**Oregon Health Authority, Health Promotion and Chronic Disease Prevention**

**Local Evaluation Technical Assistance Request Form**

***Objective:*** This form enables Oregon Healthy Communities and TPEP Program Coordinators to request technical assistance to conduct local evaluation activities. “Local evaluation activities” refers to a wide range of evaluation methods. Some examples are conducting a survey at a county fair, creating pre- and post-tests for evaluation of a multi-unit housing training, or facilitating focus groups among parents of teenagers.

***Instructions:*** Please answer all of the questions below. **Your answers will help us meet your needs in a timely fashion.** Taking the time to think these through will save you time in the long run. Please email the completed form to your assigned HPCDP community program liaison. Thank you!

**Note: If HPCDP analysts are not involved in the beginning of the evaluation (i.e., survey instrument development), assistance with data analysis can not be guaranteed. This will be determined on a case-by-case basis. Thanks for your understanding.**

1. Your name:

2. Your county/tribe:

3. Your program:

4. Your email address:

5. Your telephone number:

6. Today’s date:

7. Describe which, if any, of your workplan objectives this request relates to:

8. What is your policy goal?

9. What is the main question you are trying to answer?

10. What evaluation method are your considering using (i.e., survey, focus group, key informant interview, etc.)?

11. Who are you collecting information for (i.e., who are the key decision makers you’ll show results to)?

12. Who are you collecting information from?

13. When do you want the evaluation to begin?

14. What is the end date for your evaluation?

(We understand that the end date may need to be flexible; give us a best guess)

15. When do you want the results to be ready?

16. How will you collect the data?

17. How will you analyze the data?

18. How many of HPCDP’s four iPad minis do you want for data collection?