

Evidence-Based/Evidence-Informed Documentation: Program Self-Assessment

The NC Legislature requires that Smart Start funding be used for evidence-based and evidence-informed (EB/EI) activities. For evidence-informed activities, a Smart Start local partnership needs to have documentation supporting each component of the evidence-informed definition. One of those components is written guidelines.¹

Written guidelines are necessary to assure the strategy or activity is implemented consistently by different staff and consistently over time. Program effectiveness is dependent on this consistency. While the precise format of guidelines may vary between activities or local partnerships, all guidelines should contain the same basic information.

Based on this review, key elements for program guidelines fall into five main categories:

- Staff / Service Provider's Qualifications and Professional Development
- Customer / Targeted population
- Program Implementation
- Program Management / Evaluation / Monitoring / Continuous Quality Improvement
- Community Partnership / Collaboration

¹ EB/EI definitions as approved by NCPC Board of Directors on 7/26/11.

Key Elements for Guidelines

Program Self-Assessment Checklist

Category 1	Staff/Service Provider's Qualifications; Professional Development
A. Required minimum education	
B. Required minimum experience	
C. Other skills (interpersonal skills)	
D. Professional development plan	
E. Specific program training (certification, licensure)	
F. Supervision/coaching/TA; supervisor's qualifications	
G. Support staff requirements	
H. Ongoing supports (TA, coaching)	
I. Other: (please describe)	
Category 2	Customer / Targeted Population
A. Qualifications for participation (risk factors, income levels, attendance)	
B. Minimum/maximum number of participants	
C. Recruitment efforts	
D. Retention strategies	
E. Completion or "graduation" guidelines	

F. Customer fees	
G. Other: (please describe)	
Category 3	Program Implementation
A. Program goals and objectives	
B. Specific types of services provided	
C. Dosage - how many sessions; how often meetings are held	
D. Duration - length of program and length of each session	
E. Location of services	
F. Legal/policy requirements; program policies and procedures	
G. Grant criteria and disbursement information	
H. Other: (please describe)	
Category 4	Program Management / Evaluation / Monitoring / Continuous Quality Improvement
A. Record keeping and data collection	
B. Reporting requirements	
C. Demonstration of program fidelity	
D. Assessments	
E. Continuous Quality Improvement process	
F. Output / outcome measures; measurement tools	
G. Other: (please describe)	
Category 5	Community Partnership / Collaboration

A. Advisory board	
B. Community education, awareness, and involvement	
C. Community support system	
D. Program sustainability / long-term, stable funding	
E. Community referrals	
F. Other: (please describe)	

Key Elements	Applicable? (Yes, No) If "No", please use Notes section below to provide more details	If Yes: Document or Where Located Please use Notes section below to provide more details	Comments	Program Self-Assessment			Contin uous Improv ement Item? ✓ if yes
				Fully Compliant	Needs Improve- ment	Absent	
Category #1 Staff/Service Provider's Qualifications; Professional Development							
A. Required minimum education							
B. Required minimum experience							
C. Other skills (interpersonal skills)							
D. Professional development plan							
E. Specific program training (certification, licensure)							
F. Supervision/coaching/TA; supervisor's qualifications							
G. Support staff requirements							
H. Ongoing supports (TA, coaching)							
I. Other: (please describe)							
Category #2 Customer / Targeted Population							

A. Qualifications for participation (risk factors, income levels, attendance)							
B. Minimum/maximum number of participants							
C. Recruitment efforts							
D. Retention strategies							
E. Completion or "graduation" guidelines							
F. Customer fees							
G. Other: (please describe)							
Category #3 Program Implementation							
A. Program goals and objectives							
B. Specific types of services provided							
C. Dosage - how many sessions; how often meetings are held							
D. Duration - length of program and length of each session							
E. Location of services							
F. Legal/policy requirements; program policies and procedures							
G. Grant criteria and disbursement information							
H. Other: (please describe)							
Category #4 Program Management / Evaluation / Monitoring / Continuous Quality Improvement							
A. Record keeping and data collection							
B. Reporting requirements							
C. Demonstration of program fidelity							
D. Assessments							
E. Continuous Quality Improvement process							
F. Output / outcome measures; measurement tools							
G. Other: (please describe)							
Category #5 Community Partnership / Collaboration							
A. Advisory board							

B. Community education, awareness, and involvement							
C. Community support system							
D. Program sustainability / long-term, stable funding							
E. Community referrals							
F. Other: (please describe)							

Additional Notes: