Project Evaluation Plan: Executive Summary

AoD Disability Employment TA Center

May 2021

Purpose and Goals

In September 2020, the Administration on Disabilities (AoD) within the Administration for Community Living (ACL), awarded The Lewin Group and TASH (Lewin/TASH) a five-year contract to support the establishment of the Disability Employment Technical Assistance Center (referred to as the "TA Center"). The TA Center provides evidence-based technical assistance (TA) related to promoting systems change focused on improving the employment outcomes and economic advancement of individuals with disabilities.

The TA Center provides support to the following AoD grantees: Federally-funded Centers for Independent Living (CIL), State Councils on Developmental Disabilities (Council), University Centers for Excellence in Developmental Disabilities in Education, Research, and Services (UCEDD), State Protection and Advocacy Systems (P&A), and Traumatic Brain Injury State Partnership Programs (TBI Program).

To ensure continuous improvement and measure the impact of TA on AoD grantees, the TA Center's team conducts an ongoing evaluation of activities. This evaluation plan summarizes the data collection, analysis, and reporting processes over the span of the five-year contract and will be updated yearly based on TA activities.

Evaluation Framework

The TA Center uses the logic model (**Exhibit 1**) to guide evaluation activities and measure TA impact on grantees as well as the Plan Do Study Act (PDSA) continuous quality improvement (CQI) process to ensure ongoing improvement based on grantee input and evaluation team observation.

Data Collection and Analysis

The findings of current employment activities and context of AoD grantees as part of the Five-Year Strategic Plan and Landscape Assessment inform the development of the evaluation plan. Sources for the Five-Year Strategic Plan and Landscape Assessment included past AoD grantee program performance reports (PPR), strategic plans, publicly available research and data systems (via ACL and external organizations), a literature review, and interview conversations with AoD program staff and grantee staff.

To evaluate TA Center activities, the evaluation team collects data corresponding to the activities, outputs, and outcomes listed in the logic model (**Exhibit 1**). The evaluation team collects overall data across all AoD grantee types in addition to disaggregated data by grantee type.

The TA Center's evaluation team uses several data collection and analysis activities to track the occurrence of TA events and support as well as the impact of TA activities of AoD grantees (**Exhibit 2**).

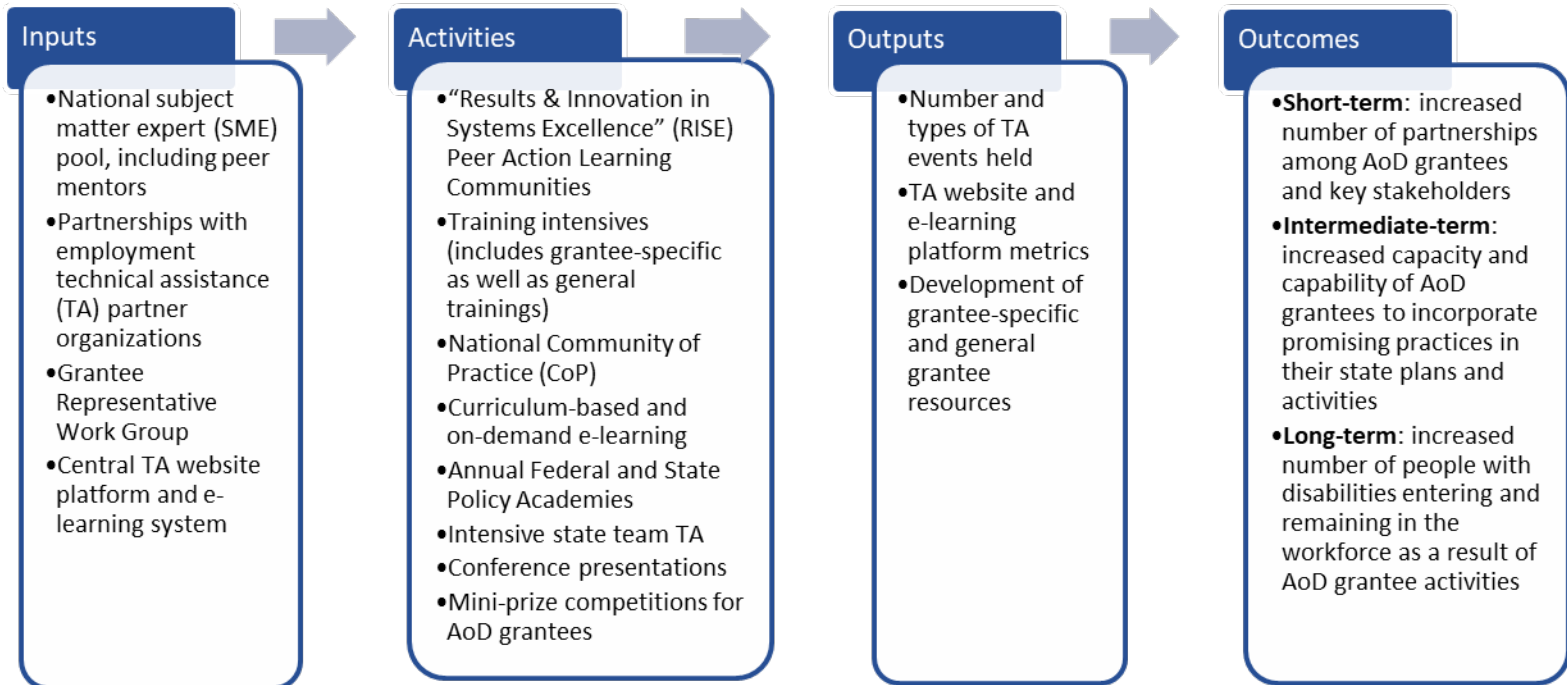**Exhibit 1. Logic Model with Selected Inputs, Activities, and Outputs**

Inputs	Activities	Outputs	Outcomes
• National subject matter expert (SME) pool, including peer mentors • Partnerships with employment technical assistance (TA) partner organizations • Grantee Representative Work Group • Central TA website platform and e-learning system	• "Results & Innovation in Systems Excellence" (RISE) Peer Action Learning Communities • Training intensives (includes grantee-specific as well as general trainings) • National Community of Practice (CoP) • Curriculum-based and on-demand e-learning • Annual Federal and State Policy Academies • Intensive state team TA • Conference presentations • Mini-prize competitions for AoD grantees	• Number and types of TA events held • TA website and e-learning platform metrics • Development of grantee-specific and general grantee resources	• **Short-term**: increased number of partnerships among AoD grantees and key stakeholders • **Intermediate-term**: increased capacity and capability of AoD grantees to incorporate promising practices in their state plans and activities • **Long-term**: increased number of people with disabilities entering and remaining in the workforce as a result of AoD grantee activities

Exhibit 2. Selected Data Collection and Analysis Approaches

	Logic Model Category	Example Data Points	Data Collection Approach	Example Analytic Approach
TA events (e.g., CoP webinars, training intensives)	**Activities**	• Names and dates of events held • Grantee type(s) of primary audience	Internal TA team tracking of work plan	Quantitative analysis of total number of events and primary grantee audiences
	Outputs	• Number of registrants • Grantee type of registrants	Event registration metrics	Quantitative analysis of total registrants and registrants by grantee type
		• Number of attendees	Event attendee metrics	Quantitative analysis of total attendees
	Outcomes	• Increased knowledge of TA topic following event	Post-event survey	Quantitative analysis of responses to survey questions overall and disaggregated by grantee type

	Logic Model Category	Example Data Points	Data Collection Approach	Example Analytic Approach
Curriculum-based and on-demand e-learning	**Activities**	• Number of courses offered • Grantee type(s) of primary audience	Internal TA team tracking of work plan	Quantitative analysis of total number of e-learning courses and primary grantee audiences
	Outputs	• Number of unique users accessing training • Number of unique users completing training • Amount of time spent on training	Website interaction metrics	Quantitative analysis of most common accessed and completed trainings as well as any other data points
	Outcomes	• Increased knowledge of TA topic following participation in e-learning	Periodic TA feedback form	Quantitative analysis of responses to survey questions overall and disaggregated by grantee type

Reporting

The executive summary of the evaluation plan is posted publicly on the TA Center's website. In future years, the TA Center team will post updated versions on the website.

The TA Center will publicize key findings from the evaluation at periodic milestones and with AoD staff approval. For example, at the end of each contract year, the evaluation team will publish a series of individual profile findings focused on each of the AoD grantee types. Potential highlighted points include:

- Goals and barriers specific to this grantee type identified during the development of the Five-Year Strategic Plan and Landscape Assessment

- Written products, events, and individualized TA relevant to each grantee type

- Post-event survey and engagement data from the grantee type

The evaluation team may publicize additional reporting products at a future point.