

## The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 282.14
Subject Title <b>Data and Information – Program Evaluation</b>	Adopted 4/12/02	Last Revised 3/17/17	Reviewed 3/10/03; 4/26/10; 2/24/14; 3/17/17; 3/18/19; 5/12/20

### PROCEDURE

#### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 Program Evaluation

Periodically, and at the direction of the CEO, formal and specified evaluations of programs will be conducted. Program is defined here as any model or program offering of the organization that can be discretely identified. In conducting formal program evaluation efforts, the following will be adhered to:

##### 1.1 Purpose

The specific aims of the program evaluation effort will be specified.

##### 1.2 Responsible Parties

The CEO will designate the organizational members responsible for carrying out the program evaluation and defining the role of said organizational members.

##### 1.3 Methodology

The program evaluation will adhere to scientifically appropriate methodologies. Methodological considerations include sample and sampling methods, design (comparative, summative, formative, cost/benefit, or cost-effectiveness), measurement instrumentation and measurement process, any statistical methods applied and strict adherence to ethical safeguards.

##### 1.4 Content

The program evaluation will formulate all inquiries based upon the purpose and methodological considerations for said program evaluation.

##### 1.5 Reporting

A final report of the program evaluation will be completed and will include an executive summary, an introduction identifying the persons who carried

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out the program evaluation and their roles, a description of the purpose of the program evaluation, a comprehensive description of methodology, a comprehensive description of findings, a sound analysis of the findings and recommendations based on the findings and analysis.

**2.0 Research Efforts**

Research efforts are defined as involving the application and evaluation of an intervention, support, service, or model that involves the use of a scientific experimental, quasi-experimental, or pre-experimental group or individual design and/or a program evaluation effort that involves an agent, principle investigator and/or external organization. Authorization of any research effort requires Board approval of a comprehensive research plan.

State and federal rules and regulations concerning research involving human subjects will be reviewed and followed at all times.

Programs participating in any experimental or research procedure, shall advise consumers of the program as to the procedures to be used, and have the right to refuse participation in the experiment or research without jeopardizing their continuing services.

Kerry Possehn, Chief Executive Officer	Date		