

Process Assessment Plan

What do you need to monitor?	How will you monitor it?	When will data be collected?
Participation levels at each session: Number of staff trained Number of seniors trained Number of seniors with at least one family member or loved one trained	Attendance sheets that include name of participant and their relationship to the center (staff, senior, family member)	At each training event
Quality of the sessions	Evaluation sheet given at the end of each session Interviews with two seniors and two family members after the training session for feedback	Evaluation sheets: End of each session Interviews: Within week after each session
Usefulness of the information provided in training session	Mid-project planning and feedback session involving outreach team, trainers, activity staff, center managers Interviews with two seniors and two family members (see above)	Six weeks into program

Including Evaluation in Outreach Project Planning

Planning and Evaluating Health Information Outreach Projects, Booklet 2

Outreach Evaluation Resource Center

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