**Scoring Rubric**

***Used for scoring final evaluation reports***

|  |  |
| --- | --- |
| **Local Oral Health Program:** | **OOH Reviewer:** |

**Scores**

|  |  |
| --- | --- |
| Incomplete | The section is missing or contains minimal required information. Final evaluation is unclear, illogical, or inaccurate. |
| Complete | All required information is provided and is clear, logical, and accurate. |

**Cover Page**

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| The cover page includes relevant information about the project and the report: a descriptive title, name of the organization and project director, organization’s website or contact information, funding cycle, report author(s), CDPH attribution, submission date, and recommended citation. |  |  |  |
| **Comments:** | | | |

**Executive Summary**

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| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| In 350 words or less, the evaluation of the 2017-2022 Work Plan provides a summary of the program, need, evaluation purpose, methods, key results, conclusions, actionable recommendations, and lessons learned.  Summarize:   * 1. What did we do?   2. How well did we do it?   3. What difference did our program make, or what changes occurred because of our program? |  |  |  |
| **Comments:** | | | |

**Aims**

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| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| The report states the purpose, evaluation questions, and key indicators for LOHP success. |  |  |  |
| **Comments:** | | | |

**Introduction**

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| Describes the intended use of the evaluation, need, stakeholders, context for evaluation, and priority populations. |  |  |  |
| Describes engagement of stakeholders in evaluation efforts, data interpretation, dissemination efforts, and responsiveness of results to the evaluation purpose and target audience. Defined the audience of this Evaluation Report. |  |  |  |
| **Comments:** | | | |

**Evaluation Methods and Design**

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| Describe data collection methods, data sources, evaluation methods (e.g., quantitative, qualitative, or mixed-method approaches), and analyses to quantify indicators or performance measures. Highlight any limitations that impact the evaluation methods and data source/frequency of collection. |  |  |  |
| **Comments:** | | | |

**Results**

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| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| Presents interpretation of data effectively and with appropriate visualization (such as graphs or tables). |  |  |  |
| Demonstrates if cultural competency (or tailoring to target audiences) was applied in the intervention and evaluation. |  |  |  |
| **Comments:** | | | |

**Discussion, Actionable Recommendations, and Lessons Learned**

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| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| Interpret results and whether the objectives and activities were achieved. Provides answers to evaluation questions and highlights important results in the Evaluation Grid. Based on the results, what did the program accomplish (process measures) and did the oral health program make a difference (outcome measures)? |  |  |  |
| Discuss any limitations or extenuating circumstances that impacted the effectiveness of the LOHP in achieving successful implementation of Work Plan objectives and activities. |  |  |  |
| Explains how findings were communicated or are planned to be communicated to different stakeholders and the wider community. |  |  |  |
| Provides actionable recommendations that address specific findings that are feasible, realistic, and tailored to intended users. |  |  |  |
| Provides lessons learned about which strategies or activities were most helpful or effective and actionable findings to improve Work Plan implementation and evaluation activities |  |  |  |
| **Comments:** | | | |

**Appendix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | **Incomplete** | **Complete** | **Revisions?** |
| Data collection instruments and supplemental intervention and evaluation activity descriptions, materials, or results are appropriately attached as appendices rather than in the body of the report. |  |  |  |
| **Comments:** | | | |

*Reviewer Feedback*

|  |
| --- |
| **Overall Comments:** |

*\*Some materials and components have been adapted from California Tobacco Control Evaluation Center and CDC.*

[TellYourStory3.0\_005.pdf (ucdavis.edu)](https://tobaccoeval.ucdavis.edu/sites/g/files/dgvnsk5301/files/inline-files/TellYourStory3.0_005.pdf)

[Evaluation Reporting: A Guide to Help Ensure Use of Evaluation Findings (cdc.gov)](https://www.cdc.gov/dhdsp/docs/Evaluation_Reporting_Guide.pdf)