# NPI Evaluation Overview

**Community Level**

a). NPI coordinators are responsible for developing and submitting to the Volunteer Committee a report on results at the end of each fiscal year. This report requires coordinators to follow a results-based planning and evaluation model. In addition, an evaluation plan must be submitted with each year's application process identifying how coordinators plan to measure if they achieve the intended results.

b). NPI coordinators can also incorporate process evaluation ideas into their evaluation plans. For example, NPI coordinators can include how they are going to collect feedback on their effectiveness in organizing each network meeting and other activities. This could also include asking for feedback on their verbal and written communication to network members, and even the satisfaction of network members participation.

**NPI Support Team Level**

Conducts feedback and process evaluation on their function with NPI coordinators.

**QCGN Level**

Conducts feedback and process evaluation on entire project.

**Volunteer Committee Level**

a). Reviews submitted year end reports and evaluates the effectiveness of each communities submission in relation to the overall project goals. This report along with the newly submitted application provides a basis for funding and recommendations back to community organizations.

b). Is responsible for monitoring the overall project progress and evaluating the overall achievement of intended results. A report is submitted to Health Canada on behalf of QCGN.

**Health Canada Level**

a). Health Canada reviews report submitted by volunteer committee on behalf of QCGN and makes overall judgments if the project was successful.