

## Exercise

Instructions: Use the Instrument Assessment Checklist to assess an instrument for relevance and feasibility, and for the instrument’s ability to generate high-quality data. This checklist can help you decide should be further assessed for usability, e.g., through pilot testing. The checklist is not intended to be used to design new instruments from scratch.

The checklist is intended primarily to assess instruments that measure outcomes, but can also be used to assess output instruments. Items that can be used to assess either type of instrument are marked with an asterisk (\*).

- Items marked “yes” indicate the instrument may be appropriate for your program.
- Items marked “no” indicate the instrument may NOT be appropriate for your program.
- Items marked “not sure” will require further investigation to determine if the instrument is appropriate for your program.

<b>RELEVANCE:</b> Can the instrument generate data that are relevant to your program intervention and desired outcome?	Assessment Scale		
1. Does the data collection method for this instrument match the one you intend to use for collecting your own data? * <i>Example: Instrument is for interviews, but you need to do surveys.</i>	Yes	No	Not Sure
2. Is it clear who is supposed to complete the instrument AND is this the same as your preferred data source? * <i>Example: Collects data from teachers, but you need data from students.</i>	Yes	No	Not Sure
3. Does the instrument measure the same <u>outcome type</u> (attitude, knowledge, behavior, condition) as the one you want to measure?	Yes	No	Not Sure
4. What <u>specific outcome</u> does the instrument address AND is it the same as your outcome?	Yes	No	Not Sure
5. Is the instrument’s intended purpose clear (e.g., measuring outcomes versus assessing needs) AND does this match your purpose? *	Yes	No	Not Sure
6. Have others successfully used the instrument for the same purpose as you intend to use it for? *	Yes	No	Not Sure
7. Is it clear who the instrument is intended to be used with AND is this the same as (or similar to) your target population? *	Yes	No	Not Sure
8. Can the instrument provide information to help you improve your program? *	Yes	No	Not Sure
Additional comments about RELEVANCE:			
<b>FEASIBILITY:</b> Can the instrument be successfully deployed in your program context and used to report results?	Assessment Scale		
1. Is the instrument well-suited to the circumstances (when, where, etc.) under which data collectors or respondents will complete it? * <i>Example: Can you interview clients who are recovering from a disaster?</i>	Yes	No	Not Sure
2. If you need to collect pre-post data, can the instrument collect this type of data (ability to follow up with same clients, use of identifiers to match pre-and-post responses, etc.)?	Yes	No	Not Sure
3. Can you (or someone else) train data collectors to administer the instrument? *	Yes	No	Not Sure

<b>FEASIBILITY (continued):</b> Can the instrument be successfully deployed in your program context and used to report results?		Assessment Scale			
4. Does the instrument include clear instructions on how to <u>collect</u> the data?*		Yes	No	Not Sure	
5. Is the instrument's length and level of complexity appropriate for your data collectors or respondents?*		Yes	No	Not Sure	
6. How long do you estimate it will take data collectors or respondents to complete the instrument? Is this a reasonable amount of time?*	_____ mins	Yes	No	Not Sure	
7. Does the instrument include instructions telling data collectors or respondents how to <u>complete</u> and return it?*		Yes	No	Not Sure	
8. Is it clear how you will roll up the data to report results?*		Yes	No	Not Sure	
9. Is the instrument appropriate for your respondents' characteristics (e.g., age, education, and language preference)?		Yes	No	Not Sure	
10. Can the instrument be used with respondents who have physical and/or cognitive impairments, OR can it be modified for such use?		Yes	No	Not Sure	Not Applicable
11. Does the instrument rely on scales and/or checkboxes (instead of open-ended responses) that are easy to complete and analyze?*		Yes	No	Not Sure	
12. Does the instrument contain questions that might be difficult to answer?		Yes	No	Not Sure	
Additional comments about FEASIBILITY:					
<b>DATA QUALITY:</b> Can the instrument generate high-quality data?		Assessment Scale			
1. Is the instrument from a known and reputable source?*		Yes	No	Not Sure	
2. Do questions that address the outcome cover all the relevant dimensions of your outcome?		Yes	No	Not Sure	
3. Do the questions appear to follow a logical order?*		Yes	No	Not Sure	
4. Does the instrument capture the background information you need, such as age, gender, veteran status, etc.?*		Yes	No	Not Sure	
5. Are the questions free from problems such as double-barreled questions, jargon, crowding, and poorly designed scales?		Yes	No	Not Sure	
6. Can respondents opt out of questions that don't apply to them or that they don't want to answer (e.g., by marking "not applicable")?		Yes	No	Not Sure	
7. Do any questions ask for personal or sensitive information that it would be unnecessary or inappropriate to ask for?		Yes	No	Not Sure	
8. Does the instrument reflect the latest research and thinking on the topic?*		Yes	No	Not Sure	
9. Has the instrument been tested for reliability and validity AND are the results of these tests known?*		Yes	No	Not Sure	
10. Does the instrument provide assurances of confidentiality?		Yes	No	Not Sure	
Additional comments about DATA QUALITY:					