

7 Elements of Quality Program Design

1) Program Premise

What public problem is this program seeking to address? How will this program address the public problem? What other state entities are involved in addressing this problem and how does your proposed program differ from the other programs already in place to address this problem? Does your proposed program effort link to a statewide goal or benchmark identified in Mississippi's statewide strategic plan? Explain where this program fits into your agency's strategic plan.

2) Needs Assessment

What is the statewide extent of the problem stated in numerical and geographic terms? What portion of the total need identified does this program seek to address?

3) Program Description

What specific activities will you carry out to achieve each of your expected program outcomes? Over the period for which you are requesting funding, how many of each of these activities do you intend to provide and in which geographic locations? How many individuals do you intend to serve? Once the program is fully operational, what are the estimated ongoing annual costs of operating the program? What is the estimated cost per unit of activity? List each expected benefit of this program per unit of activity provided. If known, include each benefit's monetized value as well as a detailed explanation of the calculations and assumptions used to monetize the value of each benefit. What is the expected benefit to cost ratio for this program; i.e., total monetized benefits divided by total costs?

4) Research and Evidence Filter

As defined in MISS. CODE ANN. Section 27-103-159 (1972), specify whether your program is evidence based, research based, a promising practice, or none of the above. Attach copies of or online links to the relevant research supporting your answer. If there is no existing research supporting this program, describe in detail how you will evaluate your pilot program with sufficient rigor to add to the research base of evidence-based or research-based programs.

5) Implementation Plan

Describe all start-up activities needed to implement the program and the cost associated with each activity or the existing resources that you will use to carry out the activity. Provide a timeline showing when each start-up activity will take place and the date when you expect the program to be fully operational.

6) Fidelity Plan

Provide a copy of your plan for ensuring that your program will be implemented with fidelity to the research based program design. Your plan should include a checklist of the program components identified in the supporting research literature that are necessary to achieve reported effect sizes. If there is no existing research base for this program, explain the key components critical to the success of your pilot program and how you will ensure that these components are implemented in accordance with program design.

7) Measurement and Evaluation

What specific outcomes do you expect to achieve with this program? Each targeted outcome must be stated in measurable terms that include: how the outcome is calculated as well as the targeted direction and percentage change in the outcome to be achieved by a specified date. Explain how you arrived at the expected rate of change by the target date. For each outcome measure reported, report the most recent data available at the time of your request and the reporting period for the data. How often will you measure and evaluate this program? What specific performance measures will you report to the Legislature for this program? At a minimum, you should include measures of program outputs, outcomes, and efficiency.

