

Guidance
Fiscal Year 2020 TVTP Grant Program
IMPLEMENTATION & MEASUREMENT PLAN

The following guidance should be used to develop a Implementation & Measurement Plan (IMP). This plan will assist you in planning the implementation of your project and how you will measure its outcomes. Additionally, you will use this plan template to report progress against implementation milestones and report outcome data to DHS on a quarterly basis. In accordance with 2 CFR 200.328 significant developments should be reported in between reporting periods, and this plan may be utilized as well to do so.

Purpose and Use of the Implementation & Measurement Plan

The IMP will help you to:

- **plan** your project by outlining the activities to be accomplished, timeframes, and resources needed (personnel, equipment, meeting space, et.al.), and how project results will be sustained.
- **manage** implementation of your project by enabling you to track implementation against expectations.
- **report** quarterly on your progress in implementing the project.
- **assess progress** by identifying the indicators and data you will use to assess level and type of outcomes achieved, the data collection methods to be used, and timeframes for collecting outcome-level data, noting that some indicators may require collection of baseline data at the start of the project for comparison.

OTVTP expects that the IMP will reflect the scope of your project and the size of the grant for which you were awarded. Smaller grants and projects of smaller scope require less detailed IMPs than larger projects. Use the IMP template to create your plan. This template includes all required elements arranged in a logical layout.

Implementation & Measurement Plan Definitions

Goal A broad statement about what you aim to accomplish with your project and how you plan to do it. There are two parts to a project goal statement: a “to” part, and a “by” part. The “to” part refers to what you hope to accomplish in the project relative to the target population; the “by” part summarizes the activities you will undertake to accomplish your project goal. A project goal statement should also include any systemic change to be achieved by the project.

Example: To improve access to health care for people with limited English proficiency in the service area by creating sustainable systems to 1) train medical interpreters and health professionals in cultural competency and the use of medical interpreters, and 2) provide outreach and education to health care consumers about medical interpretation.

Resources The resources needed to implement a project activity and achieve project outputs.

Examples could include: staff, consultants, volunteers, new technology, new equipment, supplies, networks

How a project uses its resources to achieve outputs

Activity *Example 1: Identify a consultant to develop the training curriculum*
Example 2: Develop the training curriculum

A direct, tangible, and measurable product of a project activity. An output is usually expressed as a number of units delivered.

Output

Examples: 6 training modules developed; 5 trainings held; 3 outreach materials developed; 200 participants served; 300 hours of service provided

Outcome The result of project activities, often expressed in terms of changes in behavior, norms, decision-making, knowledge, attitudes, capacities, motivations, skills, or conditions on individuals, families, households, organizations, systems, or communities. An outcome is usually the result of more than one activity and is carried out *by a third party* (usually a program participant or beneficiary). Outcomes are often confused with outputs. The difference would be, for example:

Output: 2 cultural competency trainings delivered to medical interpreters and health professionals.

Outcome: Medical interpreters and health professionals have/apply increased cultural competency skills.

Outcome Indicator

The quantitative (numbers, percentages, statistics, or other precise measures) or qualitative (descriptive, anecdotal) measure to tell you whether you have accomplished your desired outcome. An indicator is the measurable “evidence” or information that will tell you whether or not your program is achieving its intended outcomes. In many cases, more than one indicator may be necessary to measure an outcome. Where appropriate and possible, you should also identify a numeric target for your indicator. However, OTVTP recognizes that setting numeric targets can be difficult and in some cases, unrealistic and cost prohibitive given the scope of the project. Therefore, these targets can be revised as the project is implemented with the revisions recorded in each quarterly report submitted to OTVTP.

Example Outcome: Providers receiving training are more skilled.

Indicator: % of providers trained through the program can effectively serve people with limited English proficiency, measured by how many non-English speaking patients served prior to project compared with number served after project completion.

Data Collection Method

Methods and tools used to collect information for an outcome indicator.

Examples could be: surveys, interviews, focus groups, observation, document review, tests

Data Collection Timeframe

The timeframe identifies when and how often indicator data are collected. When thinking about timeframe, consider both what is reasonable in terms of when you expect to see change and what is realistic in terms of data collection workload. In many cases, it will make sense to collect data about outcomes early in the project (often called “baseline data”) to enable you to show the change over the project period.

Examples could be: quarterly, once a semester, at start of project and end of project.

Results

Description of progress, including data, in achieving outcomes as measured through outcome indicators. Results are submitted with quarterly (if results are available) and final progress reports to OTVTP.
