



### ***Phase 1 – Entrance Conference***

The leadership of LOFT and the assigned project team of evaluators will initiate the project engagement through an entrance conference with agency leadership and appropriate staff. At the entrance conference, the purpose of the project is discussed, the project team and key agency personnel is introduced, and logistical matters are discussed, such as access or requests for data and other information. During this meeting, the agency should identify a key point of contact who will facilitate fulfillment of information or access for LOFT.

### ***Phase 2 – Fieldwork***

During this phase, the project team collects information, observes activities, reviews and tests agency data or processes, and evaluates the results of the various analyses. Often the project team will work with a data technician to evaluate an agency's data capabilities, identify queries, or retrieve necessary records. In other cases, field work may involve observing staff while on the job, interviewing staff, and other techniques that require agency time.

### ***Phase 3 – Report Writing***

Once fieldwork is completed and data requests fulfilled, the project team will work with the agency to verify information and data. LOFT then conducts an internal review to ensure quality and accuracy of work product. LOFT will prepare a draft of the report and provide it to the agency in advance of the exit conference. A limited number of agency personnel receive a copy of the draft, which is confidential and not to be copied or distributed.

### ***Phase 4 – Exit Conference***

After agency personnel have reviewed the draft, an exit conference is typically conducted between the agency and the LOFT project team. The purpose of the exit conference is to give the agency an opportunity to point out any errors of fact, call attention to additional information that might have been overlooked, and discuss conclusions and recommendations.

LOFT will consider the agency's feedback and input from the exit conference and make any appropriate changes to the draft. A revised version of the draft, which is also confidential and not to be copied, is sent to the agency head for a written response that is incorporated into the version presented to LOFT's Legislative Oversight Committee.

### ***Phase 5 – Post Evaluation Review***

A Post Evaluation Review (PER) is to be performed as soon as possible following the completion of the formal evaluation report. This is to ensure that LOFT evaluators constantly assess and review their own evaluation processes and adjust accordingly to findings based on their own performance and efficiency while evaluating a state department. All those involved in a specific evaluation should hold a post evaluation meeting to discuss their performed evaluation's strengths and weaknesses.

### ***Phase 6 – Follow up***

Approximately six months after the release of the report, the project team queries the agency regarding whether any of LOFT's findings have been addressed or to identify other agency actions implemented as a result of LOFT's engagement.