

PHLAG Co-Leaders Evaluation Roles

Revised September 2008

This “field test” evaluation of the PHLAG program is the first time anyone has measured whether PHLAG actually works. The evaluation seeks to collect and analyze data about (a) outcomes/effectiveness of the program, (b) fidelity to the core components, and (c) implementation. Your role in collecting this data is crucial – thank you for your work and your help! Below we have laid out the data-collection and reporting responsibilities of the co-leaders at each site. If you have any questions or problems, please contact us.

Each week: Weekly Participation Log

One Weekly Log form should be completed each week, with information on it from both co-leaders. Note that Q2 and Q4 are mutually exclusive.

Whenever a new veteran joins PHLAG: Intake Interview + Locator Form

The Intake and Locator should be completed before the Veteran attends his/her first PHLAG group meeting. If doing so is impossible, they must be completed before the Veteran’s attendance at his/her second group meeting. One of the co-leaders completes these forms by interviewing the veteran. NOTE: please do *not* send us the Locators. They are for you to keep and use since CPRS data is often incomplete or out of date.

Each month: Monthly Fidelity Report

Each co-leader will submit his/her own form each month. Please DO complete the “**COMMENTS**” section. These comments are extremely important sources of information for the evaluation / implementation of PHLAG.

Every three months for Each Participating Veteran: Interim Interview

A Co-leader completes these forms by interviewing the veteran. Note that completing this form at the right time requires that you keep track of the intake date of each veteran so that you know when their 3mo, 6mo, 9mo etc Interim interview is due. This form is TIME SENSITIVE and cannot be completed more than 2weeks after the due date. Its information is very important to tracking the ‘stepping stones’ veterans take on their way to housing / full success, so please complete them on time for each participating veteran.

Whenever a veteran leaves PHLAG: Discharge Interview + Satisfaction Form + Locator

A Co-leader completes the Discharge Interview and the Locator Form by interviewing the veteran when s/he is leaving PHLAG. Do not send us a copy of the Locator Form – keep it to use for contacting the veteran for the 6mo follow up or to invite back as alumni.

At the end of the Discharge interview, please ask the veteran who is leaving PHLAG to complete the Satisfaction Form. To allow privacy for the satisfaction form, the co-leader

should hand the veteran the Satisfaction Form and an envelope and instruct him/her to, upon completion, put the form in the envelope and seal it, and then give the veteran privacy while completing it. The sealed envelope is returned to the Co-leader who will send it to the MIRECC along with the other data forms.

If needed, co-leaders can use the Locator form information from Intake to contact veterans who leave w/o notice from PHLAG, so as to complete the Discharge and Satisfaction forms.

At the one year mark of a veteran's participation: Locator Form

This is to update the veteran's contact information for Discharge and Follow Up.

6 months after a Veteran *Graduates* from PHLAG: 6 Month Follow Up Interview

A PHLAG co-leader completes this form by interviewing the veteran. This form is to be completed **only** with Veterans who obtained *permanent independent* housing ("full success"). This form is **TIME SENSITIVE**.

EVERY Time A Data Form is Completed:

1. Save an electronic copy OR make a paper copy of the completed form for yourself and store in safe and secure place in case you/we ever need it for back up. Please make sure these are stored in keeping with VA regulations as some contain veterans' identifiable personal information.
2. Put the original completed form in a safe and secure place until ready to send the next batch to MIRECC
3. On the first and fifteenth of each month: Send batch to MIRECC at address below:

VISN 5 Mental Illness Research and Clinical Center (MIRECC)
Attn: Vera Sturm
10 North Greene Street, Suite 6A
Baltimore, MD 21201