**EXHIBIT 1**

**QUARTERLY PROGRAM (OUTCOMES/MEASURES)**

**(MS WORD)**

**ATTACHMENT 1**

**Evaluation Plan Instructions**

*Outcomes:* Please identify and define 5 long-term effects or impacts your program will accomplish for the individuals and families you serve. Include mid-term objectives (to be measured at end of year 1) and long-term objectives (to be measured at end of year 2).

*Objectives*: Please identify objectives for your program that relate to the outcomes you have identified. Objectives must be SMART: Specific, Measurable, Aggressive but Attainable, Results Oriented, Time-bound. In creating objectives, ask yourself: How much did we do? How well did we do it? Is anyone better off? Objectives should be stated as numbers, percentages, or percent of change.

*Data Source*: For each objective, identify the data source you will use to provide you with information to determine your program’s success.

*Quantitative Targets*: Set a cumulative numerical target for mid-year and the end of the grant year, anticipating your progress toward the final objective to be achieved by June 30, 2021. The quantitative target should directly relate to the qualitative objective you have set forth. You will use the template on page 2 as both your evaluation plan and as your quarterly report form.

*Example Service: Underage Drinking Prevention and Cessation Program*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Outcome:***  Significant decrease in percentage of intervention or long-term services as a result of alcohol use. | | | | | |
| ***Objectives*** | ***Data source*** | ***Mid-Year Target*** | ***Year 1 targets*** | ***Year 1 mid-year targets*** | ***Year 2 targets*** |
| 95% of teen participants will remain alcohol-free for at least 3 months | Participant survey conducted 3 months after program end | 90% (90 of 100) of teen participants report no alcohol use | 93% (186 of 200) of teen participants report no alcohol use | 95% (282 of 300) of teen participants report no alcohol use | 98%(392 of 400) of teen participants report no alcohol use |
| ***Outcome:***  Significant decrease in family use of crisis interventions or expensive higher level services. | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Targets*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
| 15 teen participants who identified as alcohol drinkers will remain alcohol-free for at least 12 months | Participant interviews conducted 3, 6, 9, 12 months after program end | 7 of the 15 teen participants who identified as alcohol drinkers report no alcohol use | 10 of the 15 teen participants who identified as alcohol drinkers report no alcohol use | 12 of the 15 teen participants who identified as alcohol drinkers report no alcohol use | 15 of the 15 teen participants who identified as alcohol drinkers report no alcohol use |

**Organization Name:**

**Service:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Outcome:*** | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Targets*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Outcome:*** | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Target*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Outcome:*** | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Target*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Outcome:*** | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Target*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Outcome:*** | | | | | |
| ***Objectives*** | ***Data source*** | ***Year 1 Mid-Year Target*** | ***Year 1 targets*** | ***Year 2 mid-year targets*** | ***Year 2 targets*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If needed, please use this space below to provide further detail or explanation of data sources, objectives, or targets.