

Using Process Evaluation to Ensure Accountability and Program Success

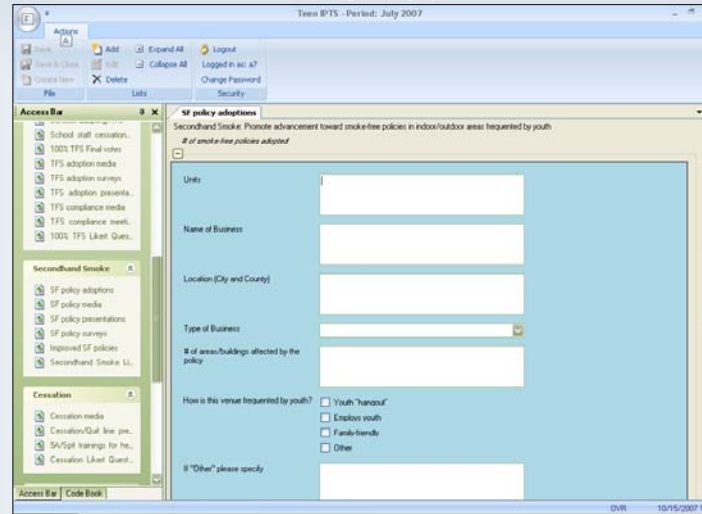
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REPORTING SYSTEMS

Grantee monthly reporting system: WiPTS



The screenshot shows a web-based reporting form titled "SF policy adoptions". It includes fields for "Units", "Name of Business", "Location (City and County)", "Type of Business", and "# of areas/buildings affected by the policy". There are also checkboxes for "How is this venue frequented by youth?" with options like "Youth 'hangouts'", "Employer youth", "Family/friends", and "Other".

BACKGROUND

Process evaluation of 46 grants with similar objectives but varying implementation strategies is a challenge shared by state, regional, and national public health funding organizations. As state agencies become increasingly accountable for expenditure of funds, the need for timely and efficient grant monitoring is paramount.

Although state level tobacco outcomes are tracked using the North Carolina Youth Tobacco Survey and other national measures, it is important to assess local grantee progress as well as the collective progress of grantees across the state.

The North Carolina Health and Wellness Trust Fund uses Master Settlement Agreement dollars to fund nearly 50 grants across North Carolina to health departments, non-profit agencies, and schools for youth tobacco use prevention and cessation programs. In the five years since the inception of the program, there have been multiple iterations and lessons learned in monitoring grants, both fiscally and programmatically.

REPORTING SYSTEMS

Grantee monthly reporting

- o Originally MS Access-based, recently translated to web-based system
- o Grantees track activity across focus areas, indicators, and note key barriers and achievements
- o Data can be tracked statewide by geography, focus area, indicator
- o Activities are linked to Annual Action Plans
- o Can be linked to monthly *financial* reporting

8 TA providers submit quarterly progress reports

- o Focus Area/Subject Matter expertise:
 - o Youth empowerment
 - o Cancer survivors
 - o Second hand smoke exposure
 - o Spit tobacco
 - o Smoking cessation
 - o Tobacco-free schools policy
 - o Media advocacy

4 Grants Managers submit quarterly site visit reports

- o Review Annual Action plan progress
- o Review monthly WiPTS reports
- o Refer to TA providers as needed

PURPOSE

The purpose of this poster is to:

- o Demonstrate strategies for gathering process evaluation data from community level grants
- o Demonstrate how data from grantees, technical assistance providers and grants monitors is used to document state and local program successes and ensure programmatic and fiscal accountability
- o Describe how program and fiscal information can be used in conjunction to better monitor local public health programs

T.A. Provider Quarterly Report



The screenshot shows a complex spreadsheet with multiple columns for tracking various metrics and activities over time. It includes sections for "Area", "Comments/Notes", and "Follow Up".

Grants Manager Site Visit Report



The screenshot shows a form for a site visit report. It includes fields for "Area", "Comments/Notes", and "Follow Up". The form is designed to capture detailed observations and recommendations from site visits.

CONCLUSION

o Integrating multiple data sources provides much richer reports and validates the results of any single data source. Centralizing all reporting allows for on-going grantee needs assessment and continuous feedback, both for grantees and for technical assistance and training providers.

o Process data reports can be integrated across time periods, regions, or the entire state. Reports include both numerical and text data, and encompass self-report (primarily) and Grants Manager and TA provider observation and insight.

o Future efforts may focus on more integrated technical assistance reports, and increased sharing of findings with grantees and technical assistance providers