

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 **January 3, 2023** OR **April 3, 2023** depending on when your grant contract began.
- ✓ 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 **December 31, 2025** regardless of when your grant contract began.