Handout 12 - Evaluating the Plan

Planning the evaluation

While the monitoring and review process should provide enough material to review the support plan sometimes a more formal evaluation will be required. This will need to be carefully planned. When planning an evaluation you will need to consider:

1. What is the purpose of the evaluation? Is it to provide feedback to client or other stakeholders such as family or service providers? Is it to assist in obtaining more resources for the client?

2. Who will conduct the evaluation? Which worker has the skills and time to take responsibility for the evaluation? Or would it be better to get an independent worker?

3. Who will be involved in the evaluation? This is usually the full range of people who were involved in the initial assessment.

2. What is to be evaluated? The strategies used to meet needs and reach goals? The impact the implementation of the strategies had upon the client and other stakeholders? The outcomes ie have the goals been achieved? Efficiency of the plan in terms of costs such as time and money?

3. How will the evaluation be conducted? Talking to clients and others about the processes, impacts and outcomes? Observations? Case records?

4. The cost of the evaluation is time, money, staff and effort.