

EVAL4 - Adapting Evidence-Based Programs

Certification Guide

What is this document for? To help your city achieve EVAL4, we have compiled a guiding list of goals, considerations, and resources. It is a starting point and reference guide for identifying ways to satisfy EVAL4 within your government's structures and priorities. This document is NOT what is submitted for certification.

What does it mean to meet EVAL4? Your local government has a regular, sustained process for identifying and adapting high-quality, evidence-based programs (EBPs) from outside the city government (e.g. academic researchers, clearinghouses, work of other jurisdictions). Specifically, your local government **must meet the following every year**:

- EVAL4.1: In the past year, your local government has identified and adapted at least two external high-quality EBPs to improve services for residents and/or make decisions related to citywide key priorities.

EBPs are programs that have been rigorously tested and have proven effective at improving outcomes.

Why should my city meet EVAL4? Cities don't need to reinvent the wheel. Adapting and implementing existing high quality evidence based practices is important to ensure you are building on existing research to achieve maximum impact.

Not sure how to adapt evidence-based programs? Check out the following sections on the "XXXXXXX" page on BIT's Evaluation Resource Hub!

Want to stay in the know of WWC events and resources and connect with other evaluation-minded cities? Once you submit the WWC Certification Assessment, join the [WWC Community Forum](#) for new resources and future opportunities!

What needs to be submitted to meet EVAL4? For each of the 2 adapted EBPs:

- ☐ The high quality evidence from other jurisdictions that was used by your local government to inform the program design (e.g., an evaluation report, academic article, etc.)

AND

- ☐ Description of the program and how it was informed by this evidence

How can my city meet EVAL4? We suggest you reflect on the goals and considerations below to identify what evaluation should look like in your city. Please note that a city need not develop or provide this full set of documentation to satisfy EVAL4; it is a “menu” of approaches and documentation options.

Goal	Considerations	Resources & Examples to Meet Goal
Encourage productive knowledge sharing practices	<ul style="list-style-type: none"> Are city staff connected to networks and information sources that provide valuable information about high-quality EBPs from other contexts? Does the city have partnerships (e.g., with academic institutions, philanthropic organizations) that help to share lessons learned from EBPs that may be relevant for the city? 	<p>Highlight EBPs in e-newsletters, on the home page of your city's intranet, Lunch and Learn presentations, etc. and encourage staff to consider how findings might be relevant to their departments.</p> <p>Encourage departments to form partnerships / engage in external networks that expose city staff to EBPs from other contexts.</p>
Define a problem to address	<ul style="list-style-type: none"> Do city staff understand the context and the underlying barriers sufficiently to define a high-priority problem to address? 	<p>Consider conducting exploratory research to arrive at a more relevant and targeted research question.</p> <p>→ Tag Eval4 Guide</p>
Identify potential EBPs	<ul style="list-style-type: none"> Do city staff know how to identify EBPs that are relevant to the problem to be addressed? Do city staff know how to assess the EBPs for feasibility, relevance to their problem and context, and the evaluation rigor? 	<p>Build staff capacity around conducting literature reviews and assessing the quality of evidence.</p> <p>Create templates and guides that help streamline the process of assessing the relevance and feasibility of EBPs.</p> <p>→ Tag Eval4 Guide</p>
Adapt an EBP	<ul style="list-style-type: none"> Do city staff understand the target population and the city context well enough to identify aspects of an EBP that need to be adapted / implement those adaptations? Do city staff understand how adapting an EBP may impact the original EBP's theory of change? Is there sufficient coordination and buy-in among relevant stakeholders in order to implement the adapted EBP? Is there a template for documenting and monitoring adaptations of EBPs? 	<p>Elicit stakeholder feedback and consider conducting additional research when adapting EBPs.</p> <p>Understand the original EBP by reading program documents, reviewing program materials, and/or contacting the original program design team.</p> <p>Involve relevant and strategic stakeholders / partners and define roles and responsibilities.</p> <p>Create a template or use the following guide as a starting point for documenting and monitoring</p>

		<p>adaptations.</p> <ul style="list-style-type: none"> → Tag Eval4 Guide → See Evaluation Replication Worksheets
<p>Implement and monitor / evaluate the adapted EBP</p>	<ul style="list-style-type: none"> ❑ If carrying out an evaluation, has an evaluation protocol been developed? ❑ Is someone in charge of monitoring the adapted EBP? 	<p>When planning your adapted EBP, consider what kind of evaluation or monitoring you will want to conduct. Make sure that you will be able to collect the proper data.</p> <ul style="list-style-type: none"> → Tag Eval4 Guide → EvalPlan Online Workbook <p>Designate roles and responsibilities for monitoring the EBP.</p>