant

Local Evaluation Plan Workshop

May 12, 2026

PURPOSE OF TODAY'S WORKSHOP

By the end of today's workshop, grantees will know the required components of a Local Evaluation Plan and be able to *apply practical tools* to develop an evaluation plan for their CalVIP-funded project.

AGENDA

Topic	Mins
Polls	3 – 5 mins
LEP Due Date & Minimum Requirements	1 – 2 mins
Cover Page and Project Overview	2 – 4 mins
Data Collection Plan & Exercise	10 – 20 mins
Group Discussion	10 – 20 mins
Data Management	5 – 7 mins
Data Analysis and Reporting	5 – 7 mins
LER Due Date & Minimum Requirements	1 – 2 mins
Tips/Suggestions	3 – 5 mins
Technical Assistance	1 – 2 mins
Q&A	10 mins

LOCAL EVALUATION PLAN (LEP)

- ◆ Due by: **September 30, 2026 by 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

LEP – COVER PAGE & PROJECT OVERVIEW

- ◆ 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**

LEP – DATA COLLECTION PLAN

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.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
3.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

LEP – DATA COLLECTION PLAN

- ◆ **Data element**: Describe the information, values, or records 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 where, what, or from whom the information (“data elements”) were obtained.
- ◆ **Frequency of data collection**: Describe how often the information (“data elements”) will be collected.
- ◆ **Target**: Identify which goal and/or objective(s) the data element(s) will measure progress for.

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.

<u>Data Elements</u>	<u>Data Sources</u>	<u>Frequency of Collection</u>	<u>Target</u>
1. Number of participants enrolled in treatment	BHSD services database	Quarterly	<input type="checkbox"/> Goal <input checked="" type="checkbox"/> Objective(s): a
2. Date of referral for treatment and enrollment date.	BHSD services database	Quarterly	<input type="checkbox"/> Goal <input checked="" type="checkbox"/> Objective(s): b
3. Number of participants who received transitional housing units	BHSD housing database	Quarterly	<input type="checkbox"/> Goal <input checked="" type="checkbox"/> Objective(s): c
4. Case management notes and treatment attendance	BHSD services database	Quarterly	<input checked="" type="checkbox"/> Goal <input checked="" type="checkbox"/> Objective(s): a, b

LEP – DATA MANAGEMENT

- ◆ 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?

LEP – DATA ANALYSIS & REPORTING

- ◆ 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 September 30, 2029, 5:00 PM PST**
- ◆ **Minimum Requirements:**
 - ◆ **Cover Page**
 - ◆ **Project Overview**
 - ◆ **Goal Achievements**
 - ◆ **Discussion**
 - ◆ **Grantee Highlight**

TIPS AND SUGGESTIONS (SEE HANDOUTS)

- [Local Evaluation Plan Template](#)
- [Local Evaluation Plan/Report Guidelines](#)
- [Data Collection Tips](#)
- [Evaluation Resources](#)
- [Evaluator Roles](#)
- [Race and Ethnicity Form](#)
- [Important Due Dates](#)

TECHNICAL ASSISTANCE IS AVAILABLE!

- ◆ “Office hours” for help with fulfilling BSCC reporting requirements (QPRs, LEPs, LERs, etc).
- ◆ Available upon request
 - ◆ CalVIP Cohort 5 Inbox (calvip5@bscc.ca.gov)
 - ◆ Research staff (Lindsay.Dearman@bscc.ca.gov or Megan.Jones@bscc.ca.gov)
 - ◆ RDA Consultants (RDA_TA@RDAconsulting.com)
- ◆ **Before requesting TA, make sure to review:**
 - ◆ QPR/LEP workshop recording(s)
 - ◆ LEP/LER Template & Guidelines
 - ◆ Grantee Resources Tab