

# 5

## Implementation Reporting

How do I tell others how I implemented my program?

**Implementation Reporting** describes how effectively you are implementing your program. Your implementation report may cover:

- How closely you came to meeting your implementation objectives.
- The number of people your program reached.
- The feedback that participants gave.
- Changes you might make when you offer your program again.

You will perform two kinds of reporting — Implementation Reporting and Outcome Reporting.

For information about Outcome Reporting, see [Module 6](#).

### Different reports for different audiences

Your implementation report will vary from audience to audience. Consider who your audience will be and include information that matters to them.

Your audiences may include:

- Stakeholders
- Funders of your prevention work
- Program participants
- Prevention colleagues
- General public

### Who are my stakeholders?

Stakeholders are people with an interest in your program, whether they are directly connected or not. They could be community groups, your agency's board, or teachers and administrators in the schools where you offer your program. When reporting to stakeholders, use a format that you think will be most effective. For example, you might choose between a fact sheet or a short presentation, or both.

#### Funders are another important audience.

RPE-funded grantees are required to submit an annual report that includes information required by the federal funder, the CDC. For details on how to submit this report, refer to **Module 9**, "Annual Evaluation Report."

## How to create your implementation report

- 1) Refer to your **Evaluation Plan**. Enter the program objectives from the implementation column into the implementation reporting worksheet.
- 2) Complete the **data analysis** from your Evaluation Plan. This may involve adding numbers, computing averages or percentages, or completing other calculations. You may also use qualitative analysis, such as distilling participant feedback into takeaway messages.
- 3) **Create a report** that sums up the results of your data analysis for each implementation objective from your Evaluation Plan. Use **tables or graphs** to summarize numerical results. You may also use brief **text or bullet points** to describe successes, challenges, lessons learned, and improvements made.



## Reminder for RPE grantees

RPE grantees are required to report on **Implementation Effectiveness Principles**. Refer to the Prevention Principles questions from your Evaluation Plan and enter your responses in the Implementation Reporting section of the provided worksheet.



## MODULE 5: IMPLEMENTATION REPORTING EXAMPLE

This reporting example is based on a fictional program for reducing sexually coercive and violent behavior in fraternities. Note how the report refers directly to the program implementation objectives from the Evaluation Plan.

Objective 1	Objective 2	Objective 3
Peer Opinion Leader (POL) recruitment	POL training	Feedback from POLs about training
By the end of fall quarter (November) 2018, we recruited 60 POLs out of the planned <b>64</b> , 94% of our goal.	The preventionist and fraternity leadership carried out one POL training session on January 15, 2019, and another on January 25. A total of <b>58</b> POLs attended these sessions. We provided the training to <b>91%</b> of our intended total.	Most POLs gave positive feedback about the content of the training. Comments included, "This stuff is really important" and "My brothers and I want to do better as men, and this will help." However, a small number of POLs said that they lost interest or that their mind wandered at points during the training.

$$91\% = \frac{58 \text{ POLs actually trained}}{64 \text{ POLs intended}}$$

POLs also showed positive responses in a feedback survey. The second training session, when compared to the first training session, showed higher average scores in response to how engaging the presentation was. This may reflect changes we made following training session 1 (*see below*).

	Training 1	Training 2
How engaging was the presentation? <i>(1 = not engaging at all to 5 = extremely engaging)</i>	<b>3.8</b>	<b>4.3</b>
How informative was the presentation? <i>(1 = not informative at all to 5 = extremely informative)</i>	<b>4.6</b>	<b>4.7</b>

### Changes made to the program

We identified several ways to improve how the program is delivered, based on the preventionist's notes for improvement as well as feedback from POLs. We added more interactive exercises to the second training session to make it more engaging. We also provided more snacks, because we ran out at the first training session.

## MODULE 5: IMPLEMENTATION REPORTING WORKSHEET

**Program Objectives:** *If your evaluation plan has more or fewer implementation objectives, just add or remove rows.*

	Reporting Results
Objective 1	
Objective 2	
Objective 3	

**Training/Survey Results:**

**Changes made to the program:**