

8.5 EVALUATION TEMPLATE

This evaluation template supports communities in tracking progress, measuring impact, and guiding continuous improvement of Healthy Brain Community activities. It is designed to be simple, practical, and adaptable.

Instructions: Complete this template at least annually or after major activities. Use available data, participant feedback, and partner input. The goal is learning and improvement, not perfection.

PROGRAM / INITIATIVE INFORMATION

Program or Initiative Name	Time Period Evaluated	Lead Organization	Primary Contact

ACTIVITIES & PARTICIPATION

Activity	Date(s)	Target Audience	Number of Participants	Notes

OUTCOMES & IMPACT

Describe what changed as a result of the activities. Use numbers, observations, or participant feedback.

Outcome Area	What Was Expected	What Happened	Evidence or Examples

PARTICIPANT & PARTNER FEEDBACK

Summarize feedback from participants, caregivers, partners, or facilitators.

Source of Feedback	Key Themes or Quotes	Suggested Improvements

LESSONS LEARNED & CONTINUOUS IMPROVEMENT

What Worked Well	Challenges or Barriers	Planned Improvements or Next Steps

EVALUATION SUMMARY

Briefly summarize overall progress and priorities for the next period.
