



Evidence Portfolios for State Agencies

Tool

- This template serves as a starting point for agencies wishing to adopt the evidence portfolio process. With the support of the Colorado Lab, the tool is adapted to meet each agency's needs.
- Training and ongoing technical assistance is provided by the Colorado Lab. A guidance document to accompany this tool will also be provided after training.

Part I: Program/Practice Description

This section clarifies what the budget item is.

- Program/Practice Name:
- Description (max: two sentences):
- Objective (max: one sentence):
- Equity Impact (max: two sentences):
- Target Population:
- Current Scale:
- First began in Colorado (month, year):
- Which agency strategic goal does the budget item map to?
 - [drop down list generated as part of initial onboarding to the process]

Part II: Portfolio Rubrics

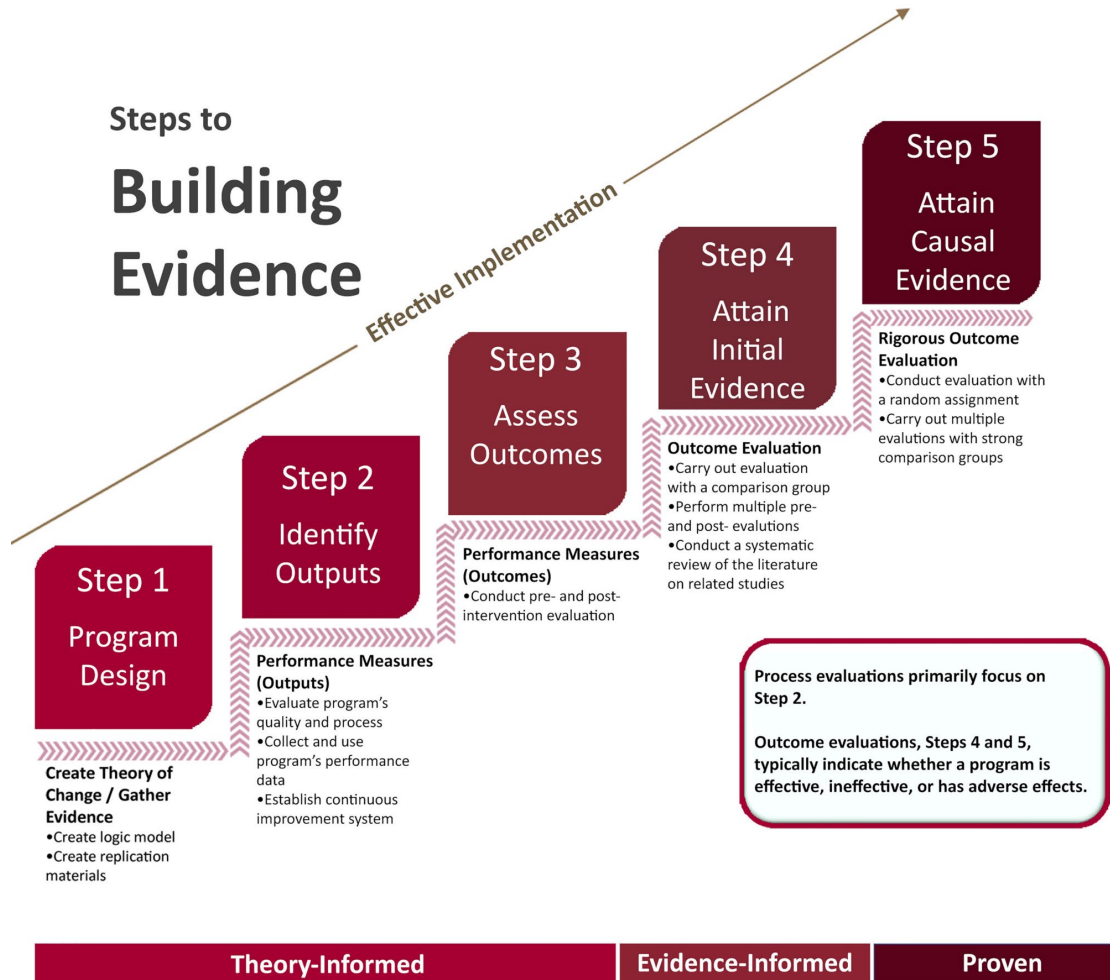
Evidence portfolios are completed for an identified program/practice. All criteria in Part II (the rubrics) refer to the program/practice under consideration.

There are four rubrics: one for each evidence-based decision-making domain (best available research evidence, community needs and implementation context, and decision-maker expertise) and one for Equity, Diversity, and Inclusion (EDI). For each rubric:

1. First, fill out the documentation column with links and/or narrative. Do not worry about scoring yet. Just respond to the criteria with supporting documentation.
2. Second, look at the available documentation. Put a checkbox in the score that best reflects the quality of content. In other words, you are not scoring how well you document something, but rather, how well the criteria is met, as shown through documentation.
3. Third, use the instructions at the end of each rubric to calculate a domain score. Use the narrative section to briefly explain or provide context to the score.
4. Once all four rubrics are completed, fill out the final section on recommendations and synthesis of portfolio information.

EBDM Domain: Best Available Research Evidence

This section will also help you identify where the program/practice is in the [Steps to Building Evidence](#), illustrated below. This is indicated in **red bold text** below the criteria and will inform the summary flow chart at the end.



Your Role in Completing the Evidence Portfolio

Your team's role is not to advocate for the program/practice. Rather, the goal is to reflect on where the program is at, tell the story of the impact of the program/practice, look for areas to grow, and identify what supports are needed to improve and strengthen.

EBDM Domain: Best Available Research Evidence

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Has a clear theory of change (or conceptual framework) for driving change. Step 1.					
Has materials to support basic delivery and replicability (i.e., expansion with fidelity to the model). Step 1.					
Systems are in place for <u>routinely</u> collecting data on outputs and relevant outcomes. Step 2.					

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
<p>Processes are in place to leverage routinely collected output data to inform program improvement, fidelity, and learning.</p> <p>Step 2.</p>					
<p>Has <u>Colorado-specific</u> reach/access evidence and is reaching target populations.</p> <p>OR</p> <p>There is clear and direct applicability of national data to the Colorado context.</p> <p>Step 2.</p>					
<p>Has <u>Colorado-specific</u> initial evidence that shows positive outcomes for the target population, gathered through performance measures and correlational designs.</p> <p>OR</p> <p>There is clear and direct applicability of national data to the Colorado context.</p> <p>Step 3.</p>					

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
<p>Processes are in place to leverage routinely collected outcome data to inform ongoing implementation.</p> <p>Step 3.</p>					
<p>Has impact evidence that shows positive outcomes for the target population, gathered through an outcome evaluation and quasi- or full-experimental designs.</p> <p><i>Note:</i> If only national data are available, rate this no higher than a 3. If Colorado-specific outcomes data are also available <i>OR</i> there is clear and direct applicability of national data to the Colorado context, this can achieve up to a 4.</p> <p>Steps 4/5.</p>					

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Has a viable evidence-building plan aligned with the Steps to Building Evidence .					

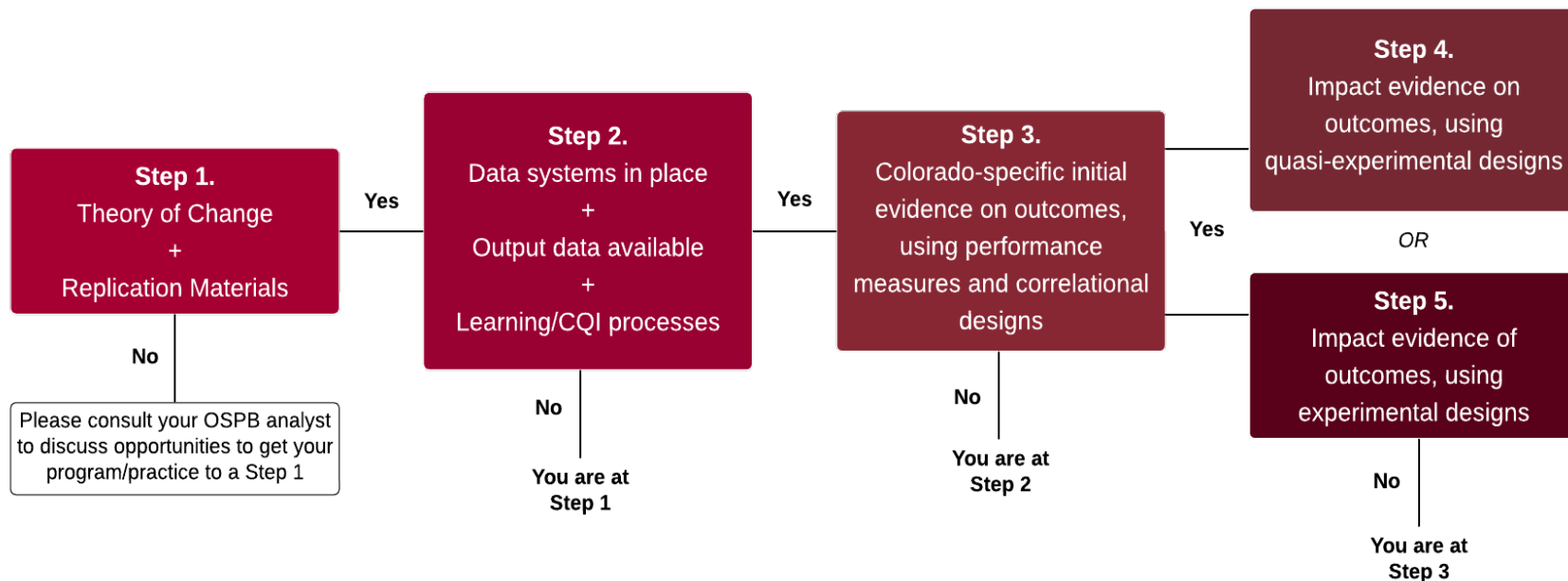
Domain Total: Add up the scores for each item above.

Domain Score: Divide the domain total by 9.

Narrative Explanation of Domain Score: [complete, one paragraph max]

Where is this budget item on the Steps to Building Evidence?

Map your answers above to the flowchart below. Only answer “yes” if you scored the criteria as a “2” or above.



Based on the flowchart above, where is your program now? (e.g. “Step 2”):

The ideal in Colorado is for all programs/practices to achieve Step 3 of evidence building. Some will target Steps 4 or 5. Where would you like your program to be in three to five years? (E.g., “Step 3):

- In identifying your aspirational Step to Building Evidence, you should consider what is necessary, what is feasible, and what will most meaningfully illustrate the program/practice’s value.

Reflect on what supports you need to achieve this aspirational evidence-building step. Are data collections systems adequate? Do you need to consider an external evaluation team? Is further staff support needed?

- Consult the Colorado Lab and your Office of State Planning and Budgeting (OSPB) analyst for ideas around evidence building and possible funding sources.

EBDM Domain: Community Needs and Implementation Context

This is about community/constituent needs and implementation context (external/outward facing).

<p>Criteria</p>	<p>Documentation <i>Links and/or short narratives</i></p>	<p>1 (Does not exist)</p>	<p>2 (Present, but needs improvement)</p>	<p>3 (Present and adequate)</p>	<p>4 (Present and exemplary)</p>
<p>State-level staff have the skills, resources, and desire to continue implementation (workforce). AND Local-level implementation partners have the skills, resources/systems, and desire to continue implementation (workforce). <i>Note: need both to get to a 4.</i></p>					
<p>Has a strong administrative system in place to support continued delivery (infrastructure) at: a) the state level; and b) the local level. <i>Note: need both to get at a 4.</i></p>					
<p>Is aligned with family needs and community-identified priorities</p>					
<p>There is no substantial family or community opposition or indication of harm.</p>					

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
<p>Has champions (partnerships, collaborations) outside of the agency who support this work <i>or</i> there is a clear, viable plan to partner with champions positioned to support this work.</p> <p><i>Note:</i> If not active champions, only potential champions have been identified, can only get to a 3.</p>					
<p>Meets a need for a historically underserved or under-resourced portion of the target population in Colorado.</p>					

Domain Total: Add up the scores for each item above.

Domain Score: Divide the domain total by 6.

Narrative Explanation of Domain Score: [complete, one paragraph max]

EBDM Domain: Decision-Maker Expertise

This is about professional viewpoints and perspectives (internal/inward facing)

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Has internal agency leadership to champion the work into the future.					
The agency is uniquely situated to have ownership (i.e., another agency/organization could not absorb this).					
Is aligned with agency and/or division strategic goals. [insert link to strategic plan and make clear where it shows up]					
Is aligned with the agency’s WIGs (Wildly Important Goals). [insert link to WIGs and make clear where it shows up]					
No major challenges exist that could get in the way of continuing ¹ OR there is a clear, viable plan in place to address those challenges.					
Opportunities are present that could help with viability of continuing. ⁴					

¹ “Continuing” could be sustaining, scaling, or lifting a new or previously existing service. This should be matched to the intent of the budget item.

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Serves as a complementary effort necessary for the agency to prevent a collapse in another significant area (e.g., if this is not funded, another program will also fall down).					

Domain Total: Add up the scores for each item above.

Domain Score: Divide the domain total by 7.

Narrative Explanation of Domain Score: [complete, one paragraph max]

Equity, Diversity, and Inclusion (EDI) Screen

Goal: Explore how and to what extent the budget item advances equity, diversity, and inclusion. This will help inform the EDI section of the budget instructions, facilitate movement forward of the agency’s EDI goals, and model accountability and transparency in how EDI is a core ingredient in successful evidence-based decision making.

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Is this program/practice designed specifically to support an underserved or marginalized community?					
Do data and learning systems facilitate exploration of disproportionality and disparity?					
Is there evidence that the program/practice is correlated with reduced disparity for underserved or marginalized populations?					
Does the evidence-building plan pay attention to understanding equitable reach and access?					

Criteria	Documentation <i>Links and/or short narratives</i>	1 (Does not exist)	2 (Present, but needs improvement)	3 (Present and adequate)	4 (Present and exemplary)
Has community/family voice been included in making meaning of available data?					
Has community/family voice been included in design, implementation, and/or ongoing improvement of this program/practice?					

EDI Total Points: Add up the scores for each item above.

EDI Score: Divide the total by 6.

Narrative Explanation of EDI Score: [complete, one paragraph max]

Part III: Results Synthesis and Request

This final section synthesizes results of the tool, pulls out key information, and documents recommendations of the team.

Total EBDM Score: Average Together all Domain Scores, *except EDI Screen.*

Total EDI Score:

Narrative Explanation of Total EBDM Score: [one paragraph max. Include major strengths and areas of improvement]

Funding Request and Justification

What is the current (this state fiscal year) total budget for this program/practice?

What is the new (upcoming state fiscal year) total budget requested for this program/practice?

Budget rationale/narrative (one paragraph; i.e., what will the money do?)

If this request is for an INCREASE in funding:

Why are you requesting an increase in funding? (e.g., to scale/replicate or grow the program, to shore up known challenges, to increase equitable access and reach, to build evidence, etc.). Briefly explain (one paragraph).

If this request is for a DECREASE in funding:

Why are you requesting a decrease in funding? (e.g., program underspent funds without negative impact to successful delivery, program had a ramp up period that is now over and maintenance costs are less, etc.)

If this request is for MAINTAINING at current level of funding:

Why are you requesting sustaining at the current funding level (e.g., current funding level is right-sized to program reach goals over the next several years, current funding level is adequate to maintain at current scale, etc.)

If this request is for NEW funding:

Why are you requesting new funding and how is the amount justified? (e.g., new program/practice to fill an identified gap)

If applicable, in addition to funding, what **OTHER SUPPORTS** do you need to help improve, grow, or sustain into next year?