

# TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING (TAACCCT)

## Detailed Evaluation Plans TAACCCT Round 3

April 11, 2014  
1:00 pm ET



# Today's Agenda

- ❖ Overview, Deadlines, Review Process
- ❖ Helpful Recommendations and Tips
- ❖ Additional Resources
- ❖ Questions and Answers

# Today's Speakers

- ❖ **Erika Liliedahl**, Chief Evaluation Office, U.S. Department of Labor
- ❖ **Shayne Spaulding**, The Urban Institute, Round 3 Lead
- ❖ **Lauren Eyster**, The Urban Institute, TAACCCT Evaluation Project Director

# Overview

- ❖ TAACCCT requires Round 3 grantees to retain a third-party evaluator to conduct implementation and outcomes/impact analysis
- ❖ Grantees required to submit a detailed evaluation plan
- ❖ Detailed evaluation plans should be an expansion of summary evaluation plans, incorporating feedback from DOL
- ❖ Grantees should rely on the capacity and expertise of third-party evaluators to develop detailed evaluation plans

# Deadlines

- ❖ Competitive Grants
  - Deadline: May 15, 2014
- ❖ State Designated Grants
  - Deadline: June 30, 2014
- ❖ Email to [TAACCCT@dol.gov](mailto:TAACCCT@dol.gov) with a copy to your federal project officer and the subject line: TAACCCT evaluation
- ❖ Each grantee/consortia provides one plan

# Review Process

- Detailed evaluation plans must address required components of the evaluation and present the most rigorous plan possible for evaluating the project's outcomes
- Feedback will be provided on your detailed evaluation plan
- Changes will be recommended and, in some cases, submission of a revised detailed evaluation plan will be required

# Helpful Recommendations & Tips

- ❖ Provides suggested approach to organizing the content of detailed evaluation plans
- ❖ Identifies required and recommended elements, based on SGA
- ❖ Offers additional tips

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
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# Introduction and Context

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>I. Table of Contents</b>	<ul style="list-style-type: none"> <li>List of sections and any tables and figures in the detailed evaluation plan with page number references</li> </ul>		<ul style="list-style-type: none"> <li>Tip: The Table of Contents does not count against the suggested 30-page limit</li> </ul>
<b>II. Introduction</b>	<ul style="list-style-type: none"> <li>What the evaluation will try to achieve</li> <li>What the goals of the evaluation are</li> </ul>		<ul style="list-style-type: none"> <li>Include an introduction that provides a high-level summary of the evaluation design, outlining the research questions, data, methods, and reporting that will be provided</li> </ul>
<b>III. Intervention</b>	<ul style="list-style-type: none"> <li>What the intervention is and how it is supposed to effect change for the target population</li> <li>How the funded programs build institutional capacity</li> <li>What part of the intervention will be evaluated</li> </ul>		<ul style="list-style-type: none"> <li>Discuss whether funded program is using a particular evidence-based model and describe model</li> <li>Describe ancillary components of each intervention, such as coaching, job placement assistance, and tutoring</li> <li>Describe each intervention that will be evaluated (if the grant is funding more than one)</li> <li>Tip: The SGA provides potentially useful references for understanding the evidence base for selected models</li> </ul>



# Implementation Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>IV. Implement- ation Analysis Design</b>	<ul style="list-style-type: none"> <li>• How the third-party evaluator will analyze the steps taken by the institution to create and run the training program</li> <li>• How the third-party evaluator will assess the operational strengths and weaknesses of the project after implementation</li> <li>• How the third-party evaluator will suggest how implementation might be strengthened within appropriate timing so as not to interfere with the impact/outcomes analysis</li> </ul>	SGA, p. 60-61, section V.C.1.b	<ul style="list-style-type: none"> <li>• Include a conceptual framework for implementation analysis (e.g., theory of change, logic model) and describe how conceptual framework will be used to guide the implementation analysis</li> <li>• Examine fidelity to the model, including whether program, processes, and systems are operating as intended, and, if not, how and why</li> <li>• Tip: Changes may be needed to a program, but they should be described as part of the evaluation</li> <li>• Tip: For new programs, it may make sense to delay the impact analysis until after adequate timing has been allowed for implementation and model adjustments</li> </ul>

# Implementation Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>IV.A. Implement- ation Analysis Research Questions</b>	<ul style="list-style-type: none"> <li>For information pertaining to the research questions, see the SGA.</li> </ul>	SGA, p. 61, section V.C.1.b.1-4	<ul style="list-style-type: none"> <li>Take into account all of the required research questions from the SGA, but include additional questions as appropriate based on the intervention being tested</li> <li>Include questions regarding efforts to expand institutional capacity</li> </ul>
<b>IV.B. Implement- ation Analysis Data Strategies</b>	<ul style="list-style-type: none"> <li>Identification of data sources that will be utilized to address the research questions</li> <li>How data will be collected and analyzed</li> </ul>	SGA, p. 60-61, section V.C.1.b	<ul style="list-style-type: none"> <li>Include interviews with staff and stakeholders, which are critical for obtaining information for the implementation analysis</li> <li>Use other methods/sources, where feasible, including surveys, observations, document review, focus groups, etc.</li> <li>When measuring capacity building, include a description of the indicators that will be used</li> </ul>

# Outcomes/Impact Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>V. Outcomes/ Impact Analysis Design</b>	<ul style="list-style-type: none"> <li>• The plan for rigorously evaluating the participant outcomes or impacts, including a complete description of the study methodology</li> <li>• How the methodology proposed is the most rigorous for the participant outcomes or impacts, given the number of participants (including TAA-eligible workers) the project intends to serve</li> </ul>	SGA, p. 60, section V.C.1.a	<ul style="list-style-type: none"> <li>• Justify the selected strategy, whether experimental or non-experimental impact analysis or outcomes-only analysis will be conducted</li> <li>• If small sample sizes prevent from using a treatment/comparison cohort design, identify other strategies for benchmarking the program's outcomes or consider pre/post tests to measure changes over time</li> <li>• Tip: Only impact analyses with carefully designed comparison groups can be used to assess the effectiveness of TAACCCT-funded programs</li> <li>• Tip: For programs with small sample sizes, benchmarks could include outcomes of other similar programs for the target population</li> </ul>

# Outcomes/Impact Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>V.A. Outcomes/ Impact Analysis Research Questions</b>	<ul style="list-style-type: none"> <li>The research questions the evaluation will use to guide the data collection and analysis for this component</li> </ul>		<ul style="list-style-type: none"> <li>While the SGA does not specify questions to be answered, it does indicate that the purpose of the outcomes/impact analysis is to rigorously evaluate participant outcomes and impacts. Thus, research questions should be developed to guide this analysis.</li> </ul>
<b>V.B. Outcomes Analysis</b>	<ul style="list-style-type: none"> <li>Outcomes to be analyzed, expanding on or refining what was discussed in your summary evaluation plan</li> <li>How the nine outcomes required in the SGA will be used in the evaluation</li> </ul>	SGA, p. 60, section V.C.1.a	<ul style="list-style-type: none"> <li>Offer hypotheses for how the intervention will affect the outcomes of interest</li> <li>Specify how/when outcomes will be measured</li> <li>Include an analysis of outcomes, whether it is an outcomes or impact study</li> <li>Tip: The SGA provides a list of nine required outcomes, but grantees may add others as deemed appropriate (See SGA Appendix F)</li> <li>Tip: Study the size of the earnings change, in addition to if there was an earnings increase</li> </ul>

# Outcomes/Impact Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>V.C. Experimental Design (if selected method for impact analysis)</b>	<ul style="list-style-type: none"> <li>• How the recruitment plan will yield a sufficient number of qualified applicants (both program and controls) to produce valid estimates of these key outcomes: program completion, credential attainment, placement into employment, and employment retention (Outcomes # 2, 5, 7, and 8 in Appendix F), as well as average earnings for those who retain employment</li> <li>• How random assignment will be performed</li> <li>• What procedures will be in place to ensure compliance with random assignment procedures (i.e., that all eligible individuals that apply and who are randomly assigned to treatment can receive it and those who were assigned to the control do not receive the treatment)</li> <li>• What procedures will be in place to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the control condition)</li> </ul>	SGA, p. 60, section V.C.1.a	<ul style="list-style-type: none"> <li>• Provide information on why grantee believes it will be able to recruit enough people for the study based on their past experience or their plans for expanded outreach</li> <li>• Describe how TAA-eligible workers and veterans will be treated in the evaluation</li> <li>• Indicate if different programs or colleges will be merged in the analysis, and describe if and how merging them will allow the detection of impacts</li> <li>• Tip: Different evaluation approaches may be needed for TAA-eligible workers and veterans, who cannot be randomly assigned</li> </ul>

# Outcomes/Impact Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>V.D. Non-Experimental Design (if selected method for impact analysis)</b>	<ul style="list-style-type: none"> <li>• Argument for how the design (e.g., quasi-experimental designs such as regression discontinuity) will allow for drawing causal inferences about the effect of the program</li> <li>• Comparison Group Design               <ol style="list-style-type: none"> <li>1. The source of the comparison group(s) and how individuals are selected for the comparison group</li> <li>2. If matching across groups is used (e.g., demographics, pretest scores, level of education), the statistical techniques for matching should be described, including an explanation of how these techniques are appropriate for the sample size</li> <li>3. The procedures that will be in place to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the comparison condition)</li> </ol> </li> </ul>	SGA, p. 60, section V.C.1.a	<ul style="list-style-type: none"> <li>• Provide information on why the comparison group was selected and why the third-party evaluator/grantee believes it is similar to the treatment group</li> <li>• Provide information on the treatment group: 1) How is entry into the treatment group determined? 2) Will there be placement tests? 3) Are there other explicit or implicit mechanisms underlying allocation to the treatment group? 4) Do college staff play a role in determining entry into the treatment group?</li> <li>• Describe statistical techniques that will be used to correct for possible selection bias</li> <li>• Use a power analysis such as minimum detectable effect analysis to guide determination of appropriate sample sizes</li> <li>• Collect as much pre-program data and characteristics at entry as possible, especially data on pre-program earnings and employment</li> <li>• Indicate if different programs or colleges will be merged in the analysis, and describe if and how merging them will allow the detection of impacts</li> <li>• Tip: Since treatment and comparison group members need to be as similar as possible, a broad set of variables is preferred to match on observable characteristics. If feasible, include variables related to attitudes/motivations, especially if there is strong treatment group self-selection. Note that a broader set of variables requires larger sample sizes.</li> </ul>

# Outcomes/Impact Analysis

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>V.E. Outcomes/ Impact Data Collection and Analysis</b>	<ul style="list-style-type: none"> <li>• The data collection methods and data source(s) that will be used for the outcomes/impact analysis</li> <li>• How the anticipated follow-up data will be successfully collected from participants and the control/comparison group (if using experimental or non-experimental design)</li> <li>• The plan for data analysis, including the statistical methods that will be used to measure impacts of the training on participants</li> </ul>	SGA, p. 60, section V.C.1.a	<ul style="list-style-type: none"> <li>• Specify source of data on employment outcomes and plans for collecting unemployment insurance wage records or other state data</li> <li>• Indicate whether outcomes will be analyzed using descriptive statistics and/or or causal analysis</li> <li>• Describe variables to be used for estimation models</li> <li>• Describe any subgroup analysis to be conducted, such as by program, college, year of funding, or any demographic subgroup</li> <li>• Discuss planned sensitivity analyses to determine the robustness of the findings</li> <li>• Tip: Analysis could be conducted regarding how sensitive results are to the selection of covariates, comparison groups, and timing of the outcomes</li> </ul>

# Other Components

COMPONENT	DESCRIPTION	REFERENCE	RECOMMENDATION/TIP
<b>VI. Limitations</b>	<ul style="list-style-type: none"> <li>The challenges and limitations likely to be encountered throughout the execution of the evaluation and their implications for findings</li> </ul>		<ul style="list-style-type: none"> <li>Discuss limitations related to such issues as the ability to collect certain data, small sample sizes, inability to assure that the comparison group is sufficiently similar to the treatment group, or other factors that might affect the analysis</li> </ul>
<b>VII. Reports</b>	<ul style="list-style-type: none"> <li>Plans to submit a final evaluation report, due to the Department at the end of the grant period of performance.</li> <li>Plans to submit at least one interim report to include an evaluation design and on evaluation findings to date at a time determined by the grantee.</li> <li>A timeline for transmitting these reports</li> </ul>	SGA, p. 59, section V.C.	<ul style="list-style-type: none"> <li>Include a discussion of evaluation activities and milestones in the timeline in addition to the reports</li> <li>Discuss how the outcomes/impact analysis results and implementation analysis findings will be integrated</li> <li>Describe how the third-party evaluator will provide information on the evaluation to the grantee for the purpose of quarterly report submission</li> </ul>
<b>VIII. Reference List</b>	<ul style="list-style-type: none"> <li>List of literature that was cited in the detailed evaluation design plan</li> </ul>		<ul style="list-style-type: none"> <li>Tip: This does not count toward the suggested 30-page limit</li> </ul>



# Resources on SharePoint

- Methodological literature
- Examples of similar evaluations
- Recorded webinars and notes from virtual roundtables for earlier rounds
- Other ways to connect with your peers

Sign up by emailing [TAACCCTeval@urban.org](mailto:TAACCCTeval@urban.org)

# Questions?



# COMPONENTS OF A DETAILED EVALUATION PLAN

**I. Table of Contents**

**II. Introduction**

**III. Intervention**

**IV. Implementation Analysis Design**

**IV.A. Implementation Analysis Research Questions**

**IV.B. Implementation Analysis Data Strategies**

**V. Outcomes/ Impact Analysis Design**

**V.A. Outcomes/ Impact Analysis Research Questions**

**V.B. Outcomes Analysis**

**V.C. Experimental Design (if selected method for impact analysis)**

**V.D. Non-Experimental Design (if selected method for impact analysis)**

**V.E. Outcomes/Impact Data Collection and Analysis**

**VI. Limitations**

**VII. Reports**

**VIII. Reference List**