

SUMMARY OF TOOLKIT 2: DATA COLLECTION FOR AN IMPLEMENTATION EVALUATION

This toolkit includes 11 resources for grant recipients to use when collecting data for an implementation evaluation. The resources cover data collection through focus groups, interviews, fidelity logs, surveys, and observations, as well as best practices for virtual data collection.

Resource	Description
Focus Group Tip Sheet	This tip sheet provides step-by-step guidance on conducting focus groups, including how to prepare, facilitate the discussion, and use the data. Mathematica developed this tip sheet for the Office of Population Affairs (OPA) at the U.S. Department of Health and Human Services (HHS).
Developing Questions for Interviews and Focus Groups	This SRAENE-developed resource outlines key considerations when developing discussion guides or protocols for collecting qualitative data through interviews and focus groups.
Collecting High-Quality Data in Interviews and Focus Groups Video and Tip Sheet	This SRAENE-developed video and tip sheet provide an overview of best practices for conducting interviews and focus groups. They present tips about deciding whether to conduct an interview or focus group and how to establish rapport.
Interviewing Tip Sheet	This tip sheet discusses how best to prepare for a qualitative interview, how to conduct an interview, and how best to use and analyze data from interviews. Mathematica developed this tip sheet for OPA, HHS.
Observation Tip Sheet	This tip sheet offers guidance on preparing for an observation, conducting an observation, and using the data collected from the observation. Mathematica developed this tip sheet for OPA, HHS.
Collecting High-Quality Data Through Observations Video and Tip Sheet	This SRAENE-developed video and tip sheet provide an overview of how to conduct observations, including creating a form for observers to use, training observers on the form, and ensuring observers use the form consistently.
Fidelity Monitoring Tip Sheet	This tip sheet offers guidance on developing a process for fidelity monitoring, including how to collect and use the data. Mathematica developed this tip sheet for OPA, HHS.
Program Evaluation Toolkit: Data Collection	This video highlights best practices for ensuring that survey questions are clear and easy for people to answer. The U.S. Department of Education developed this resource.
Best Practices for Collecting Survey Data Virtually Video and Tip Sheet	This SRAENE-developed video and tip sheet highlight best practices for collecting survey data virtually from youth. They share tips for ensuring youth's privacy and for addressing youth's questions or concerns about the survey.
Virtual Data Collection for Local Evaluations	This SRAENE-developed presentation discusses considerations when virtually collecting data through surveys, focus groups, and program observations. Slides 13 to 21 and 26 are most relevant for implementation evaluations.
Conducting Virtual Interviews and Focus Groups	This SRAENE-developed tip sheet offers best practices for conducting interviews and focus groups virtually. It focuses on strategies to manage common challenges with technology and possible interruptions as well as strategies to establish rapport with participants.



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This summary is a product of the SRAE National Evaluation (SRAENE). SRAENE has three distinct activities. The first activity is the National Descriptive Study, which describes the implementation of programs funded by SRAE grants. The second activity is the Program Components Impact Study. We use a systematic and rigorous approach to test and improve the components of programs. The third is Data and Evaluation Support. We help grantees build their capacity to use data and research to improve their programs and support grantees conducting their own evaluations. This summary is part of the third activity.

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