

Outline for writing your OBE report

- I. Program Questions
 - a. What question(s) do you have about your program? What do you really want to know?
 - b. What do you want your audience to know, in this case your funders?
- II. Performance Measures
 - a. Outcomes (must use outcomes in your report)
 - b. Outputs, number of people served (may use in your report)
 - c. Resources, ingredients of your program (may use in your report)
 - i. Financial
 - ii. Staffing
 - iii. Facility
 - iv. Demographics (changes in the % demographics of the clients over time)
- III. Variables
 - a. Client characteristics
 - i. Age group
 - ii. Gender
 - iii. Ethnicity
 - iv. Living arrangements
 - v. Others _____
 - b. Program characteristics
 - i. Facility location
 - ii. Hours of operation
 - iii. Staffing configuration
 - iv. Others _____
- IV. Criteria for change
 - a. Difference between variable groups that would indicate a need for change.
 - b. Standard achievement for the population, below which would indicate change is necessary.
- V. Learning
 - a. Answers to your questions
 - i. Confirmed your assumption or not
 - ii. Creation of new questions
 - iii. Need for additional data and/or time to further investigate
 - iv. Relationship to outcome data is clear
- VI. Program Planning
 - a. Given this information, what are your plans for the next 6-9 months.
 - i. Modifications to the outcome process or data collected, include time frame.
 - ii. Modifications to the delivery of service to clients, include time frame.
 - iii. No changes at this time, explanation of what are your next steps to gather data. that may lead to program improvements.