

## QUARTERLY EVALUATION UPDATE NARRATIVE EXAMPLE

### EVALUATION – COMMUNITY WELLNESS AND OUTREACH

- GOAL – To implement innovate or model prevention (current, best or promising practices, evidence-based).
  - Objective(s) – To improve student and parents’ skills in alcohol and drug prevention education using current, evidence-based curriculum to change cultural norms.
  - Description – The content of the curriculum that includes an integrated set of intervention components to promote competencies in children (socio-emotional skills training and academic tutoring), parents (parent management training and home visiting), and teachers (prevention curriculum and classroom management consultations), and to strengthen bonds of communication between parents and teachers. We will present the curriculum in eight one-hour sessions that are facilitated by trained personnel. Each workshop will contain a 15-minute introductory lecture, a 30-minute activity with group discussion, and a 15-minute closing summary.
  - Questions – What are the challenges of implementing evidence-based practices?
  - Source of Data – Prevention team members
  - Methods of Data Collection – Interviews with team members
  - Results – After evaluation, found that the curriculum being used was out-of-date and ineffective. (Elaborate on results to include clear and concise information)
  - Action/Next Steps – Research to find a curriculum that is current, effective, and promotes competencies with children, parents, and teachers.

### EVALUATION – TREATMENT

- GOAL – Reduction of recidivism. Providing treatment or hiring a contractor for treatment services.
  - Objective(s) – Determine if completion of treatment requirement impacts recidivism.
  - Description – Contracting with a treatment provider to provide evidence-based treatment to clients as required by the Judgment and Sentence. Types of treatment include outpatient, jail based, and preventative treatment. Treatment can be individual and/or group sessions. The number and duration of treatment is based on the assessment given by the treatment provider to meet individual needs.
  - Questions – Are clients that complete of required treatment more likely to not recidivate?
  - Source of Data – Treatment providers, client surveys, Noble, Odyssey, NM Courts, other case management databases, and client files.
  - Methods of Data Collection – Treatment provider reports, collecting client surveys. Gather and analyze data from Noble, Odyssey, NM Courts, etc.

## QUARTERLY EVALUATION UPDATE NARRATIVE EXAMPLE

- Results – Clients that completed required treatment successfully had lower recidivism rates than those that did not complete their required treatment. (Elaborate on results to include clear and concise information)
- Action/Next Steps – Applying for more funding to expand treatment services. Explore resources to assist clients with successful completion of treatment and address challenges.

### EVALUATION – ALTERNATIVE SENTENCING

- GOAL – Identify effectiveness of the implementation of the Impaired Driving Assessment (IDA).
  - Objective(s) – Determine if IDA is being implemented correctly and used consistently to be beneficial.
  - Description – Court Compliance Officers (MCO) administer IDA to all DWI clients. IDA is administered at intake and is completed by the client and the CCO. Based on the assessment, clients are referred to services. CCO uses the results to assist with determining supervision level.
  - Questions – How are the IDA results being used to guide the type, frequency, and intensity of services? Is every DWI client receiving the IDA? Have all the CCOs been trained in how to administer the IDA? Are all completed IDAs entered in Noble? Do the CCOs find the IDA useful as a tool in compliance monitoring? If CCO is not administering the IDA, how are the CCOs receiving the results to use in their monitoring of the client?
  - Source of Data – IDA Administrators, CCOs, program records, Noble database, policies, procedures, and protocols
  - Methods of Data Collection – Interviews of IDA Administrators and CCOs, reviews of participant records, and review of survey results.
  - Results – When utilized as intended, the IDA is beneficial to CCOs in supervising clients, case management, and referring clients to services. Not all IDAs are being entered into Noble.
  - Action/Next Steps – Ensure that all DWI clients receive the IDA. Ensure all IDAs are entered into Noble. Update Protocol to clearly outline how IDA is used within the program.

### EVALUATION – PROGRAM ADMINISTRATION

- GOAL – Provide quality and consistent programming.
  - Objective(s) – Ensuring evidence-based or promising practices are implemented program wide.
  - Description – Identify what policies are needed based on program and services provided. Understanding relevant county/municipality, and state requirements. Ensure policies have been reviewed and updated with current information and practices.
  - Questions – To what extent are program policies and practices aligned with best practice standards, Administrative Guidelines, and DWI Planning Council policies

## QUARTERLY EVALUATION UPDATE NARRATIVE EXAMPLE

and procedures? How long has it been since each policy and procedure was reviewed and updated? Have the procedures and policies been approved at local and state levels before implementation? How are staff informed of policies and procedures, including updates and changes?

- Source of Data – Policy and procedure manuals, team members, Administrative Guidelines, statutes, current protocols, and bylaws.
- Methods of Data Collection – Direct observation of team meetings and DWI Planning Council meetings. Quality assessment of program related files.
- Results – Some policies, procedure, and protocols are not up-to-date and don't reflect current programming.
- Action/Next Steps – Update policies, procedure, and protocols that were identified as out-of-date and obtain approval. Train staff on updated policies, procedures, and protocols to ensure consistency. Review policies, procedures, and protocols annually at minimum.