

EXEMPLARY RFP APPLICATION SECTION EXAMPLE

Evaluation

Logic Model

Bright Country Healthcare Library: Services Across a Rural 4-Hospital Affiliation

Project Goal: *To maintain and enhance the quality of health care in North Carolina by providing health professionals at the Bright Country Healthcare hospitals timely access to reliable health information resources*

Objective #1: Assess the information needs of the staff at each of the Bright Country Healthcare hospitals involved in this outreach project.				
Inputs	Activities	Outputs	Outcome	Goal
Gale Medical Library staff (Project Manager) Affiliated Hospital staff Focus group questions NLM products (PubMed, LinkOut) NN/LM Evaluation Office Needs Assessment Resources sign-in sheets	Identify key informants at each location to attend focus group. Conduct focus groups at the three Bright Country Healthcare locations: 1. Good Medical Center 2. Healthy Valley Hospital 3. ABC per Connecticut Valley Hospital Educate key informants/staff attending focus groups about the types of information resources available, identify site liaisons.	# of key informants identified Report summarizing results of focus groups # of key informants attending focus groups and % of those identified List of information needs /resources /products # of site liaisons identified by site	Enhanced knowledge of information needs among stakeholders.	Receive input from at least 4 key informants at each site through a live focus group at each location, creating a list of resources meeting all partners' needs

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Objective#2: Design and implement an electronic library to meet the needs of staff at the three outreach locations.				
Inputs	Activities	Outputs	Outcome	Goal
Bright Medical Library staff (Project Manager) Finance Departments @ each location CFO, Bright Country Healthcare Report summarizing results of focus groups Library resource vendors Web designer	Review existing license agreements @ LRH Identify agreements which can be expanded to include all 4 hospitals; identify those that are new Negotiate license agreements Design library web site for partner sites, determine host	Budget figures for library resources (based on a formula** -for FY2018 budgets) **get from Bright Country Healthcare CFO Electronic resource list Affiliation library website	Increased access to library resources among affiliated hospitals	To have user-friendly access to knowledge resources (via a project website), which health professionals at partner locations will use to provide the best health care possible.

	location for website			
Objective#3: Provide PubMed training, utilizing LinkOut utility to display library's holdings.				
Inputs	Activities	Outputs	Outcome	Goal
Bright Medical Library staff NLM staff Key staff @ affiliated hospitals sign-in sheets Laptop, projector Vendors Web page developer Training evaluation forms available at https://nnlm.gov/evaluation NN/LM Training Activity online form	Operationalize LinkOut utility (work with NLM) Publicize project, trainings Provide PubMed/LinkOut training Provide training on use of newly created website Provide trainings on licensed products Administer training evaluation forms at https://nnlm.gov/evaluation Submit NN/LM Training Activity form online (after each training)	Successful test of LinkOut utility Logs of attendees at each location Feedback re: trainings	Increased understanding of and usage of knowledge resources available through the affiliation e-library Opportunity to modify trainings based on feedback	To conduct one training/quarter at each of three locations. Training topics are: 1. PubMed/LinkOut 2. Using library affiliation website (accessing resources onsite & remotely) 3. Use of licensed products (Vendors may conduct y be conducted via vendor) To change information-seeking practices at outreach sites.
Objective#4: Devise a project sustainability plan.				
Inputs	Activities	Outputs	Outcome	Goal

Survey instruments to distribute to recipients of the library services outreach Final focus group dialogue	Obtain feedback from initial, final focus groups feedback from quarterly site visits/training session Develop SurveyMonkey to use to obtain feedback from instances in which outreach librarian/project manager provided services remotely	Feedback from initial, final focus groups, feedback from quarterly site visits/training session Feedback from instances in which outreach librarian/project manager provided services remotely	Partial subsidy of the medical library director position at Littleton Regional Healthcare or "pay as you go" contracts for library services	Continuation of Bright Country Healthcare Library Services project across this rural 4-hospital affiliation into the future.
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Project Evaluation - Process Assessment

Process Questions	Information to collect	Methods / Tools	Responsibility	Timeline
1. To what extent was the project implemented as planned?	<ul style="list-style-type: none"> How well did the outreach sites cooperate in following the plan? What factors increased or decreased the quality of delivery? 	<p>Qualitative reporting to answer all questions</p> <p>Fidelity Checklist</p>	Project Manager	Quarterly updates
2. To what extent were specific activities conducted as planned?	<ul style="list-style-type: none"> Review Project Timeline to determine if activities followed the timeline 	<p>Project timeline review to compare activities completed with planned activities</p> <p>Note variances in following the timeline, perform an analysis to determine why</p>	Project Manager	Quarterly updates

Process Questions	Information to collect	Methods / Tools	Responsibility	Timeline
3. How much activity did the project generate?	<ul style="list-style-type: none"> • How many health professionals attended the training sessions? • How many times did staff from outreach sites contact the LRH library staff? 	Attendance counts for training sessions from training sign-in sheets or # who logged in Log of staff contacting LRH for assistance	Project Manager	After each training session Review log monthly
4. How effective were the promotional activities in recruiting staff to attend training sessions?	<ul style="list-style-type: none"> • What strategies worked well to attract health professionals to attend the trainings? 	Post-training survey item	Trainers	After each training session
5. What situational factors in the environment or organizations affected project implementation?	<ul style="list-style-type: none"> • What influenced ability to implement the project? • What influenced staff's reactions to their ability to participate? 	Focus groups with key informants (either in person and/or phone and/or videoconference) Survey Monkey survey of remote participants	Project manager	6 weeks before project end date

Project Evaluation – Outcome Assessment

Outcome Questions	Information to collect	Measurement Instrument	Responsibility	Timeline
1.	<ul style="list-style-type: none"> • 		Project Manager	Quarterly updates

Outcome Questions	Information to collect	Measurement Instrument	Responsibility	Timeline
2.	•		Project Manager	Quarterly updates
3.	•		Project Manager	After each training session
4.	•		Trainers	After each training session
5.	•		Project manager	6 weeks before project end date

