

Sample of Evaluation Questions/Data Source Crosswalk Table

Process Evaluation Questions	Process Indicators	Data Sources
<i>Objective 1 – Strengthen the organization and operations of the HPV Cancer Prevention Program, including professional and career development activities of team members</i>		
1. Did the program hire and train all staff?	Number staff hired and trained	List of staff List of trainings
2. Did staff monitor the 5-year plan for growth and development?	Program plan reviewed and revised as needed	Review of program plan by program leadership
3. Did program leadership engage in team capacity-building activities through assessments and training?	Number trainings Number staff participating in quarterly trainings Staff satisfaction with trainings	List of trainings List of staff participants Staff satisfaction survey (Your Voice annual results)
4. Did program leadership ensure standard operating procedures for program operations?	SOP are in place, review of SOP by program leadership.	SOP Document
5. Were team members supported for participation in professional and career development activities?	Number staff who participated in professional/career development activities.	List of trainings List of staff participants
<i>Objective 2 – Serve as leader, convener, and catalyst for implementing evidence-based interventions to increase HPV vaccination coverage</i>		
6. Did the program engage the HPV Task Group (internal advisory body) and meet quarterly?	Number of network partners engaged. Time period of network partners engage Type of network engagement HPV Task Group quarterly meetings held and action items specified	Task Group survey - satisfaction and functionality Meeting minutes, list of action items

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7. Did the program engage external advisors and meet quarterly?	External advisors identified, quarterly meetings held, action items specified	List of advisors, meeting minutes, list of action items
8. Did the program engage the Healthy Children's Advisory Council and meet quarterly?	Quarterly meetings held	List of meeting participants, meeting minutes, list of action items
9. Did program staff participate in the National HPV Roundtable and other national efforts?	National HPV Roundtable attended by at least 1 staff	Documentation of attendance Staff engagement in working groups
10. Did the program convene a Southeastern Regional HPV Vaccination Roundtable?	Southeastern regional HPV Roundtable members identified and at least one meeting held (regional) Number staff attending, number staff participating in working groups	List of members, meeting minutes, when available List of staff attending, list of staff in working groups
11. Did the program engage with the Roundtable?	HPV Cancer Free Tennessee members identified and at least one meeting held Number staff attending, number staff participating in working groups	List of members, meeting minutes, when available List of staff attending, list of staff in working groups
12. Did the program engage with the Memphis-Shelby County HPV Cancer Prevention Roundtable?	Local Roundtable members identified and at least one meeting held Number staff attending, number staff participating in working groups	List of members, meeting minutes, when available, List of staff attending, list of staff in working groups
13. Did the program identify and participate in local, state, and national groups?	Number additional groups participated in by staff Number staff participating in additional HPV groups	List of staff and groups attended
14. Did the program disseminate HPV vaccination information to partners and the public?	Number newsletters disseminated Number webinars conducted Number other communications conducted Number publications in professional journals Number presentations at professional conferences	

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<i>Objective 3 – Conduct and apply ongoing landscape assessments and identify the greatest opportunities for impact through increasing HPV vaccination coverage</i>		
15. Did the program connect with the St. Jude Comprehensive Cancer Community Outreach and Engagement Program?	Joint activities between HPV program and COE program conducted	List of activities and outputs/outcomes of activities
16. Did the program assess the current state of HPV vaccination across catchment areas and affiliates and identify opportunities to increase vaccination?	HPV vaccination rates assessed and provided in a report	Vaccination assessment report
17. Did the program update local, statewide, regional, and national assessments?	HPV vaccination assessment report updated annually	Annual vaccination assessment report
<i>Objective 4 – Engage in strategic implementation of evidence-based interventions to increase HPV vaccination coverage.</i>		
18. Did the program build capacity for better, more reliable data systems to track HPV vaccination outcomes?	Data systems to track HPV vaccination improved	Review of data systems by leadership and documentation of improvements
19. Did the program partner with clinical practices to implement HPV vaccination interventions in clinical settings?	Number clinical partners implementing interventions (local, statewide, regional, national) Number clinical interventions implemented (local, statewide, regional, national)	List of clinical partners List of interventions implemented in clinical settings
20. Did the program partner with organizations to implement interventions in community settings?	Number interventions implemented in community settings (local, statewide, regional, national)	List of interventions implemented in community settings
21. Did the program partner with key allies and partners to implement	Number public policy and advocacy interventions implemented (local, statewide, regional, national)	List of public policy and advocacy interventions

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public policy and advocacy interventions?		
22. Did the program implement interventions within St. Jude for patients and families, and St. Jude employees and their families?	Number interventions implemented within St. Jude Number St. Jude patients/family members reached through interventions. Number St. Jude staff reached through interventions	List of interventions implemented at St. Jude List of patients/families receiving interventions List of St. Jude staff participating in interventions
<i>Objective 5 - Ensure diversity, equity, and inclusivity in all aspects of the program, including staffing, partnerships, and activity priorities</i>		
23. Did the program hire diverse staff?	Staff hired are diverse across ethnic/race/gender identity	List of staff and demographic characteristics
24. Did the program conduct an equity training?	Equity training conducted for staff	Documentation of training, staff participants
25. Did the program provide communication through a variety of avenues and in multiple languages?	Communication provided through various avenues and in multiple languages	Communication documents
26. Did the program proactively recruit diverse partners from a wide range of sectors?	Collaborating with wide range of sectors in community (local, statewide, regional, national)	Partnership Survey List of collaborators and sectors represented
27. Did the program ensure a collective understanding of diversity?	Partners hold similar understanding of diversity	Partnership Survey In-depth interviews/focus groups
28. Did the program develop process for feedback from all partners?	Feedback on strategic plan obtained from diverse partners	List of partners providing feedback
29. Did the program engage in HPV vaccination improvement efforts with populations that lag behind national averages, such as rural populations?	HPV vaccination efforts conducted with specific populations (local, statewide, regional, national)	List of interventions conducted with specific populations

Table 2. Outcome Evaluation Questions, Indicators, and Data Sources

Short-Term Outcome Evaluation Questions	Short-Term Outcome Indicators	Data Sources
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<i>Objective 1 – Strengthen the organization and operations of the HPV Cancer Prevention Program, including professional and career development activities of team members</i>		
1. Did a fully functioning HPV Cancer Prevention Program team conduct regular outreach and engagement activities?	Number outreach activities Type of outreach activities Number partners collaborating Type of partners collaborating	List of activities and description List of partners and type of partner
2. Did the confidence, skill, and effectiveness among staff increase over time?	Increased confidence, skill, effectiveness	Staff Survey
<i>Objective 2 - Serve as a leader, convener, and catalyst for implementing evidence-based interventions to increase HPV vaccination coverage to prevent HPV cancers</i>		
3. Were partners satisfied with St. Jude HPV program engagement?	Partner satisfaction level each year	Partnership Survey (bi-annual)
4. Did partners increase engagement activities with the HPV program?	Increase in number partners engaging in each type of activity each year	Partnership Survey (bi-annual)
5. Did partners increase capacity to implement initiatives?	Increased number initiatives implemented by partners each year	Partnership Survey (bi-annual)
6. Did the External Advisory Board achieve collaborative status?	Collaborative status attained	External Board survey/ In-depth interviews with External Board
7. Were statewide, regional, and local Roundtables fully established and implementing activities?	Number activities implemented by each roundtable	Survey of roundtable members
<i>Objective 3 - Conduct and apply ongoing landscape assessments and identify the greatest opportunities for impact through increasing HPV vaccination coverage</i>		
8. Did the program disseminate the HPV Vaccination Reports?	Number recipients of report	Documentation of report dissemination via email, other

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9. Did the program engage in decision-making based on HPV Vaccination Report?	New activities conducted based on report findings	Documentation of how activities changed/new activities implemented based on report findings
<i>Objective 4 - Strategic implementation of evidence-based interventions to increase HPV vaccination coverage</i>		
10. Did provider awareness and knowledge of evidence-based strategies increase?	Increased provider awareness and knowledge	Provider Survey
11. Did provider confidence in discussing HPV vaccination and making strong recommendation increase?	Increased provider confidence	Provider Survey
12. Did community awareness and knowledge of importance of HPV vaccination increase?	Increased awareness and knowledge in community	Community Survey
13. Did advocacy for HPV vaccination increase?	Increased advocacy efforts	Partnership Survey? Documented advocacy initiatives?
14. Were there policy changes at local, state, and regional levels to reflect a focus on HPV vaccination?	Increase in number of policies related to HPV vaccination	Tracking and documentation of policy initiatives
15. Did policy efforts at national level through National HPV Roundtable continue?	Number and types of policies supported through National HPV Roundtable	Tracking and documentation of National Policy Roundtable initiatives Documentation of St. Jude staff participation in policy initiatives
<i>Objective 5 - Ensure diversity, equity, and inclusivity in all aspects of the program, including staffing, partnerships, and activity priorities</i>		
16. Do diverse partners feel included as integral part of program?	Partner reports of inclusion in program by type of partner	Partnership Survey
Intermediate Outcome Questions	Intermediate Outcome Indicators	Data Sources

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<i>Overall Program Intermediate Outcomes</i>		
1. Did access to HPV vaccination in rural communities increase?	Increased vaccination rates in rural communities	Community Survey
2. Did partner network(s) achieve collegial/power-sharing status?	Collegial-power-sharing status attained	Partnership Survey
3. Did the number of providers making strong recommendation increase?	Increase in number of providers making strong recommendation	Provider Survey
4. Did the number of clinical practices implementing evidence-based interventions increase?	Increase in number clinical practice partners implementing interventions	Provider Survey
5. Did HPV vaccination rates in partner clinics increase?	Increase in HPV vaccination rates	Provider Survey
6. Did partners recruit additional diverse partners?	Increase in number partners, number of diverse partners	Partnership Survey
Long-term Outcome Evaluation Questions	Long-term Outcome Indicators	Data Sources
<i>Overall Program Long-Term Outcomes</i>		
1. Did the proportion of adolescents who get recommended doses of HPV vaccine from 58.6% in 2020 to the <i>Healthy People</i> 2030 goal of 80% in 2030 at local, statewide, regional, and national level increase?	Increase in HPV vaccination rates at local, state, regional and national level increase?	National Immunization Survey-Teen State Immunization Database
2. Did the number of HPV cancers at local, statewide, regional and national level decrease?	Decrease in HPV-associated cancers	ACS Cancer Facts and Figures U.S. Cancer Statistics State Cancer Registry data Other academic publications State reports