**Tribal Vocational Rehabilitation (TVR) Institute Evaluation**

**Revision 6-2-2017**

The following table describes the major evaluation questions, sources of data, and performance measures for the annual evaluations of the TVR Institute.

| **Evaluation Questions** | **Sources of Data** | **Performance Measures** |
| --- | --- | --- |
| 1. ***Who was served by the program and were the goals for recruitment, training, and technical assistance met?*** | | |
| 1. How many were recruited 2. How many completed their programs? services? (and what circumstances led to requiring more TA) 3. How many requested or self-initiated TA services? (and what circumstances led to TA? 4. What was learned about recruitment to this program? | Annual review of recruitment and enrollment records  Annual review of records of certificates earned  Annual interviews with TVR Institute staff  Follow-up with Institute graduates at 60 and 180 days  Number of TA services provided | AIVRS Recruited:   * 150 Yr. 1 and 50 each year in Years 2-5 * 200 participants complete 1 or more modules in Years 1-5. * 45 earn certificates. 15 complete in Yr. 2, 12 in Yr. 3, 12 in Yr. 4, 11 in Yr. 5 * 35 receiving TA services. Some graduates will receive TA services in multiple years. |
| 1. ***What evidence is there that the curriculum developed met the needs and expectations of AIVRS personnel, and how did the curriculum and technical assistance work in practice towards achieving the intended outcomes?*** | | |
| 1. What processes were used to incorporate input from AIVRS Directors? 2. Were all 7 modules developed, approved, and made available? 3. How was the curriculum modified to meet the needs and interests of the participants? 4. How was TA provided to participants? 5. How well do participants demonstrate the expected levels of competency? | Review of courses  Records of personnel recruited  Pre/Post assessment of mastery of course content and grades upon course completion  Bi-annual interviews with TVR staff  Annual Interviews/ survey with participants AIVRS directors or supervisors | * All proposed coursed developed and taught. * 80% of participants will demonstrate a higher level of knowledge and skills on the TVR Post-Assessment compared to the Pre-Assessment. * AIVRS supervisors for 80% of participants who are employed will report observing improved TVR knowledge and skills as defined by the TVR Institute Assessment. |
| 1. ***How do AIVRS directors and participants describe their experiences with the Institute, and what adjustments and improvements were made to the project and training of AIVRS personnel? (includes questions 3 and 5 from original proposal)*** | | |
| * How satisfied are the participants with the TVR Institute courses? * How satisfied are participants with the TA provided? * What key factors have supported participants’ success? * How satisfied are AIVRS directors with the Institute? | Evaluation surveys of those taking courses including assessment survey, course post survey and midway survey. Surveys cover participants assessment of use of Institute learning, and support from Institute staff.  Participant 60 and 180 day post-surveys track participants assessment of value of training, use of Institute learning, improved service delivery, interest in further education, promotion or career advancement.  Annual interviews with a sample of AIVRS directors. | * 80% of participants will be satisfied with the training and technical assistance * 80% of AIVRS directors interviewed will report observations of improved VR knowledge and ability to provide VR services. * Follow up surveys will track promotions |
| 1. ***What evidence is there that the TVR Institute is having an impact on improving the delivery of VR services to American Indians with disabilities and increasing employment outcomes for American Indians with disabilities,*** | | |
| * What evidence is there of improved and/or expanded program delivery of VR services to Am. Indians with disabilities, and what role did the Institute training and TA play in this? * What evidence is there of increased employment outcomes for Am. Indians with disabilities? | AIVRS program data on client satisfaction and successful closures linked to participants who have taken 5 to 7 courses.  60 and 180 days follow-up day participant surveys  Annual interviews with sample of AIVRS directors | * Reports of improved and/or expanded program delivery of VR services to AIAN with disabilities including: closure rates, # of presentations at conferences, marketing activities, service improvements related to course projects. |
| 1. ***What evidence is there that feedback from American Indians with disabilities was included in the evaluation and used to improve program services? (includes questions 4 and 6 from original proposal)*** | | |
| * What evidence is there that Am. Indians with disabilities provided input for the project? | Advisory committee notes from meetings. | * Advisory committee evidence that needs of Am. Indians with disabilities provided input. |

**Scope of Work for 2016-17**

Dr. Joan LaFrance of Mekinak Consulting will provide external evaluation services for this project. The following is the scope of work for the 2016-17 project year.

| **Tasks** | **Timeline** | **Deliverable** |
| --- | --- | --- |
| Consultation with TVR Director regarding evaluation plan | October, 2015 | Modified evaluation plan for year |
| Development of module evaluation surveys | Draft – Mid-Oct.  Final - November, 2015 | Piloted survey for participants taking modules |
| Review of recruitment, enrollment, and TA records | March, 2017  June, 2017 | Report of recruitment/ enrollment compared to projected numbers |
| Meet with TVR Institute staff to define ways participants should/could demonstrate skill improvement as result of courses | January, 2016 | Meeting notes |
| Development of interview guide for AIVRS Directors or participants’ supervisors | January, 2017 | Interview guide |
| Development of interview guide and survey items to be incorporated into interviews with those completing 5 courses or the program certificate. | February, 2016 | Interview guide |
| Development of interview guide and survey items to be incorporated into interviews with those completing 5 courses or the program certificate. | February, 2016 |  |
| Interview of AIVRS directors | May, June, 2017 and annually in subsequent years | Summary of the interviews included in mid-year and year end evaluation report |
| Analysis of survey and interview data. | Ongoing | Summary of the surveys & interviews included in mid-year and year end evaluation report |
| Development of mid-year evaluation report | March, 2017 | Mid-year evaluation report |
| Development of final evaluation report | September, 2017 | Final evaluation report |

**Evaluation Payment Schedule**

Total budget for evaluation services is $10,000 to be paid according to the following schedule upon invoicing from Mekinak Consulting.

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| --- | --- | --- |
| **Date** | **Amount** | **Deliverables** |
| April, 2017 | $5000.00 | * Revised evaluation plan, interview guides, surveys, and survey administration plan * Mid-year report of data collected in pilot and 1st qtr. |
| September, 2017 | $5000.00 | * Final evaluation report |