PROGRAM OVERVIEW

IVP PROGRAM & POLICY EVALUATION INSTITUTE

Call for Applications Opens: Tuesday, December 8, 2015
Technical Assistance Call: Tuesday, December 15, 2015
Application Deadline: Friday, February 12, 2016
**PROGRAM DESCRIPTION**

Program and policy strategies are fundamental elements of a public health approach to preventing injuries and violence. However, the impact of these strategies must be constantly assessed to better understand and enhance their effectiveness. Robust evaluations of program and policy strategies can contribute significantly to the improvement of public health practice, as they inform practitioners and policymakers about what prevention strategies are truly effective and how these strategies can be better implemented or enforced for maximal impact.

In order to strengthen skills and the evidence-base available for injury and violence prevention practice, the Safe States Alliance and the American Public Health Association (APHA) are now accepting applications for the 2016 *Injury and Violence Prevention (IVP) Program & Policy Evaluation Institute* (Evaluation Institute).

The primary goals of the Evaluation Institute are to:

- Enhance the ability of public health practitioners to plan and implement high-quality IVP program and policy evaluations through the application of evaluation strategies, techniques, and methods;
- Support ongoing collaborations and exchanges of evaluation-related knowledge between peers and practitioners; and
- Enhance the ability of state public health departments and their partner agencies to conduct IVP-related program and policy evaluations over time.

The Evaluation Institute includes three distinct components:

1. Participate in a multi-day (16 training hours) **Evaluation Workshop** in Atlanta, GA that is designed to help evaluation teams finalize and begin implementing an evaluation plan for their proposed program or policy;
2. Receive **customized technical assistance** (provided through a bank of "evaluation consultation" hours) designed to provide teams with access to evaluation experts that will support their specific evaluation planning and implementation activities throughout the entire Evaluation Institute; and
3. Engage in an online **Evaluation “Community of Practice”** that will provide a forum for teams to engage in ongoing discourse, collaboration, learning, and skill-building.

Through a competitive application process, up to eight (8) teams will be selected to participate in the Evaluation Institute. Additional program details are provided below. **The application deadline is Friday, February 12, 2016.**

**ELIGIBLE APPLICANTS**

Eligible applicants are state public health department programs or divisions that are responsible for injury and violence prevention (IVP) activities. Any division within the state health department that is responsible for implementing IVP-related activities (e.g., maternal and child health, emergency preparedness, etc.) is eligible to submit an application.

**Additional Considerations for Applicants:**

1. A state health department may submit applications for multiple interventions. However, should more than one application be selected for a state health department, the state should be prepared to have separate teams participate in the Evaluation Institute. Each team must be led by different state health department representatives.
2. The applicant cannot already have developed a final evaluation plan for the intervention included in the Evaluation Institute application, nor can the applicant have started any related evaluation activities.

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*Note for Rape Prevention and Education (RPE) program applicants: Although RPE programs have existing state program evaluation plans underway, the existence of these plans in no way precludes their ability to participate in the Evaluation Institute. RPE programs are encouraged to apply to the Evaluation Institute to support their evaluations of specific program and policy strategies.*
PROGRAM COMPONENTS

Selected state evaluation teams will participate in a program that includes three (3) distinct components:

1. **Evaluation Workshop:** Each state evaluation team will participate in a multi-day (16 training hours) evaluation workshop that will take place in Atlanta, GA. The primary goal of the workshop will be to help evaluation teams finalize and begin implementing an evaluation plan for their proposed program or policy. The workshop will feature “full group” training sessions, as well as customized sessions designed to meet the needs of program and policy evaluation teams.

   The Evaluation Workshop is tentatively scheduled to take place in May or June 2016. **Travel support will be provided for up to four (4) team members of each selected team to attend the Evaluation Workshop in Atlanta, GA.** Travel support will include roundtrip airfare, ground transportation, hotel accommodations, and per diem at the prevailing federal rate.

2. **Customized Technical Assistance Opportunities:** Each selected state evaluation team will receive a bank of “consultant hours” that can be utilized to obtain customized technical assistance from Evaluation Institute facilitators to support their specific evaluation planning and implementation activities. *(NOTE: Any additional technical assistance hours used beyond those provided to teams must be financially covered by the evaluation team.)*

3. **Community of Practice:** An evaluation-focused “Community of Practice” to provide a forum of discourse, collaboration, learning, and skill building among IVP practitioners. While the Community of Practice is open to all Safe States and APHA members, additional support and facilitation will be provided to evaluation teams for the duration of the Evaluation Institute.

EVALUATION TEAM COMPOSITION

Evaluation teams can be comprised of up to five individuals† from any sector or discipline (within or outside of the state health department). As the lead organization, the state health department has full discretion regarding the selection of additional members of the evaluation team. **The only mandatory member is a representative from the state health department, who must serve as the team leader.** However, all proposed team members must have been directly involved in (or connected to) the implementation of the program or policy.

If selected, the state health department representative will be responsible for all administrative and logistical responsibilities associated with his or her team’s participation in the Evaluation Institute.

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† Successful applicants may have up to four (4) team members supported to attend the in-person Evaluation Workshop. A fifth team member will be allowed to participate in Evaluation Institute activities; however, their travel to the Evaluation Workshop will not be funded.
EVALUATION TEAM MEMBER RESPONSIBILITIES AND REQUIREMENTS

All members selected to serve on a state evaluation team must commit to participating in all programmatic activities, which include, but may not be limited to:

- Completing all assigned individual and team-related work associated with the Evaluation Institute;
- Attending the multi-day (16 training hours) Evaluation Workshop;
- Participating in technical assistance interactions with Evaluation Institute facilitators using the team’s bank of “consultation hours”;
- Submitting a final evaluation plan;
- Submitting a summary “next steps” report, which will document all evaluation planning and implementation activities undertaken to date;
- Actively participating in the Evaluation “Community of Practice”; and
- Participating in a process and impact evaluation of the IVP Program & Policy Evaluation Institute, which may include completing surveys and participating in focus groups.

APPLICATION NARRATIVE: INSTRUCTIONS & REVIEW PROCESS

A panel of representatives from host organizations will review and assess all applications. Teams will be selected based on the strength of their application narratives. Narratives must include four (4) sections and will be scored on a 100-point scale. Points for each section are divided as follows:

1. Program or Policy Description (20 points)
2. Evaluation Readiness (30 points)
3. Evaluation Team Capacity (20 points)
4. Overall Benefit (30 points)

Additional guidance related to the narrative is included in the application form.

APPLICATION SUBMISSION INFORMATION & DEADLINE
Completed applications must be submitted online through the Safe States Alliance website by 11:59 PM EST on Friday, February 12, 2016. Applicants will receive an automated confirmation email once the application has been successfully submitted. A completed application should include:

1. Completed application form;
2. Signed Letters of Commitment from all evaluation team members (including the team leader);
3. A Letter of Support from the state IVP program (or relevant agency-level leader); and
4. A logic model that describes how the program or policy is designed to work;
5. A copy of the bill/legislation or regulation (Policy evaluation applications only).

PROCESS AND IMPACT EVALUATION OF THE EVALUATION INSTITUTE

The Safe States Alliance will also conduct a process and impact evaluation of the IVP Program & Policy Evaluation Institute. By agreeing to participate in the Evaluation Institute, team members acknowledge that they agree to participate in evaluation activities during the duration of the program period. These activities may include completing surveys and participating in key informant interviews. Evaluation members may be asked to participate in evaluation activities through September 2016.

PROGRAM TIMELINE: IVP PROGRAM & POLICY EVALUATION INSTITUTE

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<th>Activity</th>
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<td>Call for Applications Opens</td>
<td>December 8, 2015</td>
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<td>Technical Assistance Conference Call</td>
<td>December 15, 2015</td>
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<td>Application Deadline</td>
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<tr>
<td>Selection and Notification of Evaluation Teams</td>
<td>By or before March 11, 2016</td>
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<td>Pre-Evaluation Workshop Technical Assistance Period</td>
<td>March 2016 – May/June 2016</td>
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<tr>
<td>Evaluation Workshop in Atlanta, GA*</td>
<td>May or June 2016</td>
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<td>Final Deliverables Due from Evaluation Teams</td>
<td>Friday, July 15, 2016</td>
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* Confirmed dates and logistics associated with the Evaluation Workshop will be shared with teams once they are selected.

CONTACT FOR ADDITIONAL INFORMATION

Questions about the IVP Program & Policy Evaluation Institute can be directed to Ina Allicott (Safe States Alliance Evaluation and Technical Assistance Coordinator) at ina.allicott@safestates.org or (770) 690-9000.
The Safe States Alliance and APHA have partnered, with additional support from the Association of State and Territorial Health Officials (ASTHO), to host the Evaluation Institute. The Evaluation Institute is made possible with financial support from the Centers for Disease Control and Prevention (CDC) National Center for Injury Prevention and Control (NCIPC).