

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