

Final Program Evaluation Template

Program Name:

Name of program.

Brief Description of Program:

Include program mission, subject matter, sponsors, reporting cycle. List individual surveys within the program and their relation to the overall program.

Program Objectives:

Describe the primary purpose for the program. Describe customers for program end products. Record legislation under which program activities are conducted and intended goals. List uses for program data and the role each component survey plays. Indicate whether the program is primarily used to satisfy descriptive needs versus modeling or policy research. Indicate when and to what extent data are being/should be integrated across surveys in data analysis.

Target Populations:

Delineate the entire set of population units for which the program collects data. If business entities are involved, indicate the relationship between the entities across survey components, including population overlaps. Be specific so that inclusions and exclusions from the program's overall target population can be completely understood. Specify the temporal and geographic aspects of the target population units. Specify the treatment of units whose characteristics change. Describe variations in population definitions across surveys.

Sampling Frames:

Describe the lists or mechanisms used to enumerate population units for individual surveys and the extent of data sharing/coordination across surveys. Specify differences between the units comprising the program's target population and the units comprising the survey frames. Delineate the relationship between frame units across surveys. Explore how coordinated frame development is across surveys and to what extent there is data sharing/coordination across surveys of deaths, births mergers, and other changes of entities.

Program Design:

Review the conceptual design for the overall program, the rationale for the survey components comprising the program, how the surveys fit within the program's data collection plan, and their adequacy for their intended role. Delineate how well the component surveys come together to create a unified, cohesive program design. Examine the reporting cycles across survey components and their relation to data integration. Explore potential population overlaps across survey components and any unnecessary/unusual burden placed on some

population subgroups. Describe desirable design aspects of the program and its component surveys and aspects of the program that need restructuring.

Data Collection and Processing:

Summarize commonalities underlying data collection procedures/definitions across surveys as well as instances of intended/unintended variations across surveys. Review response rate patterns across surveys and their impact on programmatic reporting reliability. Consider the relationship between question wording and consistency across surveys from the respondent's point of view. Evaluate data collection impact for large businesses and how process is/should be tailored to meet their special requirements, whether within the same program and across programs. Determine if there is appropriate commonality of definitions and procedures across surveys and whether any data items are being collected repetitively across surveys. Review confidentiality assurance procedures for data capture and reporting.

Data Analysis, Products, and Documentation:

Review reports to determine how each survey component contributes to the whole. Review other uses being made of the data such as for model input. Relate findings back to relative importance of each survey component and program goals. Evaluate quality and understandability of data reports. Comparative analysis of data gathered against data from other sources such as other EIA survey programs, other Federal agencies, and private information from publications and associations. Explore resources devoted to quality analysis and control such as when respondents are contacted to explain differences between data sources.

Summary of Findings:

Summarize the findings of the evaluation with respect to the ways in which the program is incorporating appropriate survey methods and/or creative or innovative procedures. Summarize any areas where the program departs from what would be considered the best integrated design. Summarize data confidentiality procedures for reporting.