

**Rural Health Care Services Outreach Program
HRSA-25-038
Regular Track Assessment Plan Deliverable**

OVERVIEW: What is an assessment plan & how can it benefit my project?

The purpose of an assessment (i.e., evaluation) plan is to provide guidance for how project activities will be assessed and monitored, as well as how project results will be used to make program improvements and demonstrate impact. The plan describes overarching assessment questions, indicators for measurement, data collection and analysis plans, and communications/utilization strategies.

Involvement of project staff, partners, community, and other key stakeholders in the process of assessment plan development are an important component correlated with overall project success. Stakeholder involvement helps foster transparency, creates buy-in, and provides opportunities for engagement in key project considerations such as the overall direction of your project, program priorities, resources, capacity, etc.

DUE DATE: When do I submit my assessment plan?

The Rural Health Care Services Outreach Program (Outreach) Assessment Plan is due **February 2, 2026**.

SUBMISSION: Where do I submit my assessment plan?

Submissions for your grant project assessment plan should be completed electronically using the HRSA Electronic Handbook System (EHB). Please upload the completed assessment plan template and any relevant attachments into the correlating EHB task listed in your grant's EHB folder. Please also see the [EHB EDM Submissions FAQs](#).

***Note:** Please delete this page and any template instructions (in italics) before submitting your assessment plan.*

INSTRUCTIONS: How do I complete the assessment plan deliverable for my grant project?

Content Requirements: To fulfill the requirements of this deliverable, please complete the requested items included in the template following the instructions provided. When completing your project's assessment plan deliverable, please keep the following in mind:

- Assessment plans should align with the work proposed in your project's funded grant application, unless project changes were approved by HRSA.
- During the planning process, it will be necessary to revisit your program's goals, objectives, and work plan. This will ensure alignment of your program's strategies and activities with the assessment plan you develop.

Format Requirements:

- Please use the following **Assessment Plan Template** and accompanying **Data Collection Plan Table(s)** to complete this deliverable.
- Templates may be converted to other document types, if preferred. Word, PDF, and Excel are all considered acceptable formats for completed deliverable submissions.
- Completed deliverable submissions should not exceed 10-12 pages in length (includes completed narrative and data collection planning table sections of template).
- Page limit does not apply to any 'other additional' attachments provided as accompanying references.

ASSESSMENT PLAN TEMPLATE

TITLE

Please include the following information in the header on the first page of your submission:

- Assessment Plan Deliverable
- Grant Number (D04RH_____)
- Name of Award Recipient Organization and title of your funded grant project

CONTENT

Introduction

Write an introduction that includes a brief overview of your Outreach initiative and primary implementation strategies, including any evidence-based/promising practice model(s) that are part of this initiative. State your funded grant project's overarching project goal(s).

Briefly describe the process undertaken to produce the plan, including who and how team members, partners, and other key stakeholders were engaged in the development of the plan. List the consortium/network partners directly involved in this assessment plan development.

Assessment Questions

*Identify/list the primary questions the project will seek to answer through the project's assessment plan. These questions will include those that focus on implementation (i.e., **process questions**) as well as the impacts of the program (i.e., **outcome questions**). These are not to be confused with the questions on a survey or other measurement tool used for assessing a particular indicator. They represent the larger questions that help gain understanding of the extent to which activities were implemented as planned and if the grant-funded initiative had an effect, positive or negative, on processes, partnerships, patients, and others served by the program.*

***Process questions** focus on a program's operations and seek to better understand how a program is being implemented. They help illuminate the understanding of questions such as:*

- *Were program activities completed as originally intended?*
- *What progress has been made in the implementation of our program?*
- *Were participants satisfied with the program?*
- *How well were program activities implemented? What level of fidelity did we have to the proposed evidence-based model that was implemented?*

***Outcome questions** focus on understanding whether or not a service or strategy achieves the desired changes for patients, providers, partners, or the community. These questions are concerned with the effects or impacts of the program. Outcomes questions may touch on some of the following:*

- *What benefits does this program bring in the short, medium, and/or long term?*
- *How did participant knowledge, behaviors, etc... change as a result of this project?*
- *In what ways did participant health improve through participation in this program?*

- To what extent did this initiative improve care in the community?

Data Collection

Using the attached **Data Collection Plan** document below, list the measures you plan to use to answer your main assessment questions. Some questions may have multiple measures. This table will also include what data will be collected, how the data will be collected (methods, tools), who will collect the data, and the timeline for collecting data. Your data collection planning process should include conversations with your RNBR team, partners, and other stakeholders as you fill out the tables.

Note: Complete additional tables for each key component or program strategy that you are assessing using the Data Collection Plan document below. Add or delete additional table rows as needed. Please attach completed table(s) as indicated below under the Attachments section.



Data Collection
Plan Table

Data Analysis

In this section, briefly describe the following.

1. **Approach(es)** that will be used to analyze / interpret the data anticipated to result from your project's assessment plan questions. This could include your plans for engaging key stakeholders (population served, partners, organizational leadership) in the interpretation of project data.
2. **Limitations/Caveats** - If applicable, please include a brief discussion addressing any potential limitations to the data.

Communications/Utilization Plan

In this section, describe your organization/consortium's plan for communicating and using the results from your assessment plan. This may include information on the following: **How** do you plan to communicate any data-related findings over the project's duration? **Who** are the audiences and what might they be interested in learning? **Who** will be partners in your dissemination efforts? **How** will data be shared and used internally to guide program improvement efforts?

ATTACHMENTS

The following attachments are requested to be included with your submitted responses completed in this document:

1. A copy of the completed **Data Collection Plan table(s)** for your project's assessment plan.
2. If your project's assessment efforts include any other key related content you would like to share, please include as an additional attachment to your deliverable submission in the EHB system, as applicable (optional; does not count toward page limit)