

# SIF Outcomes/Impact Reporting Checklist



This is a general checklist of information which SIF evaluation reports should contain, and which CNCS hopes to have for each SIF evaluation. Specific reports will differ according to the project design and type of report (baseline, interim, or final). Use the checklist if you find it helpful and modify it to fit your needs.

SEP Target Areas	Information to Collect and Communicate	Included in your report?
<b>Program Delivery</b>	Number of program units (e.g. sessions, events, classes)/outputs	<input type="checkbox"/>
	Quality of/satisfaction with program delivery	<input type="checkbox"/>
	Date program delivery began/ended	<input type="checkbox"/>
	Number of program participants/participation rate	<input type="checkbox"/>
	Demographic characteristics of participants	<input type="checkbox"/>
<b>Evaluation: Counterfactual Condition</b>	Final randomization process (where applicable)	<input type="checkbox"/>
	Baseline equivalence analysis	<input type="checkbox"/>
	Differential attrition analysis	<input type="checkbox"/>
	Matching diagnostic statistics (where applicable)	<input type="checkbox"/>
	Description of counterfactual condition	<input type="checkbox"/>
<b>Evaluation: Data Collection and Measurement</b>	Amount of data collected (e.g. observations, surveys, records)	<input type="checkbox"/>
	Description of data collection methods (e.g. surveys, observations, interviews, focus groups coding of existing data)	<input type="checkbox"/>
	Description of data collection procedures (e.g. who collected the data and how)	<input type="checkbox"/>
	Measure validation results	<input type="checkbox"/>

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<b>Evaluation: Analysis</b>	Type of analysis	<input type="checkbox"/>
	Power analysis findings	<input type="checkbox"/>
	Missing data analysis findings	<input type="checkbox"/>
<b>Evaluation: Findings</b>	Implementation findings	<input type="checkbox"/>
	Outcomes	<input type="checkbox"/>
	Preliminary impact findings	<input type="checkbox"/>
	Impacts (when available)	<input type="checkbox"/>
	Lessons learned	<input type="checkbox"/>
<b>Report Process</b>	Reports are submitted on time	<input type="checkbox"/>
	Reports are submitted in a systematic format	<input type="checkbox"/>
	Reports contain rich information (e.g. program implementation, data collection, analysis)	<input type="checkbox"/>
	Quality control processes are in place	<input type="checkbox"/>