Appendix J
Sample Report Outline

I. Introduction
   A. Background
   B. Purpose
   C. Content

II. Methods
   A. Evaluation Plan
   B. Evaluation Design
   C. Data Collection
   D. Data Collection Instruments
   E. Data Analysis

III. Findings and Results
   A. Summary of Evaluation Results
   B. Discussion of Data Limitations
   C. List of Performance Measures

IV. Conclusion and Recommendations
   A. Implications of the Evaluation Results
   B. Strengths and Weakness of the Results
   C. Utilization of Findings

Appendixes: Evaluation Instruments and Supporting Documentation