



CHCF Guidelines for Evaluation Reports

While the California HealthCare Foundation (CHCF) does not require a specific format be followed for evaluation results, this document provides guidance on the elements that are typically expected in an evaluation report. These guidelines are meant to provide direction but may not apply to every evaluation. Program officers and evaluators are encouraged to discuss and refine reporting requirements throughout the evaluation process and timeline. This includes:

- Format and timing of progress reports;
- Requirements for submitting preliminary outlines for reports;
- How evaluators will solicit and respond to input from CHCF and external stakeholders ; and
- What information will be shared publicly.

Note that these guidelines do not apply to CHCF publications (such as issue briefs).

Suggested Elements

- I. Title page: title, date, and author or grantee institution name
- II. Acknowledgments
- III. Table of contents
- IV. Executive summary: the content should closely follow the outline of the report and summarize key points
- V. Description of the project:
 - Background, context, and/or literature review
 - Goals and objectives
 - Major characteristics and components of the project, such as target population, major activities, resources, and timeline
 - Description and key characteristics of grantees or project participants
 - Project logic model
- VI. Description of the evaluation:
 - Evaluation goals
 - Primary and secondary audiences for the evaluation results, and whether or how they were involved in the evaluation process

- Intended uses of the evaluation
- Key outcome measures and evaluation questions
- Evaluation methods and data sources – at the least, a high-level overview is required; details may be included as an appendix

VII. Evaluation findings:

- Results by key outcome or question for project overall and, if appropriate, by site
- Analysis of cross-cutting issues, lessons, and concerns
- If applicable, observations about technical assistance provided, learning communities, and/or other support offered to project participants

VIII. Final considerations or recommendations:

- Discussion of unique results and relevance to the field
- Comments on the project's logic model or theory of change
- Recommendations regarding sustainability, spread, or expansion of the project
- Limitations of the analysis

Notes on Style

- Proofreading: CHCF does not copyedit or proofread evaluation reports; therefore it is the responsibility of the author to review the document carefully to make sure it does not contain typographical or grammatical errors.
- Accuracy: Reports should be fact checked and sources should have appropriate references.
- Clarity/Brevity: Writing should be easy to understand and terms should be clearly defined. Findings should be presented as concisely as possible without sacrificing accuracy. When possible, technical jargon should be avoided and plain language should be used.

Sharing Evaluation Results

- The results of CHCF-funded evaluations are shared publicly as part of our commitment to learning and transparency.
- Evaluation results should be reviewed by CHCF, project participants, and other relevant stakeholders to ensure that the content is accurate and does not include legally protected or sensitive information.
- CHCF does not require that individual project participants be identified in evaluation results.
- Although CHCF may suggest reviewers, the evaluators are ultimately responsible for facilitating a process to solicit input from project participants and other relevant stakeholders. Evaluators should incorporate sufficient time in their workplan for this process.
- To ensure the independence of evaluation results, evaluators will make the final decision about the interpretation of findings.