

## PHASE THREE: EVALUATING THE CRITICAL CARE FAMILY ASSISTANCE PROGRAM

### TOOL 31 – CCFAP EVALUATION PLANNER

**Instructions:** In column A, list the CCFAP objectives you are evaluating. In column B, list the activities associated with each objective. In column C, indicate the evaluation question you will ask. In column D, indicate the measures of success for each activity (see the needs assessment section and [Tools 9](#) and [12](#)). Consider results (does the activity help you meet CCFAP objectives) and process (were the activities implemented as intended). In column E, describe how you will gather data for these measures. Include both the sources of data and the method (eg, families will complete surveys). In columns F through H, indicate who will gather and report data, when it will be gathered, and who will ensure that results are used to improve the CCFAP.

A	B	C	D	E	F	G	H
CCFAP Objective	Activities	Evaluation Question	Measures of Success	Data Sources and Gathering Method	Who Will Gather and Report?	When?	How Will the Results be Reported?