



## OFFICE OF ORAL HEALTH LOCAL ORAL HEALTH PROGRAM FINAL PROGRAM EVALUATION INSTRUCTIONS

<b>Local Oral Health Program:</b>	
<b>Grant Number:</b>	
<b>References:</b>	<b>LOHP Final Evaluation Rubric</b>
<b>Responsible Staff:</b>	<b>LOHP Project Director/ Epidemiology and Evaluation Staff</b>

LOHP Final Program Evaluation requirements for closeout of 2017 – 2022 grant:

1. Review LOHP Final Evaluation Rubric document for expectations, formatting, and required documentation for Final Evaluation Report.
2. Review the LOHP's approved Evaluation Plan. Use the LOHP's Evaluation Grid to inform the Final Evaluation. Using the 2022 Final Evaluation Grid (see item #7), the Final Evaluation Report must respond to the following questions:
  - a. What did we do?
  - b. How well did we do it?
  - c. What difference did our program make or what changes occurred because of our program?
3. Once the LOHP's evaluation criteria has been determined, notify stakeholders and the wider community listed in the Evaluation Plan to inform them that the LOHP will be conducting a Final Evaluation for the 2017 – 2022 LOHP grant.
4. Determine data gaps, changes in roles and responsibilities, or obstacles to implementing the LOHP's evaluation as initially outlined in the Evaluation Plan.
5. Develop an action plan to address data gaps and obstacles to conducting a final evaluation. **If necessary, request technical assistance from your Office of Oral Health Program Consultant by February 28, 2022.**
6. Coordinate with stakeholders and the wider community to gather evaluation data. Collaborate with the LOHP's Advisory Committee as necessary. Consultants and health department epidemiologists may be used.
7. Pull all gathered data into a summary based on the Evaluation Grid. Provide the following as part of your Final Evaluation Report:
  - **LOHP Evaluation Grid** - A copy of your LOHP's Evaluation Grid from your approved Evaluation Plan. If applicable, track any changes to the data source, evaluation method, analysis method or other relevant updates.
  - **Final 2022 Evaluation Plan Grid** - Provide aggregate data for each performance measure using the Evaluation Grid Template as a guide.



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8. Develop your Final Evaluation Report based on data gathered. Include all components listed in the LOHP Final Evaluation Rubric.
9. Submit all Final Evaluation Reports no later than **July 31, 2022**, to [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov) and copy your program consultant.



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## 2022 Final Evaluation Plan Grid Data Template

Evaluation Question						
Indicator or Performance Measure	Data Source	Grant Implementation (e.g., Baseline YR)	Grant Close-Out (e.g., 2021 YR)	Was measure met? (e.g., yes or no)	How well did you do? (e.g., increase, decrease, or no change)	Notes

**Instructions:** Fill-in the “Evaluation Question” and “Indicator or Performance Measure” and “Data Source” from your **LOHP Evaluation Grid**. Update the “Grant implementation” with aggregate data for the baseline year for your LOHP. The baseline year can be different for each LOHP depending on when your LOHP started the implementation of grant activities. This can also be different for each individual indicator and performance measure, so please indicate the unit of time in parentheses. Similarly for reporting aggregate data for “Grant Close-Out”, please indicate the unit of time in parentheses (see Example below). Complete the “Was measure met?” for process measures. Complete the “How well did you do?” for numeric measures or outcomes indicating increase, decrease, or no change from baseline. Additional details can be provided in the “Notes” column.

## 2022 Final Evaluation Plan Grid Data Template (Example)

Evaluation Question #1: Has access to dental services improved for vulnerable and underserved populations? (Grantee Objectives 6,7)						
Indicator or Performance Measure	Data Source	Grant Implementation (e.g., Baseline YR)	Grant Close-Out (e.g., 2021 YR)	Was measure met? (e.g., yes or no)	How well did you do? (e.g., increase, decrease, or no change)	Notes
# of oral health care coordinators	Program and partner organization reports	20 (2017 YR)	30 (2021 YR)		Increase	
# of school-based or school-linked dental programs over time	Program and partner organization reports	100 (2017 YR)	20 (2022 YR)		Decrease	Impacted by COVID limited in-person schools
List of priority populations served	Program and partner organization surveys			Yes		