

Results-Based Accountability Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we understand results-based accountability?				
Do we have shared accountability with a wide range of partners and stakeholders?				
Do we have buy-in and support at the state, local, and neighborhood level?				
Are we acting as a catalyst to encourage stakeholders to assume responsibility? What is the status of our agreements, such as, contracts and memorandums, with partners?				
Does our community agenda, strategic plan, or financing strategies link to desired results?				
Do we have a common language among all partners and stakeholders?				

KEY: Y = Yes, N = No, DK = Don't Know

Shared Accountability Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we know what being a partner means?				
Do we know who can and who should be our state-level and community-level partners?				
Do we have contracts, letters of agreement, and/or partnership agreements with our partners?				
Do we understand what makes a partnership agreement successful?				
Do we know the components of a partnership agreement?				
Do our current partnership agreements contain these components?				

KEY: Y = Yes, N = No, DK = Don't Know

Measuring Results Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we understand the characteristics of a self-evaluation approach?				
Do we understand the benefits of a self-evaluation approach?				
Do we know how to conduct a self-evaluation?				
Do we have experience with a self-evaluation approach?				
<input type="checkbox"/> If yes, do we need to expand and/or enhance our approach?				
<input type="checkbox"/> If no, do we need additional knowledge and skills?				
<input type="checkbox"/> If no, do we need additional resources?				
<input type="checkbox"/> If no, do we need planning sessions?				

KEY: Y = Yes, N = No, DK = Don't Know

A Data System Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we understand the purposes of a data system?				
Do we have a data system?				
If yes, does it meet the criteria for an effective system? (Refer back to Chapter 4 to review criteria for an effective data system.)				
If yes, have we addressed all our needs, requirements, and opportunities?				
If no, do we have a plan for setting up a system?				
<input type="checkbox"/> Have we identified our data needs?				
<input type="checkbox"/> Have we identified our data requirements?				
<input type="checkbox"/> Have we identified our data opportunities?				

KEY: Y = Yes, N = No, DK = Don't Know

Data Collection Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we have a plan to collect data?				
☒ If not, do we know what we need to do to develop a plan?				
Do we understand all that needs to be in place to collect data?				
Have we reached agreement with our partners about the purpose and scope of the evaluation?				
Have we addressed the decisions that need to be made in order to collect data?				
Do we know the sources that exist in our community, including data warehouses and integrated systems, to gather better data?				

KEY: Y = Yes, N = No, DK = Don't Know

Data Collection Discussion Worksheet (Continued)

Discussion Question	Y	N	DK	What More Could We Do?
Do we have sufficient information about cost factors associated with collecting better data?				
Do we understand the specific logistical and technical issues to be addressed and by whom?				
Do we have a resource person available with knowledge about collecting data?				
Do we have a resource person to analyze, interpret, and report the data?				
Do we have a clear understanding of how to track implementation of the evaluation plan?				

KEY: Y = Yes, N = No, DK = Don't Know

Reporting Information Discussion Worksheet

Discussion Question	Y	N	DK	What More Could We Do?
Do we understand key factors to effective reporting?				
Do we know what our various stakeholder groups want to know?				
Do we know the type of report(s) most useful to our stakeholders?				
Do we know the approaches most effective with our different constituents?				
Do we know if we can produce the data on a timely schedule to generate reports?				
Do we have the human and financial resources to produce the reports?				
Do we understand the steps in developing a plan for reporting information?				
Do we have a reporting plan that describes what reports to make, who will do the work, and when?				

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