

**Supplement to the Common Grant Application (Section 3)
The Evaluation Plan**

Please substitute these instructions for Section 3 of the Common Grant Application.

The Staunton Farm Foundation asks each applicant to provide an Evaluation Plan that uses either a narrative or chart format to provide the following information:

- 1. Project Goal:** summarize the major aims of the project so that we can see the link between the outcomes you are targeting and the overall goal of the project.
- 2. Evaluation Questions:** identify the questions you will answer through this evaluation.
- 3. The targeted outcomes:** list the outcomes you expect from this project, in measurable terms.
- 4. Activities:** list the activities you will launch/enhance that will lead to the targeted outcomes.
- 5. Indicators:** list the measures of success for reaching each of the outcomes; please provide any baseline information.
- 6. Methods:** list the methods/instruments you will use for gathering information for each indicator and how often you will be collecting this information (e.g., pre/post tests using standard instruments or agency-developed tests; logs; surveys; focus groups and questionnaires)
- 7. Person responsible:** identify who is responsible for gathering each set of information. Also identify the person(s) responsible for analyzing the information and developing the evaluation report.

Sample Evaluation Plan:

Program Title: Crisis Intervention Team (CIT) Program in Smith County, PA				
Organization: Smith County Behavioral Health				
Goal: Prevent the arrest and jailing of non-violent people with mental illnesses (target group) and engage them in community-based treatment and support				
Evaluation questions: 1. Did the program reach its numeric objectives (numbers trained, number of people in the target group who are engaged)? 2. Did the program prevent arrests of people in the target group? 3. Did people in the target group receive an increased and sustained level of community-based treatment and support? 4. Is the project sustainable?				
Evaluation report: Alana Richards, project director, will analyze the information and write the evaluation report. She will submit a draft of the evaluation to the board of advisors for their approval; and the final report to the Staunton Farm Foundation and other funders by June 2011.				
Targeted Outcomes	Activities to Achieve Outcomes	Indicators	Data Collection Methods/Frequency	Person Responsible
<i>Question 1: Reach numeric objectives?</i>				
20 police from rural police forces show an increase in: <ul style="list-style-type: none"> • Their understanding of behavioral health • The skills needed to defuse situations involving individuals with serious mental illness • Their ability to direct individuals to a triage center and other appropriate alternatives to arrest and jail. 	Recruit 25 police through outreach by project director	25 police volunteer for training	Copies of signed volunteer agreement (weekly through June 2010)	Marshall Fields, Smith County Police liaison
	Development of training by police-behavioral health team	Training manual that meets national CIT standards, approved by the team	Copy of training manual (by July 2010)	Alana Richards, project director
	Preparation of logistics for the training	Arrangements finalized for site that accommodates 25 trainees; 15 trainers confirmed in writing; pre and post tests for course are prepared and approved by trainers; schedule confirmed with police trainees/commanding officers	Copies of emails and memos confirming logistics arrangements (July 2010)	Alana Richards
	40-hour training for a cadre of police to be CIT officers	Improvement in police understanding of serious MI; of behavioral health system/resources; alternatives to arrest and jail; de-escalation; use of triage center	Written Pre-test administered at start of 40-hr course; compared with Post-test at end of course (Sept/Oct)	Marshall Fields

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Targeted Outcomes	Activities to Achieve Outcomes	Indicators	Data Collection Methods/ Frequency	Person Responsible
<p>Launch of the Triage Center, a 24/7 alternative to jail or E.R., with skilled triage services and access to appropriate treatment & support</p>	<p>Identify services and standards for the new center</p> <p>Identify optimal locations and contract with qualified provider to design and implement the new center</p>	<p>Written request for bid includes services and standards</p> <p>CIT team identifies one or more possible sites that are within reasonable access of community-based providers</p> <p>Written request for bid by county specifies services provided, 27/7 availability, and qualifications of staff for the new center</p>	<p>Announcement of Triage Center opening sent to police, with list of hours of operation (August 2010)</p> <p>Copy of Triage Center protocol developed with police, county, and contracted agency (August)</p> <p>Copy of request for bid (May)</p>	<p>Alana Richards</p> <p>Alana Richards</p>
<p>20 police officers deployed in their communities as CIT officers and using the new CIT system, including Triage Center</p>	<p>Develop deployment plan for CIT officers</p> <p>Launch the CIT program</p>	<p>Written plan developed with municipal police forces that identify how calls will be handled by dispatch, CIT officers, other police</p> <p>20 police attend opening of Triage Center and recognition ceremony with BSU, other community health staff</p>	<p>Copy of written plan, signed by commanding officers from each force</p> <p>Sign-in logs at opening; and copies of press coverage</p>	<p>Marshall Fields</p> <p>Alana Richards</p>
<p>5 mental health staff at the Triage Center and 20 mental health staff in the community work collaboratively with police, families, consumers to provide access to state-approved treatment and support within 12 hours of entry into Triage Center</p>	<p>Train 20 mental health and nursing staff at Triage Center and in base service units (20 hrs)</p> <p>Launch the CIT program</p>	<p>Improvement in understanding of police process for diversion to triage center; of system/resources available to target group; of operations and standards for the new center</p> <p>20 police attend opening of Triage Center and recognition ceremony with BSU, other community health staff</p>	<p>Written Pre-test administered at start of 20-hr course; compared with Post-test at end of course</p> <p>Sign-in logs at opening; and copies of press coverage</p>	<p>Marshall Fields</p> <p>Alana Richards</p>

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Targeted Outcomes	Activities to Achieve Outcomes	Indicators	Data Collection Methods/ Frequency	Person Responsible
<i>Question 2: Prevent arrests?</i>				
50 individuals in the target group who come in contact with police are directed to an appropriate alternative to arrest	Track police referrals to the Triage Center, E.R., and community mental health	Rate of arrests of individuals who participate in CIT program vs. rate of arrests for total target group population	Police arrest logs; Triage Center log sheets; national and state data on arrest rate for individuals with SMI	Marshall Fields, with assistance from College of Smithton School of Social Work
<i>Question 3: Increased, sustained level of treatment and support?</i>				
Individuals in the target group receive treatment and supportive services at or above the rate of the general population of individuals with serious mental illness	Track entry into the Triage Center, referrals to community mental health, and outcomes	Number of hours in treatment and support for each participant (per year), compared with prior year	Treatment plan/records at community-based treatment agencies	Alana Richards
		Changes in symptomatology during treatment	Treatment plan/records at agencies	Alana Richards
<i>Question 4: Sustainable?</i>				
The police departments, county, and mental health agency sign an agreement that details the responsibilities of each entity in operating and continuing the CIT program	Develop signed agreement through the Criminal Justice Advisory Board (CJAB) in Smith County	Signed agreement on file with county mental health agency	Copy of agreement	Alana Richards
County government, other municipalities in the county, and other funders agree to a funding design that will sustain the CIT program for three years, if it meets the targeted outcomes	CJAB committee support for sustainability	CIT program outcomes and sustainability is on each CJAB meeting agenda; CJAB vote for support on sustaining program	Minutes of CJAB meetings (bi-monthly)	Alana Richards
	Applications submitted to funding sources for balance of funding	Requests submitted	Copies of funding requests (end of fiscal year 2010)	Alana Richards

