

New Jersey AmeriCorps Starting Strong Evaluation Readiness Checklist

August 2025

The following questions are designed to help New Jersey AmeriCorps programs consider and document the characteristics of their program, the data collected as part of their program, and their evaluation experiences. There are no right answers. The more complete the answers, the better a program may determine appropriate next steps to move toward evaluating a program component.

| Program Implementation Audit | Status/Comments |
|---|-----------------------|
| 1. What are your program components? | |
| 2. How long has the program/intervention been implemented? | Number of years _____ |
| 3. For each program component: Was the program component the same (target population, content, context, dosage, etc.)? a. What, if anything, has changed in how the program components are implemented? | |

| Data Audit | Status/Comments |
|---|--|
| <p>1. What data do you have for each program component?</p> <p>a. How much data do you have?</p> <p>b. Have you been reaching your outcomes target?</p> | |
| <p>2. Was the same/similar data collected each year?</p> <p>a. Did the instrument change?</p> <p>b. Did the indicator or measure change?</p> | <p>Yes No - If No, what changed?</p> <p>Yes No - If No, what changed?</p> <p>Yes No - If No, what changed?</p> |
| <p>3. Are the data stored in one place?</p> | <p>Yes No</p> |
| <p>4. What data, other than performance measure data, were collected? How were the data collected?</p> | |
| <p>5. Do you have pre and post-data?</p> <p>a. If yes, are the data matched by participant?</p> | <p>Yes No</p> <p>Yes No</p> |

| Evaluation Capacity | Status |
|---|---|
| <p>1. Do you have evaluation questions or an evaluation plan?</p> | <p>Yes No</p> |
| <p>2. Have you ever evaluated your program (or component)? In other words, have you implemented your evaluation plan?</p> <p>a. If yes, who did the evaluation?</p> <p>b. What resulted from the evaluation?</p> <p>c. How was the process?</p> | <p>Yes No</p> |
| <p>3. Do you have internal capacity (e.g., staff with evaluation expertise, time, funding) at your organization for evaluation?</p> | <p>Yes No Some - If some, what resources are available for this work?</p> |
| <p>4. Has your organization ever worked with an external evaluator?</p> | <p>Yes No</p> |