Iowa Partnerships for Success

Evaluation Plan
Van Buren County

Approved: November 22, 2016

Instructions

Please type your answers directly into this document. Your answers to each question need <u>not</u> be longer than one paragraph in length. If more explanation is needed, please try to be as brief and concise as possible. If you do not currently have the capacity to answer one of the questions, please indicate what course of action you will take to address this. Additional instructions about how to complete this document can be found in the IPFS Evaluation Primer and Guide located in the Project Resources folder on the IPFS workstation
<u>https://www.myctb.org/wst/iowapfs/default.aspx</u>

If you have questions about how to complete the document or the evaluation planning process, please email Cheryl Davidson, IPFS Evaluator at <u>cheryl.davidson@iowa.gov</u> or call 515-281-6929.

Once you have completed all the questions, please submit this document to <u>cheryl.davidson@iowa.gov</u>. The deadline is July 1, 2016.

Van Buren County Evaluation Plan

Part 1: Evaluation Summary

A. Audience

i. **What groups or stakeholders will be sought for input in the evaluation process?**
The coalition will work with the following community partners to collect and evaluate the data for the county: IPFS target populations (12-20 year olds living in Van Buren County), Van Buren County 4-H, Youth Leadership Council, R&R Counseling Solutions, Optimae Life Services, Van Buren County Public Health, juvenile probation officer, city council and board of supervisor members, local merchants, faith based organizations, school administration, parents, community members, law enforcement, county attorney, Van Buren County Hospital and Clinics, community festival coordinators, and the Villages of Van Buren.

ii. **What, if any, efforts will be in place to ensure that minorities or special populations are represented?**
The disparate population at the school will be identified by the Van Buren Jr. /Sr. High School Counselor. During the project, the coalition will gather the following information from the Sheriff's Office, the Juvenile Probation Officer, and the Van Buren Community School District to determine whether the at risk youth identified are receiving services:

- reports of Alcohol Violations
- the number of youth involved in activities
- the number of youth utilizing the free and reduced meal program
- the number of youth passing/failing classes each quarter
- community demographics (e.g. ethnicity, age, risk level, etc.) from the census and Iowa Youth Survey

The coalition plans to reach special populations in the IPFS Project by reviewing community demographics, actively seeking underrepresented populations, and engaging target age youth through the Youth Leadership Council.

iii. **What kinds of information do you anticipate stakeholders will be interested in knowing about your project?**
Coalition members and community partners will be interested in observing youth alcohol consumption patterns, if the strategies implemented through the IPFS Project have decreased the number of alcohol incidents, and if there are more policies in the community in place to prevent drinking as a result of the project.

Parents and organizations that work with youth will be interested in whether youth behavior has improved in school and outside of school (grades have improved, attendance rates have gone up, and dropout rates have gone down).

Courts and community leaders will want to know how the project affected youth's compliance with the law.

Community healthcare will want to know the outcomes on youths' physical and behavioral health.

Youth and young adults will be interested in knowing what others their age are doing and which activities are alcohol-free.

Merchants, Festival Coordinators, and the Villages of Van Buren will be interested in the project's impact on the economy, attendance at community events, commerce, community growth, safety and health.

The evaluation will seek to provide information for the stakeholders on the following matters:
- How the strategies were implemented
- What outcomes resulted from the strategies
- Whether broader changes occurred in the county during the IPFS Project
- Which strategies were the most effective in producing change
- How much the project cost
- Whether there were any unintended consequences
- How the implementation of the strategies could have been improved
- Whether the strategies were implemented with fidelity
- The number of policy changes
- The number of youth served through Life Skills
- The reach of the media campaign
- Law enforcement arrest rates over time
- Youth behavioral changes

    iv.   **How will you share data and reports with your coalition and stakeholders?**
The coalition will share data with the community and coalition through coalition meetings, community forums, reports posted on the website or sent through e-mail, presentations and direct communications with target populations and stakeholders.

B. Data Methods
    i.   **List all the methods that you plan to use to collect data on your strategies (e.g. secondary data, survey, focus group, interviews, pre-post- tests, and any other methods).**
The coalition will utilize the following methods to collect data on the IPFS strategies:
- Secondary Data, collected from the Van Buren County Sheriff's Office and Juvenile Probation Officer annually. This will include the initial contacts/complaints, citations issued, criminal charges filed, and juvenile referrals for alcohol offenses and Social Host Ordinance violations.
- Secondary Data, School Discipline, collected from the Van Buren Community School District quarterly
- Secondary Data, collected annually from Privately Owned Facilities, whether or not they have a written policy to address alcohol restrictions at their facility
- Secondary Data, local government/county attorney for policies addressing alcohol use restrictions in public places, collected annually
- Secondary Data, Iowa Youth Survey, every two years
- Survey, Van Buren Community School District Middle and High School Students, as needed
- Focus Groups/Listening Sessions, Van Buren Community School District Middle and High School Students, young adults (18-20) and community members, as needed.
- Pre & Post Tests, Life Skills Training Participants at the Van Buren Community School District Middle School, during the class annually.

    a.   **If using secondary data, how will you obtain the data and from what sources?**
- The IPFS Coordinator will request the following information and enter it in the Community Check Box: Van Buren County Sheriff's Office and Juvenile Probation

Officer will provide annual data on contacts/complaints, citations issued, criminal charges filed, and juvenile referrals

- Van Buren Community School District: school discipline reports will be obtained from the school secretary quarterly.
- A coalition member will talk with each of the local facilities regarding any written policies that restrict alcohol at the facility annually.
- Local government/county attorney will report on any policies addressing alcohol use restrictions in public places annually. Policy violations data will be obtained from the City Councils, Board of Supervisors, County Sheriff, and County Attorney.
- Iowa Youth Survey county results will be accessed as it is made publically available every two years.

b. **If conducting surveys, how will you solicit participants and approximately how many will be surveyed? What information will you seek from them? How will you store the completed surveys? How do you plan to tabulate the results?**
The coalition staff with the help of the Youth Leadership Council Members will develop and distribute annual paper surveys in the Van Buren Middle/High School. Approximately 200 surveys will be distributed to all students in attendance the day of the survey. The surveys will assess whether youth in the county have seen the IDPH Media Campaign. Results will be tabulated using Survey Monkey and then will be disposed of through shredding.

Also, short online surveys will be developed for young adults in the county. These will be distributed by young adult coalition members and their friends and will provide information on how the strategies are perceived by young adults and what affect they are having.

c. **If conducting focus groups, what groups will be represented and how many participants will be recruited? What information will you seek from them? Who will conduct the focus group and where will it take place? How do you plan to tabulate the results?**
The coalition will consider conducting focus groups with youth (Grades 7-12), young adults (18-21 years old) and community adults. Young adults who are active in the coalition will help recruit other young adults to participate. Youth, grades 7-12 will be recruited for focus groups with the help of the Van Buren Community Jr. /Sr. High School counselor and YLC Members.

The goal is to hold two or three focus groups per age group with 10 participants per group. Participants will be asked to share information about the strategies implemented in Van Buren County, attitudes about underage drinking and binge drinking in the county, awareness of the Media Campaign, and other questions identified during the implementation and evaluation process. Informed consent will be sought from the youth's parents before the focus groups or listening sessions are held.

d. **If using pre-post-tests, what information will you collect and how? Will data be available to you through the individual strategy curriculum? If not, what process will you use to collect the data?   How will you store the completed tests? How do you plan to tabulate the results?**
Life Skills will be implemented at the 7th and 8th grade level. The students completing the Life Skills Training Program will take the Pre/Post-Survey that the curriculum

provides at the start and conclusion of the program. Participants will receive a paper survey asking them questions to determine what they know and what they have learned. After the test results are entered in Survey Monkey for analysis, the paper forms will be destroyed through shredding.

    e. **If using another method, please explain how the data will be collected.**
The coalition members will have conversations with community event organizers and conduct environmental scans to determine the use of signage and ID Scanners at community events on public property and at privately owned facilities.

  ii.   **How do you plan to protect the confidentiality of the people you collect information from?**
The coalition will protect the confidentiality of participants by not collecting information that could identify individuals on surveys, tests, and listening sessions when possible. Informed consent will be sought from youth participants.

C. Data Quality
    i.   **Are the data sources you plan to use reliable (consistent measures over time)? Why or why not?**
All methods are believed to be reliable because they have been used in the past. The coalition has utilized surveys and focus groups in the past. They have also previously worked with data from the Sheriff's Office, Juvenile Probation Officer, Iowa Youth Survey, County Government, and Schools for the Drug Free Communities Project in the county. The Life Skills Curriculum indicates that the questions on the pre and post tests are consistent and acceptable measures of the training.

    ii.   **Are the data sources valid (they measure what you want them to measure)? Why or why not?**
Survey and listening questions will be developed relevant to the identified key areas of interest. Questions will be carefully worded by the coalition staff and evaluators. New questions will be pre-tested with Youth Leadership Council members and reviewed by coalition members.

Law enforcement will be able to provide data that matches the needs of the project. The Van Buren County Sheriff's Office and the Iowa State Patrol (ISP) issue traffic violations. The coalition will need to investigate whether ISP will be able to provide data on traffic violations, specifically OWI offenses.

The coalition will note any changes in the collection or reporting of data in the Community Check Box system. The coalition staff, coalition evaluation committee and coalition evaluator will take efforts to ensure good data collection practices are being utilized throughout the project. This will be accomplished through IPFS and Coalition Trainings as needed.

    iii.   **How will you ensure that the data you collect are representative of your county's IPFS priority population (12-20 year olds)?**
The evaluator, Epiphany Community Services, will be working with the coalition to collect data in the age range and ensure the data is representative of the IPFS priority population. The data will be reviewed to verify that youth in the target population are participating and/or being affected by the strategies.

D. **Analysis**
   a. **How will you use the data to help you find answers about your project?**
   Activities and indicators reported in the coalition's evaluation system (REACH) and the IPFS Community Check Box system will be used to track data and report on risk and local conditions to the coalition and key stakeholders. Some indicators that will be used to determine the effectiveness of the project include:
   - The number of youth who participated in the Life Skills Training compared to the number of youth residing in the county.
   - Statistical analysis of Life Skills Training pre and post tests to determine changes in knowledge and risk of drinking among students who participated.
   - Underage drinking and binge drinking rates in Van Buren County from the 2016 and 2018 Iowa Youth Surveys compared to earlier results from 2002 and later.
   - Examination of the annual data from the Sheriff's Office and Juvenile Court on underage drinking offenses to examine how the strategies have affected alcohol consumption.

   b. **How will you use the data to identify what changes/modifications are needed?**
   Changes and/or modifications will be identified by the evaluator in reviewing information for each strategy and the project overall. If the indicators listed above do not show the strategies are reducing underage/binge drinking in the county, the coalition will review implementation practices for each strategy and make changes as needed. For example, if after passing the social host ordinance, an increase in the number of citations/violations is not observed, the coalition will conduct follow up interviews with law enforcement officers to investigate why citations are not occurring. The coalition will use the data to identify whether there is need for a new or modified enforcement strategy. This may include revising the law to make enforcement easier, increasing education in the community about the law and reporting those who break it, or developing methods to encourage reporting.

Part 2: Data Reporting Plan

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Monitoring Your PFS Process and Activities							
Ongoing activities to sustain IPFS initiative	Coalition staff Activity logs Volunteer reports	What work has been done to sustain the five strategies in Van Buren County?	Schools Law Enforcement Local Government Local Facilities	Monthly	Entire Project	None	IPFS Coordinator Coalition Members
Modifications or adaptations for cultural groups	Coalition staff Activity logs Volunteer reports	What adaptations were made to meet the needs of different cultures in the County	Schools Coalition Members	As modifications are made.	Entire Project	None	IPFS Coordinator Coalition Members
Costs to implement and deliver	Coalition Staff/Members Van Buren Community Schools	How much does each component of the project cost?	School staff Local Government Law Enforcement	As costs are accrued	Entire project	None	IPFS Coordinator Coalition Members
Resources generated	Coalition staff Coalition Members	What are the resources we are generating-cash, in-kind, and volunteer	Entire community	As resources are generated	Entire project	Volunteers must accurately report hours to coalition staff	IPFS Coordinator Coalition Members
Media coverage of IPFS initiative	Media outlets Coalition staff	How many people have we reached with each media output? (Impression Rates)	Media	As media is produced	Entire project	Accurate impression rates from smaller organizations may be difficult to capture	IPFS Coordinator
Individuals and organizations who received IPFS services	Activity logs Coalition staff Volunteer reports	How many people/organizations were served?	Local Organizations Schools	As services are provided	Entire project	Regular tracking of all efforts, reports from volunteers	IPFS Coordinator Coalition Members
Barriers and successes	Schools Coalition staff Local Government Law Enforcement	What were the barriers? What were the Successes	Schools Coalition Local Government Law Enforcement	Annually	Entire project	None	IPFS Coordinator Coalition Members Schools Local Government Law Enforcement

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Strategy Outcomes - Alcohol Restrictions at Community Events							
# and type of alcohol policies	Policy review	How many alcohol policies are in place?	Community event planners	Project period	Annually or as policies are implemented	Responsiveness from festival planner	IPFS Coordinator Coalition Members
# events impacted by policy enactment	Policy review	How many new alcohol policies are in place? How many events will be impacted by the new policies?	Community event planners	Project period	Annually or as policies are implemented	Responsiveness from festival planner	IPFS Coordinator Coalition Members
# event staff trained	Activity log	How many people were MAT trained?	Facilitator	Project period	As trainings occur	None	IPFS Coordinator Coalition Members
# alcohol warning signs displayed at events	Environmental scan	How many signs are in place?	Community events	Project period	After each event	Consistent Observation	IPFS Coordinator YLC Members Coalition Members
# ID scanners purchased	Staff purchasing records	How many scanners were purchased?	Staff	Project period	After purchase	None	IPFS Coordinator
# events using ID scanners	Environmental Scan	How many scanners are being used?	Event staff	Project period	After each event	Consistent Observation	IPFS Coordinator Coalition Members
# Neighborhood complaints during event(s)	Law enforcement	How many noise/nuisance complaints?	Law enforcement	Project period	Annually	How law enforcement data is collected.	IPFS Coordinator Law Enforcement
# citations, arrests, or warnings issued for adults/minors at event(s)	Law enforcement	How many citations and arrests?	Law enforcement	Project period	Annually	How law enforcement data is collected.	IPFS Coordinator Law Enforcement

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Strategy Outcomes - Alcohol Use Restrictions in Public Places							
# alcohol-free signs in public places	Environmental Scans	How many alcohol-free signs are posted in public places?	Local government, space owners	Annually	Entire project	Consistent Observation	IPFS Coordinator YLC Members Coalition Members
# and type of new or modified alcohol policies	Policy review	How many new alcohol policies are in place? What types of policies?	Local government	Annually or as the policies are implemented	Entire project	None	IPFS Coordinator Coalition Members
# places impacted by policy enactment	Policy review	Who is impacted by the new policies?	Local government	Annually	Entire project	None	IPFS Coordinator Coalition Members
# law enforcement patrolling public places	Law enforcement reports	How many officers patrolled in public places during events?	Law enforcement	After Events are held	Entire project	None	IPFS Coordinator Law Enforcement
# citations, arrests, or warnings issued to adults and minors in public places regarding alcohol	Secondary from Law enforcement	How many citations, arrests and warnings were given/made?	Law enforcement	Annually	Entire project	None	IPFS Coordinator Law Enforcement
# law enforcement trained to recognize/ manage intoxicated patrons	Law enforcement reports	How many law enforcement officers are trained?	Law enforcement	Annually or as the officers are trained	Entire project	None	IPFS Coordinator Law Enforcement

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Strategy Outcomes - Underage Drinking or Binge Drinking Media Campaign							
Average number of impressions among target population	Media outlets	How many people were reached? (Impression Rates)	13-16 year olds attending school in Van Buren County	Annually	January 1 – December 31 each year	Attendance of students the day of the survey	IPFS Coordinator YLC Members
# of different media that participated	Activity Tracking	How many media outlets participated in the media campaign?	Media	Monthly	June 1, 2016-September 29, 2019	None	IPFS Coordinator
Number of "runs" per media outlet	Media outlets	How many times did each media outlet run the media campaign ad/message?	Media outlets	Monthly	June 1, 2016-September 29, 2019	None	IPFS Coordinator
% target population reached	Media outlets	How many youth in the target population heard/saw the media campaign?	13-16 year olds attending school in Van Buren County	Annually	January 1 – December 31 each year	Attendance of students the day of the survey	IPFS Coordinator YLC Members Coalition Members

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Strategy Outcomes – Social Host Liability							
Presentations given; meetings attended	Activity log	How many presentations were given? How many meetings were attended?	Staff, volunteers	Monthly	June 1, 2016 until the ordinance is passed by the Board of Supervisors	Accurate reporting by volunteers	IPFS Coordinator Coalition Members
Publicity items distributed	Activity log	How many FAQ Sheets, Information Packets, etc. were distributed to community members?	Staff, volunteers	Monthly	June 1, 2016 until the ordinance is passed by the Board of Supervisors	Accurate reporting by volunteers	IPFS Coordinator Coalition Members
# warnings, citations, or arrests for social host violations	Law enforcement	How many warnings, citations or arrests were made when the Local Social Host Ordinance was in place?	Community	Annually	January 1- December 31 each year	None	IPFS Coordinator Law Enforcement Coalition Members

Indicator	A. Method From what source do you plan to collect the data?	B. Measurement What question or measure will be used to capture this indicator?	C. Target Population What group will you be collecting information from?	D. Reporting How often will the data be available for collection?	E. Timeframe What period of time will the data you report cover?	F. Data Limitations Are there any problems with the data source? Will the data be a limited measure?	G. Name Person or group responsible for collecting the data
Strategy Outcomes – LifeSkills Training							
# sessions	Activity log	How many students participated in each session?	Facilitator	After each session	Weekly	None	IPFS Coordinator VB Community Schools Coalition Members
Participant reports on skills learned	Pre Test and Post Test	Did students' knowledge/skills change?	Youth	End of program	Annually	None	IPFS Coordinator VB Community Schools Coalition Members
Perceived ability to resist peer pressure to use alcohol	Pre Test and Post Test	Did students' skills related to peer pressure change?	Youth	End of program	Annually	None	IPFS Coordinator VB Community Schools Coalition Members