

2004-2005 CPHP Exemplar Group Charter

Education and Evaluation Methods

Draft as of March 8, 2005

PURPOSE

The Centers for Public Health Preparedness (ACPHP) have been actively involved in the development and dissemination of training courses and programs since 2000. One of the major goals of the Centers is to “develop, deliver, and evaluate competency-based training and education programs based on identified needs of State and local public health agencies for building workforce preparedness and response capabilities”. As part of a continuing effort to monitor and evaluate the effectiveness of these educational programs and curricula, the Evaluation Methods Exemplar Group has been charged with developing and disseminating a compilation of evaluation methods, standards and guidelines, and recommendations for best evaluation practices. This work product, hereafter referred to as the Health Preparedness Educational Planning and Evaluation Practice Recommendations 2005 (“Evaluation Practice Recommendations”), will contain statements that represent official ACPHP opinion and practices as denoted by formal review and approval by the groups.

This Evaluation Practice Recommendations will reflect current and recommended CPHP network methods for evaluating education and training activities, and will include sample data collection instruments and recommended training resources. The audiences for this paper will be the state, local public health officials, academicians and Federal agencies responsible for preparedness training activities. The overall intent of the Evaluation Practice Recommendations and its recommendations is to support end-users in their efforts to design and implement monitoring and evaluation programs to assess the effectiveness of preparedness education training activities.

Any gaps in current CPHP educational evaluation methods, revealed through the process of collecting evidence for the Evaluation Practice Recommendations, will be reported to CDC. Recommendations on how to address these gaps will be provided in the document.

MEMBERSHIP

General Membership

The membership of the education and evaluation methods exemplar group is comprised of evaluation experts from the CPHP network, CDC and ASPH. A roster of members is attached.

Leadership

The leadership will be organized at two levels. At the first level, there will be a smaller group of individuals who will facilitate the production of the Evaluation Practice Recommendations by outlining the development process, implementing data collection procedures and assembling the information for review and revisions. These individuals

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will include two representatives from the CPHP network, one representative for the CDC and one representative from the ASPH. The second level will include larger representation from the general membership and it will be actively involved in subcommittee activities as part of the Evaluation Practice Recommendations development process, and its members will interact with the general membership for completing the subcommittee assignments. The members of this larger leadership group is given below.

Jack Barnette (UAB)
Alina Dorian (UCLA)
Sarah Felknor (UT)
Barry Greene (Iowa)
Mary Hoepfner (Minnesota)
Melanie Livet (USC)
Marcia Sass (UMDNJ)
Christine Siador/Galen El-Askari (UC-Berkeley)
Marcia Testa (Harvard)
Diane Zerbe (JHU)

In addition to the Evaluation Practice Recommendations activities, these leadership members will be responsible for finalizing the group's charter, drafting objective review criteria and other core activities necessary to keep the group on task.

STANDARD OPERATING PROCEDURES

Communications

Conference calls of the full exemplar group will be held bi-weekly on Friday's at 1:30 EST. A schedule of scheduled calls in the immediate future is below.

February 11, 2005

February 25, 2005

March 11, 2005

March 25, 2005

The leadership groups may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and Workgroup functions to facilitate the sharing of written communication between group members. Group members will be responsible for posting materials to the exemplar group site.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the work plan and the contents of the Evaluation Practice Recommendations. Where consensus cannot be achieved the group will vote to resolve any differences of opinion. The ASPH program coordinator will facilitate voting.

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KEY ACTIVITIES

Work Process and Timelines: The process for developing the Evaluation Practice Recommendations and the associated set of recommendations will involve a series of steps. In order to develop guidelines for evaluation methods and make consensus-based recommendations, it will be necessary to first collect information from all centers on current opinions, practices and models (in use or in development). Subsequent steps will include assimilation and analysis of the collected data. The general steps for producing the document are listed below. Timelines and specific tasks of the subcommittees will be outlined as part of the first step.

Timelines

The proposed timeline for completing the key activities is given below:

Adopt charter and submit to CDC	By February 25, 2005
Using a logic model framework, define the scope of Evaluation Practice Recommendations including what information and materials will and will not be addressed (e.g. formative, process, exercise and drills)	By March 4, 2005
Develop an outline and organizing structure for the Evaluation Practice Recommendations.	By March 18, 2005
Identify the specific types of data / information to be collected from the CPHPs and how it will be organized. This will take the form of a survey. Centers will be asked to describe and append any tools, instruments and techniques that can be used as best practice models.	By March 25, 2005
Develop the survey instruments and plan for data collection	April 8, 2005
Implement survey and data collection	April 11, 2005 – May 9, 2005
Conduct individual interviews with survey respondents for more detailed information and individual writing assignments.	May 9-May 20, 2005
Compile survey results and report back to the larger leadership and group.	
Select best current models, documentation of gaps and recommendations for further research and methods development through a consensus process, such as a modified Delphi, direct survey or more formal voting approaches.	

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Expand Evaluation Practice Recommendations outline incorporating results.	
Revise 1 st draft of Evaluation Practice Recommendations and circulate for feedback	
Produce 2 nd draft and circulate for feedback	
Finalize Evaluation Practice Recommendations Documents	August 30, 2005