

# Using Evidence – Quick Start Checklist

This document is a quick start checklist for accessing and using evidence and the DCJ Evidence Portal. For further detail, please see: [Using Evidence to Improve Our Services: A Guide to Using Evidence from the Evidence Portal.](#)

Step	Action	Key Resources	✓
1	<p><b>Conduct a needs assessment:</b></p> <ul style="list-style-type: none"> <li>Define issue/problem, target group, outcomes.</li> <li>Use a planning tool such as a Program Logic.</li> </ul>	<p><a href="#">Conducting a Needs Assessment</a></p> <p><a href="#">Developing a Program Logic</a></p>	<input type="checkbox"/>
2	<p><b>Search for evidence:</b></p> <ul style="list-style-type: none"> <li>Define what you are looking for.</li> <li>Consider the concepts or issues that need to be investigated; and</li> <li>Put them into a question or statement of issues.</li> <li>Search the Evidence Portal using the Find Evidence top menu tab or by the Evidence Review or Core Components tiles on the Evidence Portal landing page.</li> <li>Conduct an extended search for evidence if required (e.g. if evidence not yet available on Portal.)</li> </ul>	<p><a href="#">DCJ Evidence Portal</a></p> <p><a href="#">DCJ Website: Where can I find and access evidence?</a></p>	<input type="checkbox"/>
3	<p><b>Assess evidence:</b></p> <ul style="list-style-type: none"> <li>Is it robust, relevant and does it solve the problem I’m seeking to address?</li> <li>Are the findings relevant to my client/population group?</li> <li>Does it have an appropriate balance of quantitative and qualitative data?</li> <li>Does it draw from a wide range of available data?</li> <li>Is it up to date, timely and makes use of current data?</li> <li>Does it demonstrate the efficacy of my approach?</li> <li>Is it clear, reasonable and doesn’t over claim?</li> <li>Is it honest about its limitations?</li> </ul>	<p><a href="#">Guide to Assessing the Quality of Evidence</a></p>	<input type="checkbox"/>

4	<p><b>Using the Core Components</b></p> <ul style="list-style-type: none"> <li>• Are the full set of core components relevant to my service outcomes covered?</li> <li>• If not, why not?</li> <li>• If a core component is missing, how will this be addressed?</li> <li>• Identify transition plans or links to other service/s delivering the missing core component/s.</li> <li>• Update your Program Logic to address the above.</li> </ul>	<p><a href="#">Using a Core Components Approach</a></p>	<input type="checkbox"/>
5	<p><b>Implementation considerations</b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Flexible activities for ways to implement each core component.</li> <li>• Suitability in local context or alternative way to implement.</li> </ul> <p>Identify:</p> <ul style="list-style-type: none"> <li>• What changes are needed within your organisation?</li> <li>• What resources/associated costs will be required?</li> <li>• Will the terms of your existing contract/service schedule require changing? (Start conversation with your funder/contract manager).</li> <li>• Is there another service in your local area already addressing the need?</li> <li>• Are there opportunities for collaboration with another service/services?</li> <li>• What difference the changes will make?</li> <li>• Are there tools in place to assess and evaluate the amended service?</li> </ul>	<p>Flexible activities linked to core components are available in <a href="#">Evidence Reviews</a> on the Portal.</p> <p><a href="#">What are evidence based programs and how do I use them?</a></p> <p><a href="#">Hexagon Exploration Tool</a></p> <p><a href="#">Implementation and Adaption of Evidence-based programs</a></p>	<input type="checkbox"/>
6	<p><b>Post Implementation</b></p> <p>Assess Impact:</p> <ul style="list-style-type: none"> <li>• Collect data on client outcomes (e.g. DEX data, qualitative data tools).</li> <li>• Monitor whether core components/programs/contracted service activities are adhered to (fidelity measurement).</li> <li>• Assess client outcomes and refine service activities where needed.</li> </ul>	<p><a href="#">DEX Resources</a></p> <p><a href="#">What is Evaluation?</a></p> <p><a href="#">NSW Government Evaluation Guidelines</a></p> <p><a href="#">NSW Evaluation Toolkit</a></p>	<input type="checkbox"/>