

EXECUTIVE BOARD OVERVIEW: Research, Evaluation and Quality Improvement April 2020

Evaluation Activities
<ul style="list-style-type: none"> • Prepared and disseminated weekly, monthly and quarterly outcomes reports and data quality reports to program staff and/or leadership, and met with program staff to discuss questions/concerns regarding reports/outcomes • Prepared and/or submitted outcomes data and logic models for grant reports and applications • Completed preparation of quarterly outcomes report of all program outcomes
Quality Improvement
<ul style="list-style-type: none"> • Created ELT document of key decisions made during the COVID-19 pandemic through each phase, along with areas of learning and improvement for future planning purposes and for coordinating the process of eventually returning to the office • Participated in meetings and informational webinars and research related to COVID-19 • Prepared and disseminated quarterly CQI reports for Advancement and Social Enterprise • Made improvements to user functionality within ETO database
Research/Partnerships
<ul style="list-style-type: none"> • Coordinated with U.S. Census employees to develop strategies to maximize participation in the Census • Coordinated with external evaluator on SCA Reentry Grant planning and evaluation process • Collaborated with doctoral researcher on data analysis for dissertation project related to Reentry in Palm Beach County
Training
<ul style="list-style-type: none"> • Coordinated TLP Knowledge Café Trainings for all staff • Conducted training for new users in ETO and ClientTrack systems