# Monitoring and Evaluating Cross-Jurisdictional Sharing Implementation

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|  | Issues to Consider | Indicators of Success | Evaluation Sources and Methods |
| Implementation and Management | Are activities being implemented as planned? | * Work/action plan is being implemented according to operating procedures
 | * Management charts (see sample charts in Tools section)
* Activity log (separate or noted on work/action plan)
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| Is there a strong project management team in place? | * Sufficient resources are in place
* Sharing arrangement activities and goals are clear
* Agreements are in writing
* Roles are articulated
* Activities are implemented as planned
 | * Document review
	+ Joint agreements (MOUs, etc.)
	+ Work/action plans
	+ Meeting minutes
	+ Budgets
	+ Logic models (see sample logic model in Prepare and Plan Tools section)
* Management charts (see sample charts in Tools section)
* Accomplishment reports
	+ Annual report of progress
	+ Performance monitoring/management tracking
	+ Newsletters/updates
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| Is senior level support being secured? |
| Communications and Change Management | Are the change management and communications plans being implemented? | * Plans are in place
* Activities are implemented as planned
 | * Accomplishment reports
	+ Annual report of progress
	+ Performance monitoring/management tracking
	+ Newsletters/updates
* Activity log (separate or noted on work/action plan)
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| Are communications among all affected parties flowing well? | * Project team and other stakeholders feel they are being kept informed
* Communication plan developed and implemented
 | * Document review
	+ Meeting minutes/agendas
	+ Newsletters/updates
* Member, organizational surveys (see example in Tools section)
* Annual collaborative review (see example in Tools section)
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| What are the specific concerns and communication needs of each group affected by the new initiative? | * Communication plan addresses communication needs
 | * Document review (communication plan)
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|  | Issues to Consider | Indicators of Success | Evaluation Sources and Methods |
| Are the results of the activities satisfactory? | Is the level of satisfaction of stakeholders high? | * Members participate in meetings, sharing arrangement
* Feedback from involved agencies and program participants is positive
 | * Document review (meeting minutes/agendas)
* Member surveys (see example in Tools section)
* [Online organizational inventory](http://wilderresearch.org/tools/cfi/index.php) with summary scores
* Annual collaborative review (see example in Tools section)
* Customer satisfaction survey (see sample surveys in Tools section)
* Focus groups
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| Are goals being achieved?  | * Improved use of resources
* Extent to which services are being provided
* Quality of services being provided
* Feedback from involved agencies and program participants is positive
 | * Program data collection (see examples in Tools section)
* PHAB self-assessment
* Nominal group, brainstorming sessions
* Member surveys (see example in Tools section)
* [Online organizational inventory](http://wilderresearch.org/tools/cfi/index.php) with summary scores
* Annual collaborative review (see example in Tools)
* Customer satisfaction survey (see sample surveys in Tools section)
* Focus groups
* Cost-benefit analysis
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| Is there a need to revise the initiatives goals? |
| What adjustments need to be made to the plan? |
| Is the knowledge acquired being shared with the project team and other stakeholders? | * Project team and other stakeholders feel they are being kept informed
* Communication plan developed and implemented
 | * Document review
	+ Meeting minutes/agendas
	+ Newsletters/updates
	+ Report/newsletter distribution lists
* Member surveys (see example in Tools section)
* [Online organizational inventory](http://wilderresearch.org/tools/cfi/index.php) with summary scores
* Annual collaborative review (see example in Tools)
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