Using Data and Evaluation to Strengthen Your 21st CCLC Programs

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PURPOSE

Provide all 21\textsuperscript{st} CCLC grantees and the program external evaluators with updates, information, and resources to successfully complete the evaluation requirements for FY19.
REMINDER

It is the responsibility of the 21st CCLC subgrantee to ensure that your external evaluator receives all information covered during today’s webinar.
Today's Objectives

- Understand the Importance of Evaluation
- Visit your Evaluation Plan
- Examine the Evaluation Requirements
- Review Student, Parent and Teacher Surveys
- Provide Recommendations and Best Practices
HANDOUTS

1) Copy of webinar PowerPoint
2) FY19 Evaluation Requirements Overview
3) FY19 Formative Assessment
4) FY19 Common Data Elements Form
5) FY19 Common Data Elements Form Instructions
IMPORTANCE OF EVALUATION

Required by Federal Law -

“The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment”

“The results of evaluations shall be —

• Used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and

• Made available to the public upon request, with public notice of such availability provided.”
IMPORTANCE OF EVALUATION

Required by Georgia Department of Education

Evaluate effectiveness of 21st CCLC programs and activities towards reaching program goals and established performance standards

Analyze and track data, including student success and improvement over time

Submit annual report to the State Board of Education

Aid in determination of subgrantee’s eligibility for continuation funding for subsequent year
Georgia’s Systems of Continuous Improvement

- Identify Needs
- Select Interventions
- Examine Progress
- Implement Plan
- Plan Implementation
- Coherent Instruction
- Professional Capacity
- Supportive Learning Environment
- Effective Leadership
- Family & Community Engagement
- Whole Child
Importance of Evaluation

Collect
Evaluate
Plan
Implement
IMPORTANCE OF EVALUATION

Build a Strong Program

Demonstrate program’s effectiveness

Provide valuable insight towards improvements

Improve decision-making and resource allocation

Promote and highlight your program
EVALUATION PLAN

21st CCLC Request for Proposal (RFP)

- Continuously assess progress towards achieving proposed objectives
- Revise and strengthen the program
- Establish performance measures
- Address GaDOE’s Expected Reporting Outcomes
- Ensure access to necessary data to analyze objectives
- Make results of evaluation available
Evaluation Requirements

Formative Assessment

Summer Evaluation
- Shared at later date

Summative Assessment
- Common Data Elements Form
**EVALUATION REQUIREMENTS**

**FORMATIVE ASSESSMENT**

- Assess progress toward achieving the proposed objectives and ultimate goal of providing high-quality opportunities for academic enrichment
- Involve both quantitative and qualitative data collection
- Use to refine, improve, and strengthen the program
EVALUATION REQUIREMENTS

FORMATIVE ASSESSMENT

General Instructions

- Complete provided Excel workbook
- Enter information in the yellow cells
- Email to your ERES as a PDF by February 1, 2019
- Include subgrantee name and completion date in the file name
EVALUATION REQUIREMENTS

Formative Assessment

Contains the following elements –

• Student Attendance
• Program Operation
• Objective Status
• Recommendations
**EVALUATION REQUIREMENTS**

### SUMMATIVE EVALUATION

- Comprehensive annual analysis of the program year (excluding summer term)
  - Must be completed by the external evaluator
  - Sent by the program director to your ERES as a PDF document by June 21, 2019
  - One per subgrantee
SUMMATIVE EVALUATION

Each report must address:

- Overview and History
- Student Attendance and Enrollment
- Program Operation
- Quality of Staffing
- Objective Assessment
- Observations
- Progress Towards Sustainability
- Overall Recommendations
EVALUATION REQUIREMENTS

SUMMATIVE EVALUATION

Observations –

*(Recommendation)* Utilize & Reference Georgia’s Afterschool & Youth Development Standards

- Includes both Quantitative and Qualitative Data

The Georgia ASYD Quality Standards highlight the important components of high quality programs and are based on national research and best practices.

The Standards can help assist programs facilitate a process of continual improvement through an examination of what they are doing well and where to make improvements.
COMMON DATA ELEMENTS FORM

- Tool utilized to collect identical data points from all programs
- Improve ability to evaluate and compare programs
- Serve as foundation for statewide report for the State Board of Education
## COMMON DATA ELEMENTS

<table>
<thead>
<tr>
<th>Task</th>
</tr>
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<tbody>
<tr>
<td>Follow the Common Data Element Form Instructions</td>
</tr>
<tr>
<td>Use as the cover page of the subgrantee’s Summative Evaluation Report – one per subgrantee</td>
</tr>
<tr>
<td>Complete all cells that are white</td>
</tr>
<tr>
<td>Enter only raw numbers – not percentages</td>
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<tr>
<td>Send to your ERES by June 21, 2019</td>
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<tr>
<td>CDE forms that are incomplete or include invalid data will be returned to the program director</td>
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</table>
The CDE Form includes these sections –

<table>
<thead>
<tr>
<th>Attendance</th>
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</thead>
<tbody>
<tr>
<td>Objectives</td>
</tr>
<tr>
<td>Standardized Tests</td>
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<tr>
<td>Report Card Grades</td>
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<tr>
<td>Surveys</td>
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<tr>
<td>Partner Contributions</td>
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</table>
SURVEYS

Parent Surveys

- Available in English and Spanish
- Can be completed by any parent/guardian of a 21st CCLC student
- Must use first 3 questions, as written

Student Surveys

- Available in English and Spanish
- Completed by regularly attending students (30+ days)
- Must use first 3 questions, as written
Teacher Surveys

• Completed by one school day teacher only for regular attendees
• Required to use every question and response as written
• Can be completed electronically (Cayen AS/21) or paper - all Teacher Survey data must be entered in Cayen AS/21
Teacher Surveys – Electronic (Cayen AS/21)

- Only one teacher should complete the survey per child.
- Programs must enter teacher names by school within the program.
- Programs must assign teacher names to registered students.
- Starting in mid-February, program directors, or designee, will begin receiving weekly email notifications for the online Teacher Survey links.
Send to subgrantees via Email & Available in Cayen

- Teacher Surveys
- Parent Surveys
- Student Surveys
BEST PRACTICE AND GUIDANCE - SURVEYS

✓ Communicate purpose and process for regular school day teachers
✓ Coordinate best time to complete student surveys
✓ Utilize parent events and activities to collect parent surveys
BEST PRACTICE AND GUIDANCE – DATA COLLECTION

- Identify key data personnel in the school and district
- Develop relationships with both district AND school-level data personnel
- Share purpose and importance of student data
- Provide necessary spreadsheets, tables, or information
- Schedule meetings to establish timelines and check on progress
Questions & Thank You