SCA Prevention Evaluation Report Instruction Manual

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Pennsylvania
Department of Drug and Alcohol Programs

Find tools, samples and other resources to assist in completion of this prevention action plan here:
https://epis.psu.edu/index.php/ddap

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Timeframe for Evaluation Report

You must report on outcomes from SFY 25/26. You also have the option to report on data from any of the 4 years since the last SCA evaluation report on SFY 20/21 and 21/22. However, you are encouraged to focus on reporting on more recent years.

Enter the timeframe you are reporting on where designated on the cover page of your report.

Due Dates

Submit your completed Prevention Action Plan by **January 29, 2027**.

Submission Instructions

Complete your SCA's Prevention Evaluation Report in the folder "SCA folders > Your SCA > Prevention > Evaluation Report" on the DDAP-SCA SharePoint site. Notify your assigned DDAP prevention analyst when your report is complete. If you are unable to access the SharePoint site, contact your assigned DDAP prevention analyst.

Joinder Instructions

Joinders will complete only one report for the SCA as a whole. In the "Outcomes Overview" section you can present information by county or for all counties combined. In the "Program Spotlights" section, you can use the location field to indicate which counties the program was implemented in. If the program was implemented in more than one county, you have the flexibility to present data for all counties combined or list data for each county.

Outcomes Overview

Successes/Accomplishments Highlights

Keep this section to a maximum of 3-4 pages.

Use this section to highlight key successes and accomplishments for SFY 25/26 (and the other years you choose to report on). You have the flexibility to present this information in the format you think is best (e.g. narrative, bullets, charts, tables, infographic, etc.).

Examples of information you could highlight in this section include:

- Brief summary of key programs/services implemented
- Number of groups/services for specific programs or the number of people reached/served
- Positive outcomes or impact from programs/services
- Milestones reached
- New programs, events or initiatives successfully launched
- Challenges overcame (e.g. gaining access to schools that previously denied services)

- New collaborations developed or partnerships sustained
- Summary of efforts to ensure quality and consistency of programs/services
- Successes or improvements with data collection for or evaluation of programs/services
- Improvements in PA Youth Survey (PAYS) data or other data showing the longer-term impacts your prevention efforts may be having (e.g. have seen a steady reduction in youth vaping since 2019)

Challenges/Areas for Improvement

Keep this section to a maximum of 1-2 pages.

Use this section to highlight key challenges or areas for improvement for SFY 25/26 (and the other years you choose to report on). You have the flexibility to present this information in the format you think is best (e.g. narrative, bullets, charts, tables, infographic, etc.).

Examples of information you could highlight in this section include:

- Overarching challenges like a lack of resources or readiness to address certain problems or risk/protective factors or staffing challenges
- Challenges implementing a specific program or a certain type of programming (e.g. challenge getting parents to participate in certain programs offered)
- Challenges with getting certain partner buy-in or support (e.g. challenges with schools making time for programs)
- Programs/services that did not go well or did not have good outcomes
- Programs/services you have decided to discontinue due to poor outcomes or other issues
- Challenges evaluating certain programs or services
- PAYS or other data that has been getting worse or not improving (e.g. have seen a steady increase in youth at risk of using substances due to low commitment to school since 2019)

If you had specific programs/services that were not successful and you're discontinuing them, we would strongly encourage you to note what those are as this can be very valuable information to have recorded for future reference.

Whenever possible, for each challenge listed also briefly highlight what steps you are taking to address that challenge.

Program Spotlights

You are required to complete a program spotlight for at least three substance use prevention programs and one gambling prevention program. It is ok to complete a spotlight for a program that was challenging or unsuccessful.

If you would like to provide a program spotlight on more than the minimum number of programs, simply cut and paste the program spotlight section template and add additional programs.

It's recommended to spotlight programs you measured short-term outcomes for. If you spotlight a program you didn't measure short-term outcomes for, leave that section blank and explain in the challenges section that you lacked capacity to measure program outcomes.

Enter the program name into the "ATOD Prevention Program" or "Problem Gambling Prevention Program" heading where you see "XXXX."

Overview

Description

- Enter a brief description of the program. The description should include the purpose or goal of the program (e.g. the knowledge, attitude, belief, skill, practice, etc. the program is intended to change or the call to action the program promotes among the people who receive the program/service). If you included a description of this program in your SFY 26/27 Prevention Action Plan, you could copy that same description here.

Population

- List the population who received the program. Rather than listing "youth" or "students" as a population, list grades or age groups served (e.g. students in 3rd, 5th and 6th grade; youth ages 10-14).

Location

- List or describe the location or locations of the program. If implemented in schools, list the schools where the program was implemented in rather than just writing "schools".

Implemented By

- List the provider or providers who implemented the program/service. If multiple providers implemented a program but you are only reporting on the data from one/some of them, then only list the provider(s) the data is from. If the SCA implemented the program/service, list the SCA name.

Time Period

- Complete the text provided by filling in the state fiscal year or date range the data is from. If you are just reporting on SFY 25/26, then you could simply write SFY 25/26. If you're reporting data from multiple years, then indicate those years or time period.

Process Outcomes

Fill in the applicable process outcomes you've tracked (# of groups/participants/services or other process measure such as # of materials disseminated, % of participants satisfied with program, % of participants completing entire program). See Prevention Action Plan Instruction Manual for a definition/explanation of process outcomes.

- You must provide a number for at least one row (groups, participants, services or other). For rows where a number is not provided, list "not measured," "N/A," "not tracked," etc.
- Services would be things like # of presentations, # of trainings or # of meetings. If it wouldn't be clear what the number you are listing represents, then rather than just listing a number (e.g. 10), indicate what the number represents (e.g. 10 meetings).
- If you tracked something other than # of groups, participants or services, then list and describe it under "other".

Fidelity Measures

Fidelity measures answer questions such as:

- Was the program delivered as it was designed to be delivered?
- Were all sessions of the program implemented?
- Were all activities implemented as outlined in program manual?

If you measured fidelity in some way (e.g. fidelity checklist, % of program lessons completed), describe the outcomes/results of those fidelity measures. If fidelity data was not measured, not available or not applicable, just note that.

Short-term Outcomes

See Prevention Action Plan Instruction Manual for a definition/explanation of short-term outcomes.

Primary Short-Term Outcome Measure

If you evaluated the program in more than one way (e.g. used more than one type of measure), then use this table to report on the primary way you evaluated the program.

Type of Measure

Select the type of measure used from the dropdown. If you select other, press the right arrow key to move your cursor after the dropdown box and then enter what the measure was.

 # Analyzed

Enter the number of tests, surveys, etc. **analyzed*** as follows:

- Survey: Enter the number of surveys (e.g. 100 surveys).
- Pre/Post Test: Enter the number of pre tests and enter the number of post tests (e.g. 250 pre tests and 200 post tests).
- Retrospective Pre/Post Test: Enter the number of tests (e.g. 75 tests).
- Interview: Enter the number of interviews (e.g. 20 interviews).
- Focus Group: Enter the number of focus groups and the total participants in the focus groups (e.g. 4 focus groups with a total of 30 participants).
- School Grades, Attendance, Discipline Metrics: Enter the number of students you tracked data for (e.g. 85 students).
- Teacher, Parent, Facilitator Observation Form: Enter the number of forms/surveys. If forms/surveys were completed before and after the program, then enter each amount separately (e.g. 200 pre and 190 post). If you collected data from more than one group (e.g. form was completed by parents and teachers), then enter a number for each separately (e.g. 100 pre and 90 post for teachers; 70 pre and 55 post for parents).

***Analyzed**: Analyzed means the number of tests, surveys, etc. that you analyzed the data for. If you collected 500 pre tests and 400 post tests but only analyzed the data for 300 matched pairs of pre and post tests, then you would enter as 300 pre tests and 300 post tests. If you collected 400 surveys but only had the capacity to analyze 200 of them, then you would enter 200 surveys. This number represents the sample size (i.e. "n") for the data and results you will report. This allows the reader to understand the total any percentages, etc. are calculated out of.

Data/Results

Provide the key results or findings. For example, if you collected a survey to measure if a presentation prepared parents to have conversations with their child about substance use, then report on the percentage of parents indicating on survey that they felt more prepared to have a conversation with their child about substance use. Results can be presented as text, charts, tables, etc. Avoid including large tables of data (e.g. the pre/post results for 30 individual questions), present key highlights from your data instead.

You must follow the guidelines below for presenting your data/results:

- **All Data**: When presenting all data, do NOT list a number or percentage without explaining what it is. It should be clear what the numbers represent and what it was you were measuring (e.g. overall average pre and post test score, the % reporting decreased intention to use alcohol).
- **Charts/Tables**: Make sure all charts and tables are clearly labeled, so it is clear what all data is (e.g. make sure charts/graphs have axis labels).
- **Pre/Post Tests**: When presenting data from pre/post tests or other pre/post measure, do NOT list only the percentage change or percentage point change from pre to post. Instead, list both the pre value and the post value. It is also acceptable to present data as the number or percentage of participants who improved from pre to post test.
    - For programs like Strengthening Families Program for Parents and Youth 10-14 where both youth and parents complete a pre/post tests, make sure the data is labeled in a way that makes it clear what data is for the youth and what data is for the parents.
- **Percentages**: When listing changes in percentages, you need to clearly indicate if the number you are listing is a **percentage change** (the difference between the final and initial values divided by the initial value) or a **percentage point change** (simply the difference between the final and initial values).
- **Scale Score**: If you measured something on a scale (e.g. scale from 1-4) and you are presenting data such as the average score on pre-test and post-test (e.g. 3.0 pre and 2.0 post), you must explain what the scale ranges from and what it means (e.g. Scores improved from 3.0 at pre-test to 2.0 at post-test on a scale from 1-4 with 1 being no/minimal depressive symptoms to 4 being high depressive symptoms).
- **School Grades, Attendance or Discipline Metrics**: If you selected this as your type of measure, make sure your data clearly explains what you were tracking (e.g. 80% of students showed improvements in attendance from the start of program to the end of the program).

Rating

Select the rating that best reflects your overall evaluation results for the short-term outcome measure. Were the pre/post tests results mostly positive, neutral (no change), negative, mixed or unclear?

Include an explanation or other notes for the rating you selected in the “comments on rating” cell.

Other Short-Term Outcome Measure

If you evaluated the program in more than one way (e.g. used more than one type of measure), then use this table to report on the other type of measure used. If you did not have another way the program was measured, just leave this blank. If you used more than two methods to evaluate the program that you want to report on, paste another copy of this table into your report.

Complete this table per the instructions provided in the Primary Short-Term Outcome Measure section above.

Anecdotal Feedback

Use this space to provide any anecdotal feedback you got from program participants or others involved with program (e.g. school staff). If you do not have any anecdotal feedback to highlight, write "none," "not collected," "N/A," etc. Types of anecdotal feedback could include:

- Participant quotes (e.g. "This was the best training I've ever attended, so much useful and practical information!")
- Program facilitator feedback (e.g. Program facilitators reported students were very engaged in the program and teachers remarked on how excited students were for the program each week.)
- Testimonials from school staff or other organizations involved in the program
- Success stories (e.g. participant success story)

Challenges/Areas for Improvement

If you experienced challenges implementing the program, describe what those challenges were and how you worked or are still working to address them. If there are areas to improve the program, note what those are and any changes you intend to make to improve in those areas (e.g. pre/post test results showed a lack of improvement in decision-making skills, so planning to add an additional activity to better reinforce that content). If there were no challenges or challenges are not known, write "none" or "unknown."

If you are spotlighting a program you will be discontinuing, be sure to explain that in this section.

Conclusion

Select the rating that best reflects your overall satisfaction with the program. Are you very satisfied, somewhat satisfied, somewhat dissatisfied, very dissatisfied or unsure?

Include an explanation or other notes for the rating you selected in the "comments on rating" cell. You can also add any other comments or information about the program you want to make note of here.