

# 21<sup>st</sup> Century Community Learning Centers

## Technical Assistance and Guidance for Completing the Evaluation Section of the FY20 RFP



**November 30, 2018**





Richard Woods,  
Georgia's School Superintendent  
*"Educating Georgia's Future"*  
[gaode.org](http://gaode.org)

# Presenters:

- Simone Danielson, 21<sup>st</sup> CCLC ERES
- Jeff Barnett, 21<sup>st</sup> CCLC ERES

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# Georgia's Systems of Continuous Improvement



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Georgia's School Superintendent  
*"Educating Georgia's Future"*  
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# Purpose

To provide training and guidance for completing the Evaluation portion of the 21<sup>st</sup> CCLC FY20 RFP

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# Evaluation

- Subgrantees will be required to submit evaluation reports
- The evaluation report is an integral part of the program's ongoing planning, design and implementation
- Subgrantees must use an **external evaluator** to conduct the evaluation of its program(s).



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# Evaluator Requirements

## Evaluator must be:

- An individual, agency, or organization with no vested interest in the 21<sup>st</sup> CCLC program

## This requirement includes but is not limited to:

- The original application writer(s),
- Family members of applicants and/or family members of partners,
- Employees of applicant and/or employees of applicant's partners.

# Evaluator Requirements

## External Evaluator Should:

- Have experience evaluating educational programs
- Visit with program director and conduct regular site visits preferably coinciding with report card periods
- Provide three references at the time of hire
- Attend all Advisory Council meetings
- Be trained in the 21<sup>st</sup> CCLC data system (Cayen AS/21)

# Evaluator Requirements

## Evaluator Contracts:

- Cannot exceed 3% of the annual grant award amount
- Must be limited to an individual fiscal year with options for renewal during subsequent years
- Must be a **contract**, not an MOU
- Must follow local procurement policy. Check your local procurement policy to check thresholds for securing vendors and issuing bids



# Evaluation Plan Narrative

FY20 RFP Section 3.4 – 10 Total Points



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## Evaluation Plan Narrative Must:

- Describe the qualifications of the external evaluator
- Describe how the applicant will implement an evaluation plan for continuously assessing progress toward meeting each of the proposed objectives and revising and strengthening the program based upon the continuous assessments
- Ensure that the evaluation plan is based on the established performance measures identified in the "Goals, Objectives, Activities, and Timeframe" table
- Incorporate the requirements detailed in "GaDOE's Expected Reporting Outcomes" (i.e., Formative, Summative, and Summer Evaluation Requirements)

# Evaluation Narrative

## Must also address:

- How the applicant will ensure it will have access to the data necessary to analyze its objectives
- The detailed methods anticipated for data collection
- The proposed timeline for collecting data to establish continuous and overall assessment of objective progress
- How results of the evaluations will be made available to its stakeholders periodically and to the public upon request



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# Expected Reporting Outcomes

The 21<sup>st</sup> CCLC program puts forth sound principles of effectiveness to guide local sub-grantees in identifying and implementing programs and activities that can directly enhance student learning.

As required by law, all 21<sup>st</sup> CCLC programs must indicate how each activity satisfies the principles of effectiveness

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# Expected Reporting Outcomes

## Programs must be based upon:

- An assessment of objective data regarding the need for before and after school programs (including summer school programs) and activities in schools and communities;
- An established set of performance measures aimed at ensuring quality academic enrichment opportunities; and
- Evidence-based practices that will help students meet the district academic achievement standards. It is expected that community learning centers will employ evidenced-based strategies and interventions.

# Expected Reporting Outcomes - Formative Evaluation Requirement

- Each sub-grantee **must** undergo periodic (formative) evaluations.
- Evaluation **must** be based on the factors included in the principles of effectiveness.
- The formative evaluation **should** involve both quantitative and qualitative data collection.
- The results of the formative evaluation **must** be used to refine, improve, and strengthen the program and made available to the public upon request.



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# Expected Reporting Outcomes - Formative Evaluation Requirement

The formative evaluation must be documented in **an Excel spreadsheet** provided by GaDOE and submitted annually to GaDOE no later than February 1<sup>st</sup>.

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# Expected Reporting Outcomes - Formative Evaluation Requirement

Written formative evaluation reports must contain, at a minimum, the following elements:

- **Student attendance:** Data on average daily attendance and enrollment at each site.
- **Program operation:** Synopsis of current level of operation at each site.
- **Objective assessment:** Data analysis and indication of progress towards achieving EACH objective.
- **Recommendations:** Recommendations for programmatic refinement for all objectives where progress is not being achieved.



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# Expected Reporting Outcomes - Summative Evaluation Requirement

Each 21<sup>st</sup> CCLC program must submit a summative evaluation report by **June 30**, or earlier, each year.

The summative report must provide a detailed summary of the program and progress towards meeting each stated objective.

The summative report must include data collected during the specified academic year.

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# Expected Reporting Outcomes - Summative Evaluation Requirement

Summative report **must** include, at minimum, the following sections:

- Overview and history of the 21<sup>st</sup> CCLC program
- Student attendance and enrollment
- Program operations
- Quality of staffing
- Objective assessment



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# Expected Reporting Outcomes - Summative Evaluation Requirement

Summative reports **must** include, at minimum, the following sections:

- Other observations (qualitative/quantitative data not related to specific objectives; quotes/statements from students, parents, teachers; success stories; photographs of activities and services, results/outcomes of Georgia Afterschool & Youth Development Standards self-assessment tool.)
- Progress towards sustainability; including partnerships and contributions.
- Overall recommendations



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# Expected Reporting Outcomes - Summative Evaluation Requirement

- Summative evaluation report is required of all 21<sup>st</sup> CCLC sub-grantees.
- Reports will be compared to data submitted to ensure accuracy of data analyzed and summarized.
- The 21<sup>st</sup> CCLC program must, upon request, provide the GaDOE any and all data mentioned in the summative evaluation report.
- The GaDOE will review all summative evaluation reports to aid in its determination of whether to award discretionary continuation funding in years two through five.

# Expected Reporting Outcomes - Summative Evaluation Requirement



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Failure to show adequate progress towards achieving objectives may result in discontinuation of funding or “high-risk” designation status with increased monitoring, audit, and evaluation efforts by the GaDOE.

# Expected Reporting Outcomes - Summer Evaluation Requirement



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For programs operating during the summer months, the summer evaluations report, provided by GaDOE, must be completed and submitted to the GaDOE no later than **September 30<sup>th</sup>**, or earlier, of each year.

# Expected Reporting Outcomes - Summer Evaluation Requirement

Written summer evaluation reports must contain, at a minimum, the following elements:

- **Duration of Program:** Number of weeks, days, hours per day
- **Site information:** Name of site, grade levels served, average daily attendance, student to staff ratio
- **Objective assessment:** Description of how the summer program supported the goals and objectives through activities and the results (qualitative and/or quantitative).

# Expected Reporting Outcomes - Summer Evaluation Requirement

Written summer evaluation reports must contain, at a minimum, the following elements:

- Describe purpose and/or focus of the summer program, a typical day in the summer program, academic/enrichment activities, special events or speakers unique to the summer program, parent engagement activities, number of students who took state mandated tests, and community partner support
- Description of family engagement activities offered
- Recommendations for programmatic refinement for all objectives where progress is not being achieved.



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# General Reminders

- Application submission deadline is **January 30, 2019 at 5:00 p.m.**
- Use the remaining time wisely and do not wait until the last minute
- If applying online, contact the GEM HELP DESK for technical support – (207) 985-8802 or [support@gemsoftwaredevelopment.com](mailto:support@gemsoftwaredevelopment.com)
- The Georgia Department of Education (GaDOE) does not have access to view applications during the data entry phase
- Ensure network servers are not blocking emails from [auto\\_email@ga21cclc.org](mailto:auto_email@ga21cclc.org) and check your junk mail folder
- The recording for this session will be shared with all registrants and posted online on the FY20 RFP website.





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# Questions?

- We can only answer questions about the content of the RFP and the application process
- Cannot provide any tips, guidance, suggestions, or answer any questions relating to specific content of a particular application
- If you have any questions after this session ends, please submit them to [21stCCLC@doe.k12.ga.us](mailto:21stCCLC@doe.k12.ga.us)