# **EVALUABILITY ASSESSMENT CHECKLIST**

The ***Evaluability Assessment Checklist*** is a tool to help determine the program’s readiness to participate in an evaluation. Upon completion, this tool will recommend if, when, and how the evaluation should take place to maximize its value.

Instructions:

* Use the ***Evaluability Assessment Checklist*** to make sure appropriate program elements are in place prior to investing resources (i.e., financial, material, human, and time) to conduct an evaluation.
* This tool is to be completed by the program manager and/or program lead with support from the Program Planning and Evaluation Team.

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| **Organizational Readiness:** | **Yes** | **No** | **Don’t Know** |
| There is willingness and commitment to build capacity and devote sufficient resources (i.e., financial, material, human, and time) to the evaluation. |[ ] [ ]  [ ]  |
| Stakeholders have been and will be given the opportunity to participate in the plan, implement, and evaluation processes of the program in general. |[ ] [ ]  [ ]  |
| There is commitment to apply evaluation findings to support the reduction of health inequities. |[ ] [ ]  [ ]  |
| There is commitment to apply evaluation findings to improve program effectiveness. |[ ] [ ]  [ ]  |
| **Additional Comments:** |

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| **Program Readiness:** | **Yes** | **No** | **Don’t Know** |
| Planning and Evaluation Framework (PEF) tools have been completed and are available for reference during the evaluation. |[ ] [ ]  [ ]  |
| The program’s interventions / components and activities have been developed to address an identified public health issue (refer to *Situational Assessment* and *Identify Effective Strategies* stage guides and **Program Description**, and **Logic Model** tools). |[ ] [ ]  [ ]  |
| The program’s interventions / components and activities use the best available evidence to support effective public health practice and to address the identified public health issue (refer to *Situational Assessment* and *Identify Effective Strategies* stage guides and **Program Description**, and **Logic Model** tools).  |[ ] [ ]  [ ]  |
| The program’s interventions / components, activities , and timelines were developed using a health equity perspective. |[ ] [ ]  [ ]  |
| Senior leadership, staff, and relevant stakeholders have a common understanding of the program and have agreed on the program’s rationale, components, and outcomes (refer to **Project Charter**, **Program Description,** and **Logic Model** tools). |[ ] [ ]  [ ]  |
| Members of the implementation team and staff have the required skills and resources to implement the program or program change. |[ ] [ ]  [ ]  |
| Indicators have been established and reported on to monitor how the program is doing and to identify areas for improvement. |[ ] [ ]  [ ]  |
| Data collection plans are in place for key indicators and outcomes (refer to **Routine Monitoring & Reporting**, **Population health Assessment and Surveillance Tool** and **Data Source** tools). |[ ] [ ]  [ ]  |
| **Additional Comments:** |

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| **Evaluation Readiness:** | **Yes** | **No** | **Don’t Know** |
| There is staff time and resources allocated to conduct a program evaluation. |[ ] [ ]  [ ]  |
| The Program Planning and Evaluation Team has been consulted to verify that program elements and documentation (e.g., **Project Charter**, **Routine Monitoring and Reporting**, **Data Source**, **Logic Model** and **Program Description**, etc.) are in place prior to conducting the evaluation.  |[ ] [ ]  [ ]  |
| Key indicators are routinely collected and reported (refer to **Routine Monitoring & Reporting** tool). |[ ] [ ]  [ ]  |
| There is a shared understanding between stakeholders and the Program Planning and Evaluation team regarding the evidence behind the program (refer to **Evidence Summary** tool). |[ ] [ ]  [ ]  |
| There is capacity with the program team, and the evaluation project team (expertise, skills, staff time) to conduct an evaluation internally or in partnership with stakeholders.  |[ ] [ ]  [ ]  |
| **Additional Comments:** |

**Decision Point**

This is a key decision point for Management to determine the following:

* Develop the evaluation plan and initiate the evaluation
* Do not proceed with the evaluation of the program

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| **Management Decision** |
| *Summarize the decision and rationale for the decision.** *Start planning evaluation*
* *Do not proceed with evaluation planning*
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| *Describe the next steps.* ***If proceeding:*** *Consider levels of approvals for the evaluation plan. Consider support from the Planning and Evaluation Team.****If not proceeding****: Revisit items in the “no” and “don’t know” columns and obtain further information, using assistance from the Program Planning and Evaluation Team and the Planning and Evaluation Framework (PEF).* |  |