

Completed Samples

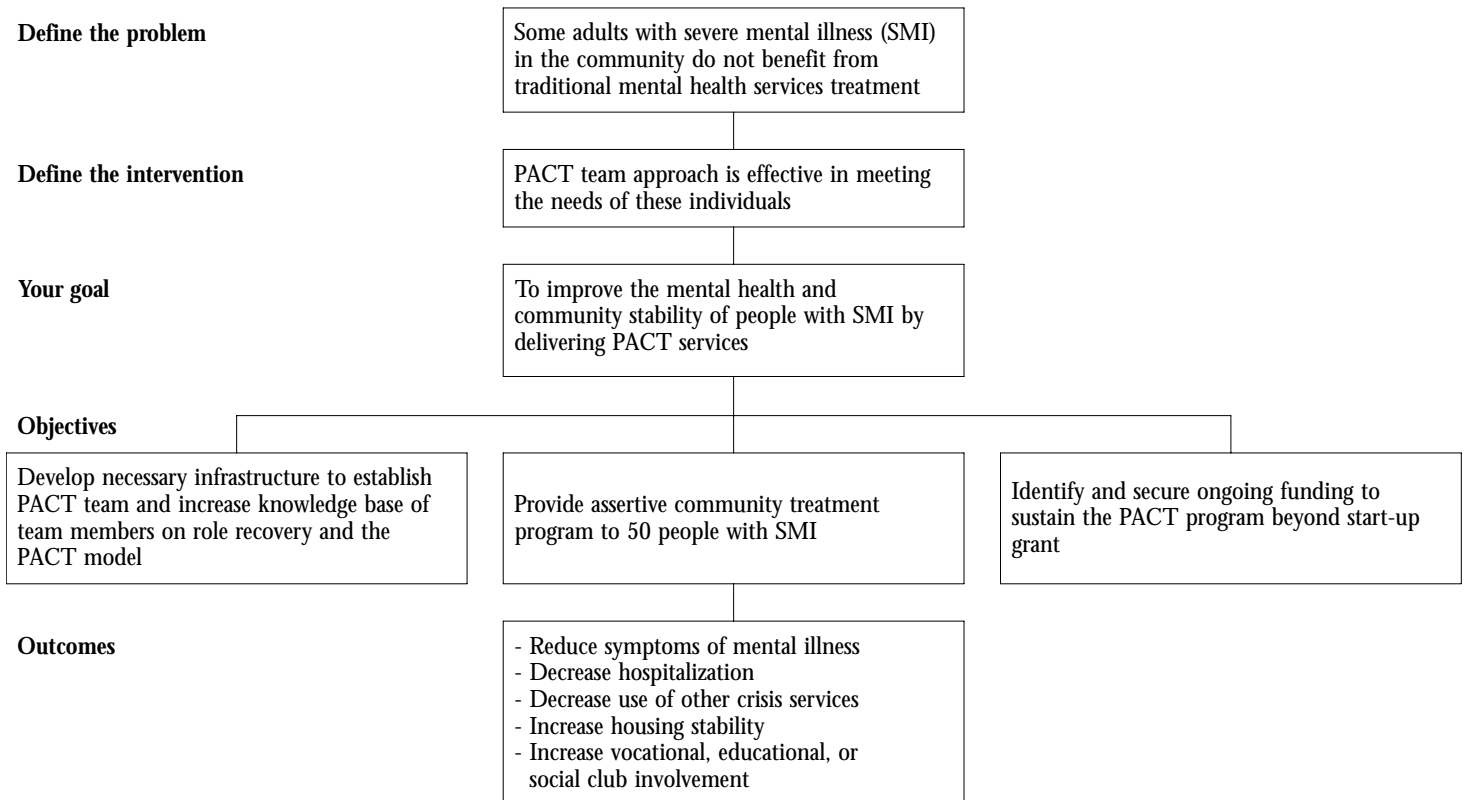
Sample project: A Program of Assertive Community Treatment (PACT) team

Goal of grant: To improve the mental health and community stability of people with severe mental illness (SMI) by delivering PACT services

Grant objectives:

- Develop necessary infrastructure to establish PACT team and increase knowledge base of team members on role recovery and the PACT model
- Provide assertive community treatment program to 50 people with SMI
- Identify and secure ongoing funding to sustain the PACT program beyond start-up grant

Sample Logic Model



Sample Process Evaluation Plan

Project Objective: Develop necessary infrastructure to establish PACT team and increase knowledge base of team members on role recovery and the PACT model

A. Performance Target (activity)	B. Data source(s) showing that the activity has occurred	C. Method by which the data will be collected, including the person responsible	D. Target date to accomplish the activity
Hire 1 FTE Project Director	Contract	CEO will have on file	Apr. 30, 2002
Hire 1 FTE Program Assistant	Contract	CEO will have on file	May 30, 2002
Hire 6.65 FTE staff, including psychiatrist, nurses, rehabilitation specialist, and peer specialist	Contracts	CEO will have on file	June 30, 2002
Contract for 40 hours training and 120 hours technical assistance on PACT	Contract	Project Director will have on file	Apr. 30, 2002
All PACT team members will score 95% or better on PACT "nuts and bolts" workshop post-test - develop agenda, training exercises, and pre- and post-test; present 4 days of training	Agenda, instructions, test, test results, and attendance sheets	Project Director will have on file	July 15, 2002
All PACT clinical staff will score 90% or better on test on understanding Role Recovery philosophy, process, and activities and demonstrate competence in Role Recovery Individual Service Planning (RRISP) process <u>Understanding:</u> develop agenda and materials, pre- and post-test; present 1 day of training <u>Competence:</u> tailor RRISP guide and conduct training - assessment and goal setting (2 days), planning rehabilitation activities (2 days), engagement and readiness development (3 days), choosing valued roles (2 days), and achieving valued roles (2 days)	- Agenda, test, test results, and attendance sheet - Guide and attendance sheets - Successful completion of integration exercises	Project Director will have on file	July 20, 2002 May 1, 2002 July 30, 2002
Write policies, procedures, and protocols	Policy and procedures manual	CEO and Project Director will have file copies	July 30, 2002

Sample Process Evaluation Plan

Project Objective: Provide assertive community treatment program to 50 people with severe mental illness

A. Performance Targets (activities)	B. Data source(s) showing that the activity has occurred	C. Method(s) by which the data will be collected, including the person responsible	D. Target date(s) to accomplish the activity
Identify 50 clients who would benefit from PACT services	Agency client list	CEO will have on file	July 30, 2002
Reassign 10 service customers each quarter to PACT team - triage - readiness assessment - individualized recovery service plan - provide PACT services	- form in case record - assessment in case record - plan in case record - progress notes in case record	Team leader will review charts for completion of required documentation	Sept. 30, 2001 Dec. 30, 2002 Mar. 30, 2003 June 30, 2003 Sept. 30, 2003
Provide 80% of services in the community setting	Service log	Team leader will review service log data weekly	Weekly

Sample Process Evaluation Plan

Project Objective: Identify and secure ongoing funding to sustain the PACT program beyond start-up grant

A. Performance Target (activity)	B. Data source(s) showing that the activity has occurred	C. Method by which the data will be collected, including the person responsible	D. Target date to accomplish the activity
PACT program will generate \$81,919 per quarter (\$327,676 per year) from Medicaid claims (federal financial participation) between May 1, 2003, and Apr. 30, 2004	PACT program monthly financial statement	MACSIS claims report completed by Director of Information Systems and recorded by Financial Manager	July 30, 2003 Oct. 30, 2003 Jan. 30, 2004 Apr. 30, 2004
Identify key stakeholders that would benefit from project success and all potential future funders and budget cycles for program funding	List of all key stakeholders and potential funders and budget cycles	Project Director will generate list of stakeholders from records and potential funders and their budget cycles using other resources	Sept. 30, 2002 (should be done at beginning of grant to provide ample time for preparation)
Develop preliminary (interim) evaluation reports of outcomes for first cohort(s) and submit funding requests	Preliminary report	Project Director will generate reports from client records and keep on file	- Preliminary report dates 30 days prior to submission of funding proposals. Specific dates available Sept. 30, 2002 - 30 days prior to annual site visit
Convert emergency room use and crisis stabilization data to dollars and compare pre- and post- PACT	Cost-benefit statement	Project Director and Financial Manager will generate statement from client records and keep on file	Apr. 30, 2003 Apr. 30, 2004
Identify funding cycle for Ohio Department of Mental Health (ODMH) budget and 408 plan	Schedule of submission dates	Executive Director will contact ODMH and keep schedule on file	Sept. 30, 2002 (should be done at beginning of grant to provide ample time for preparation)
Using preliminary outcomes data from first cohort(s), present results and future projections to Ohio Department of Mental Health for 408 plan prior to budget finalization	Results and projections report	Executive Director will use preliminary report to generate results and projections report	Sept. 30, 2003 (date should be early enough in grant cycle to ensure uninterrupted funding for continuation of program)
Promote success of program at local and state level - send letter on project to mental health board annually - present at one state conference	Copies of letters and presentation	Project Director will write and send letters and create and present session at the conference	- Apr. 30, 2003, Apr. 30, 2004 - Dec. 2003
Solicit ongoing local community involvement - get 3 articles on project in local newspapers - do 2 radio shows - enlist community volunteers	Copies of articles, transcript of radio shows; list of volunteers	Project Director will contact media and enlist volunteers and keep all copies on file	- Dec. 2003 - Apr. 30, 2004 - ongoing
Keep CEO apprised of progress of PACT and outcomes of clients using PACT - Send quarterly reports - Invite to staff meeting and on client visit once per year	- print out of quarterly report - minutes of staff meeting and record of client visits	- Project Director will write reports - Team Leader and Project Director will attend meetings and visits	- Mar., June, Sept., Dec. 2002 and 2003 - Oct. 2002, 2003

Sample Outcome Evaluation Plan

Project Objective: Provide assertive community treatment program to 50 people with SMI

A. Outcomes	B. Indicator(s) of outcomes	C. Specific instrument and data sources for the indicator(s)	D. Comparison(s) if applicable	E. Data collection (including who and how)	F. Target date to evaluate the outcome
Reduce client symptoms by 40%	Change in client symptoms and functioning levels from 6 months before and after PACT	Behavior and Symptom Identification Scale (BASIS 32)	Pre- and post-PACT BASIS 32 scores	Team leader will put completed test and diagnostic assessments in case record and record scores on face sheet	Apr. 30, 2003 Oct. 30, 2003 Jan. 30, 2004 Apr. 30, 2004
Decrease psychiatric hospitalizations by 75%	Change in total number of psychiatric hospital inpatient days from 6 and 12 months before and after PACT	Client records from Ohio Department of Mental Health Patient Care system database, private hospital database, MACSIS database	Pre- and post-PACT hospital admissions	Financial Manager	Apr. 30, 2003 Oct. 30, 2003 Jan. 30, 2004 Apr. 30, 2004
Increase housing stability	Change in number of residential moves from 12 months before and after PACT	Client records	Pre- and post-PACT residential moves	Project Director	Apr. 30, 2003 Oct. 30, 2003 Jan. 30, 2004 Apr. 30, 2004
Increase vocational, educational, or social club involvement	Change in number of hours spent in work-related, educational, or social club activities from 12 months before and after PACT	Client records	Pre- and post-PACT hours spent in work-related, educational, or social club activities	Project Director	Apr. 30, 2003 Oct. 30, 2003 Jan. 30, 2004 Apr. 30, 2004