



# Digital Bridge Workgroup Charge

Evaluation Committee

## Evaluation Committee Charge

### Statement of Purpose

The evaluation committee is charged with overseeing, coordinating and advising evaluation activities of the Digital Bridge electronic case reporting (eCR) approach to be implemented during project Phase 3 (March 2017- February 2018).

### Objectives

1. Advise the development of an integrated plan for evaluation activities that will inform Digital Bridge governance body decisions (see scope for plan contents)
2. Develop surveys, guides and protocols that will be used to collect evaluation data
3. Identify evaluator(s) to conduct the evaluation
4. Provide support to the implementation sites and evaluators, including
  - a. Aiding evaluators in identifying other relevant activities and reports
  - b. Providing routine and *ad hoc* consultations to evaluators as evaluation data are collected
5. Ensure the accuracy of evaluation conclusions and/or recommendations drawn by evaluators
6. Advise the Digital Bridge governance body in using evaluation findings for decisions that regard outcomes of eCR implementations during Phase 3

### Scope

1. Any and all activities that will provide the Digital Bridge governance body with information regarding the process and outcomes of eCR implementation during Phase 3

Other matters are beyond the scope of the evaluation committee:

1. Coordinating plans and actions for Digital Bridge eCR implementation

### Assumptions

The work of the evaluation committee assumes the following:

1. For those areas that will be subject to evaluation, an evaluator will be identified before June 2017
2. MITRE shall:
  - Support the development of an evaluation plan with the workgroup
  - Facilitate the committee conversations to gather input and feedback for development of the evaluation plan (deliverable #1 in the table below)
  - Facilitate the committee to include scheduling, agenda and materials preparation, and follow-up actions
  - Conduct all or part of the evaluation that will be described in the evaluation plan developed by this committee (deliverable #1 in the table below)
3. CSTE shall:
  - Provide a draft eCR evaluation plan as a basis or initial starting point for the work of the evaluation committee
  - Conduct all or part of the evaluation that will be described in the evaluation plan developed by this committee (deliverable #1 in the table below)
4. Evaluation tools (deliverable #2 in the table below) shall be produced by the evaluator(s)(to be identified) with committee input and feedback
5. Evaluation results and conclusions shall be reviewed with evaluation committee prior to reporting to the

- governance body
6. Final evaluation reports shall be approved or acknowledged by the Digital Bridge governance body prior to dissemination

### Deliverables

The evaluation committee is responsible for the below deliverables:

ID	Name	Description
1	Evaluation Plan	One (1) written document that includes an evaluation purpose, goal, and objectives; description and justification for the selected evaluation approach; description of all data collection and analysis methods and tools; roles and responsibilities of all parties involved in collecting and providing evaluation data; estimates of the time and resources that implementation sites will be expected to dedicate to evaluation; and a timeline for evaluation activities that should include milestone events for committee consultations and the delivery of a final report to the governance body by early January 2018.
2	Evaluation Tools	Surveys, guides and protocols that will be used to collect evaluation data.
3	Interim Evaluation Results	At least one verbal presentation of evaluation results to the Digital Bridge governance body
4	Final Evaluation Report	One (1) written document and presentation of evaluation findings to include discussion and conclusions.

### Process and Procedures

Meeting processes and procedures are designed to promote balanced representation, and constructive conversations and deliberations for timely completion of the above stated objectives and deliverables. To that end, the following meeting process and procedures will be instituted:

1. MITRE will be responsible for coordinating meetings, creating meeting agendas/minutes at the guidance of evaluators and with input from committee members, and tracking issues, risks, and action items. Upon the completion of the evaluation plan deliverable, MITRE may continue in this role. If MITRE chooses not to continue in this role, the responsibility will revert to the Digital Bridge program management office (PMO).
2. Only the primary or alternate members for an organization can attend the workgroup meeting as members with speaking, and, if necessary, voting privileges. Therefore,
  - Each organization has only one primary and one alternate member for committee participation purposes.
  - Organizations may appoint two to four additional professionals as observers.
    - i. Observers **may not** speak or make decisions during meetings. The last five to ten minutes of every workgroup call will be reserved for observers to verbally ask questions or comment.
    - ii. Observers **may** send questions and suggested agenda items to the workgroup via the Digital Bridge PMO.
3. Decisions (i.e., approving a deliverable or communication to the Digital Bridge governance body) will be driven by consensus. If such circumstances occur where the consensus is not clear or a decision must be made due to time constraints, the Digital Bridge governance body decision making procedures will be used.

### Stakeholder Engagement

The Digital Bridge PMO staff will communicate the evaluation activities to stakeholders and implementation sites. The evaluation committee chairperson(s), the PMO or MITRE will communicate with the governance body for all committee-related issues.

### Workgroup Meeting Schedule

The evaluation committee shall meet by web meeting or conference call on the following schedule:

1. Schedule for developing plan and tools
  - A maximum 90-minute meeting, one to two times per week for six to eight weeks or until plan is completed and approved by Governance Body
  - Smaller workgroup meetings to address pieces of the evaluation plan
2. Schedule for evaluation oversight and consultations
  - A maximum 90-minute meeting, one to two times per month
3. Schedule for developing evaluation conclusions and/or recommendations
  - A maximum 90-minute meeting, for a duration to be determined and set by evaluators

### Members

Committee membership will include a broad range of stakeholders and vendors while limiting to a primary and secondary representative for each.

- Jeffery Engel, CSTE (*representing public health*) – **chair**
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