Masonic Cancer Center
UNIVERSITY OF MINNESOTA
Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Program Evaluation

Policy Type:	**Policy Owner(s):**	**Policy contacts:**	**Revised: 2/8/2018**
Operations	**Operations Manager**	**Aaron Schilz**	**Reviewed: 2/8/2018**
			Effective Date: 8/31/15

POLICY STATEMENT

The purpose of this policy is to outline the process for MCC program evaluation and further define the rules and guidelines that govern this process. Each year, the MCC engages in a process whereby each area of the center is required to collect metric data to help quantify the activity during the prior 6month period. These data will be used to help drive strategic decision-making and report key metrics to the leadership of the MCC and other key stakeholders in the policy arena in which the MCC operates.

MCC utilizes Forte's EVAL tool to manage evaluation data. Access to this tool is currently restricted to central administration, but the goal is to simplify data collection and allow for various metrics to be linked by a common identifier for more dynamic reporting capabilities.

Definitions
- Evaluation metrics are an approved collection of data points designed to capture the activity and outcomes of a center area
- Evaluation periods are six months in length:
  - January 1 June 30
    - Submission deadline for evaluation data: 7/31
  - July 1 December 31
    - Submission deadline for evaluation data: 1/31
- Evaluation workbooks have been approved by MCC leadership and codeveloped by MCC Operations, center area leaders, and key administrative contacts from each area.

Defining the Center Program Area
- Every six months, program areas should take the opportunity to review the goals, objectives and data definitions that have been developed for purposes of program evaluation

Monitoring and capturing of data during evaluation periods
- Each area is responsible for capturing data for metrics.
- MCC Operations will assist with developing methods for data collection and centralize efforts as appropriate

- Metrics are due 30 days from the end of the evaluation period
- Incomplete or missing data are the responsibility of each program area and MCC Operations will consult MCC Senior Leadership when data issues arise.

Reporting Evaluation Metrics

- Evaluation workbooks will be used to report data.
- In addition to reporting data, each area is responsible for communicating data collection issues to MCC Operations.
- When possible, MCC Operations will centrally collect data to ease the reporting process
- The EVAL system is used to report data, and when necessary Excel data manipulation will augment those reports.

Forms & Helpful Links

- Contact MCC Operations for Evaluation Workbook examples.