

## Staunton Farm Foundation Addendum to Common Report Form

We have included the following guidelines and example of an evaluation report form to compliment the initial evaluative component in the grant application and assist you in clearly communicating the recognized outcomes. We hope that you find this outline helpful and ask that you keep the application of this model limited to two pages.

### Reporting on Evaluations

1. Write the intended outcomes of the program related to client needs (Refer to initial grant application).
  - Who or what was expected to change as a result of the grant?
  - What did you want your program to accomplish?
  - What were the expected rates or amount of changes?
  
2. Write the recognized outcomes of the program related to client needs, using the guidelines noted above.
  
3. Write the activities related to and information gathered that demonstrated outcome achievement.
  - What things did the program staff do?
  - What existing and new resources did you utilize?
  - What were the results of previously established indicators and data collection?
  
4. Write the data collection methods used.

Intended Outcomes	Recognized Outcomes	Activities related to and Information Gathered Demonstrating Outcome Achievement	Data Collection Methods
1. To increase access to social work services within this rural community.	1. A. 90% of the referred clients reported that they found this service to be accessible. B. 80% of the client base indicated that they did not have access to behavioral health services prior to the program placed within the primary care center. C. 60% of the referred clients indicated that without the primary care staff referral they would not have sought behavioral health services. D. 65% of the referred clients reported that they do not believe they would have accessed behavioral health services if they were not offered within the primary care office.	1. A. Five hundred clients accessed primary care behavioral health services throughout the grant period. B. Direct Social Work services were provided to Primary Care Center patients Office within the PCP setting throughout the year averaging 30 hrs/week. C. Services provided in an outreach model accounted for an average of 10 hours/wk. D. Therapeutic interventions were provided to 90% of referred clients. E. 95% of the referred clients received individual interventions. F. Additionally, 20% of the referred clients received group interventions. G. Referred clients completed consumer satisfaction surveys.	1A. Client count B. Social Worker hours. C. Tracking clients referred and following with individual and group interventions.
2. To improve quality of life of clients accessing social work services	2. 65% of the clients accessing social work services demonstrated improvements in quality of life.	2. Pre and Post quality of life scales indicated an average of a 23% increase in quality of life for individuals receiving behavioral health services.	2. Pre and Post quality of life scales.
3. Primary Care Staff will increase their knowledge and understanding of mental health and substance abuse issues and their impact on the patient and family.	3.A. Primary Care Staff program satisfaction surveys indicate that 90% of primary care staff view themselves as having an increased knowledge and understanding of mental health and substance abuse issues and its impact on the patient and patient's family, related to the social worker's provision of staff trainings and consultation. B. On average 75% of Primary care staff attended monthly Workshops. C. Pre and Post tests indicate that primary care staff participating in workshops demonstrated an average topic knowledge base of 32%.	3. A. Monthly hour-long workshops were provided by the Licensed Social worker. Additionally, the social worker participated in weekly treatment team meetings, providing consultation to primary care staff. B. Pre and Post tests indicate that primary care staff participating in workshops demonstrated an average topic knowledge base of 32%. C. Primary care staff satisfaction surveys.	3. A. Workshop Agendas (attached) B. Number of Staff participating C. Staff Pre and Post tests. D. Staff satisfaction surveys.