

SAMPLE EVALUATION OUTCOME FORM

Use the **2016 Work Plan and Evaluation** *previously* submitted to United Way to report your actual outcomes for **2016** Direct Human Services and Education & Support Groups only. You must submit a completed outcome report for every Work Plan and Evaluation sheet you submitted with your request for 2016 funding. If you did not offer the service as planned, please report that in the Actual Outcome column. If you did not evaluate your services, please report that as well. See the example that follows.

SAMPLE REPORT

2016 Work Plan & Evaluation

Community Concern: **XYZ**

PROGRAM NAME: **ABC Program**

Direct Human Services

Describe	# Clients	Units of Service	Person Responsible for Service Delivery	Planned Outcome	Actual Outcome	Evaluation Tool
Provide Eviction Prevention Services (1 time rent assistance)	36	48	Exec. Director	80% of clients maintain housing for at least 3 months	36 clients returned surveys. 25 out of 36 clients (75%) maintained housing for 3 or more months after receiving rent assistance	Client files/follow-up services
Provide Legal Services to low income & senior clients	560	180 cases	Attorneys & Paralegals	80% of clients have a favorable outcome in their legal matter	560 clients served. 465 out of 465 clients returning surveys (100%) had a favorable outcome to their legal matter	Client files & case result surveys

Education & Support Group

Describe	# Participants	# Sessions / Units of Service	Person Responsible for Service Delivery	Planned Outcome	Actual Outcome	Evaluation Tool
Provide Rent-Smart Training	45	2 classes 76 units of service	Various staff	80% of clients increase knowledge about renting	36 out of 42 clients returning surveys (85%) increased their knowledge about renting after attending Rent Smart classes	Renter knowledge test
Positive Parents Class	250	8 sessions 775 units of service	Case manager	70% of participants successfully learned and practiced alternative methods of discipline	250 clients served; of 180 out of 225 participants returning surveys (80%) successfully learned alternative types of disciplines after attending a class; 65% (65 of 100 returning surveys) successfully maintained knowledge after 3 months	Parenting discipline skills pre- and post-test and 3 month follow-up test