

21st CCLC Statewide Evaluator

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NYS 21st CCLC Evaluators' Network Frequently Asked Questions

General Evaluation Guidelines

Are there requirements for program evaluation beyond those stated in the funded grant application?

Requirements for evaluation of all grant recipients have been established by the State Education Department. These requirements and guidelines are described in the Evaluation Manual and Evaluation Manual Addendum, available on the “For Evaluators” page of the CCLC Resource Center website (<http://www.nys21cclc.org/for-evaluators/>).

Have there been any updates to the Evaluation Manual?

Some aspects of the current (June 2013) Evaluation Manual are being revised and updated. For now, changes will be documented in the Evaluation Manual Addendum, which will be updated on an as-needed basis if there are additional changes. The Addendum is available on the CCLC Resource Center website (<http://www.nys21cclc.org>). Some of the changes currently include the following:

- The replacement of references to the PPICS data reporting system with updated information relevant to Tactile’s 21APR system;
- Clarification that it is still required to survey students, but the Short-term Student Outcomes Survey (SSOS) is no longer specifically required (see Data Collection Instruments, below);
- Clarification about alternatives to the OST for program observations (see Data Collection Instruments, below); and
- Possible modifications to the Evaluability Process, which are currently under discussion (see Data Reporting, below).

The State Evaluator is also in the process of gathering stakeholder feedback on other potential improvements to the manual.

Data Reporting

Are there changes in the deadlines or requirements for the Evaluability Process and Checklist?

In response to suggestions from the field during Evaluators’ Network meetings, NYSED has agreed to re-examine expectations for the Evaluability Process and submission of the Evaluability Checklist. However, any changes to the process will not be made before the 2018-19 program year; for 2017-18, the process and deadlines remain as stated in the current Evaluation Manual.

How can I obtain a blank copy of the APR form for NYS 21st CCLC programs for 2017-18?

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The Tactile Group has made available a 21APR Data Dictionary and Data Guide, which are now posted on the Evaluators' tab of the 21st CCLC website (<http://www.nys21cclc.org/>). However, please be sure to also check the 21st Century Community Learning Centers Evaluation Manual Addendum for reporting requirements specific to New York State.

Data Collection Instruments

Is there a new edition of the QSA tool forthcoming? Should awardees use the current version or wait for a newer version?

From the publisher (1/5/18):

“We are in the process of updating the QSA tool, and plan to release the third edition soon. However, we know that programs have already begun using the second edition this year, so we will be leaving all of the second edition tools up on our website so that they will be available for the rest of the year as well.”

Will a parent and/or student version of the QSA be made available? Can local programs adapt the tool for other stakeholders?

From the publisher (1/5/18):

“Adaptation is certainly allowed. We strongly encourage programs to involve stakeholders in their process, and participants and parents are part of that group. We recommend that they include stakeholders thoughtfully, though, and only include them when it makes sense for the element they're working on. On our website, we list some suggested stakeholders to consider for each element. Here is an example for Environment and Climate: <http://networkforyouthsuccess.org/qsaelements-program-quality/environment-climate/#tab-id-2>.

“In addition to only surveying stakeholders on certain elements, they could only ask for feedback on certain indicators within an element. However, one of the benefits of using this tool is increasing communication and buy-in among stakeholders. To that end, I do encourage programs to survey stakeholders on as much as possible because sometimes conversation around indicators can provide stakeholders with more information about the program and can encourage new ideas and collaboration. One good example of that is when considering principals or school administrators. While they may not come to the program every day, we recommend that the program director take them around the site to observe and fill in their own comments on several elements. Doing so helps increase their understanding of what the program offers and builds stronger relationships.

“We don't have separate student surveys up on our website currently, but that is something we do plan to add in the future. In the meantime, programs are welcome to adapt the tool to make it work for them.”

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Is the Short-term Student Outcomes Survey (SSOS) required for students in grades K-3?

NYSED has decided that this survey is no longer required for any grantees; and the selection of sample survey collection sites will no longer take place. However, NYSED has determined that evaluators *are still required* to administer either the SSOS or another student survey of their choice to inform local program evaluations, and as an opportunity to involve program participants in the evaluation.¹ See the Evaluation Manual Addendum, posted on the “For Evaluators” page on the 21st CCLC website (<http://www.nys21cclc.org>), for details.

Is a student survey still required?

Yes. The current (2013) Evaluation Manual states that “Evaluators of programs that are not part of the stratified [student survey] sample are required to administer either the SSOS or another student survey of their choice that measures similar youth development attributes.” While no programs are now required to use the SSOS, all programs are still required to implement a student survey. Quality standards for selecting or developing alternate surveys, discussed under *Requirements for all major data collection instruments* in the Evaluation Manual Addendum, must be adhered to.

Can an alternative protocol be used for required point of service observations in place of the OST?

The OST Observation Instrument, a research-based protocol, is strongly recommended for this purpose. Alternative protocols may be acceptable if there is a compelling need. Quality standards for selecting or developing alternate protocols, discussed under *Requirements for all major data collection instruments* in the Evaluation Manual Addendum, must be adhered to.

For those evaluators who still wish to use the optional SSOS, is there a modified version of the survey that is more appropriate to use with younger children?

MI and SED staff have explored some options for any projects that still wish to voluntarily implement an early childhood student outcomes survey.

- Cambridge Education’s Tripod Early Elementary Student Perception Survey is designed for students in grades K-2, and was approved by NYSED for use in APPRs. Note, however, that there is only limited overlap with the constructs in the SSOS. More information is available at <http://usny.nysed.gov/rttt/teachers-leaders/approved-surveys/home.html>.
- A locally developed survey that adapts the SSOS for younger students is also an option. The State Evaluator recommends that this adaptation be done by an evaluator who has experience in survey development and validation.

¹ As stated in the 2017-2022 21st CCLC Grant Application, one of the indicators of quality evaluation is the meaningful involvement of students and families throughout the evaluation process (RFP#:GC17-001, p.14; 6c, p.69).

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If any programs are aware of, or have developed any other instruments to assess 21st CCLC outcomes for younger students that they would be willing to share with the Network, please notify the Statewide Evaluation Team by emailing us at 21CEval@measinc.com.

Do you have any recommendations for survey software to use with younger children?

There are survey response software applications that have features that might make online response a realistic possibility for this population. For example, Snap survey software enables one to incorporate icons (such as smiley faces) into the survey response scales. It also makes it possible to embed small audio files into the survey, which respondents could click to hear a survey question read to them.

Note that we are not advocating the use of Snap Survey over any other software application with similar functionality.

Do you recommend any particular program surveys?

The Statewide Evaluator does not endorse any specific surveys, since the appropriateness of any instrument depends on the evaluation design and how well the instrument is aligned with your local goals and objectives. We recommend that evaluators select instruments that have been validated for use with the particular population participating in your study. We will continue to inquire with the Network and identify additional examples of instruments for evaluators to consider.

For teacher surveys, you might start with the survey that USDOE uses as one of the official outcome measure options for the APR. NYSED does not collect data from teacher surveys to report to USDOE as one of its required outcome measures, but evaluators are welcome to use or adapt this survey for their local evaluation. The original survey is posted on the “For Evaluators” page of the Resource Centers website (<http://www.nys21cclc.org>), along with instructions and a cover letter template. Also posted is an adapted version of the survey (“Teacher Survey (2)”), that a local NYS evaluator, Dr. Laura Payne-Bourcy of the R/E/D Group, has shared. Dr. Bourcy has invited other evaluators in the Network to use or adapt this version, and she has offered to provide some guidance for anyone who is interested in using it. The Statewide Evaluation Team can put others in touch with her, or you can reach out to her directly once the Evaluators’ Network chat site is created.

Dr. Payne-Bourcy’s group has also developed other surveys for students, parents and staff aligned with the practices and quality elements from the Quality Self-Assessment (QSA) Tool. She has offered to share these instruments with others in the Network, without the need to obtain permissions to use or modify them.

We encourage others to share resources that they have found useful. If you send a recommendation for a published survey, please include the publisher’s information so that others can inquire about usage, permissions and costs.

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Networking and Communications

How can I connect with other 21st CCLC evaluators in the Network?

Evaluators are always invited to attend the Resource Center conferences alongside their program leaders and staff. Several regional conferences are offered annually – including those conducted separately by the NYC and the Rest of State centers – and in some years, there may also be an additional statewide conference for the combined NYS 21CCLC community. These events provide good opportunities for networking, and local evaluators are strongly encouraged to attend to receive and exchange information with NYSED and the Statewide Evaluator. The Statewide Evaluator also facilitates sessions geared specifically towards local evaluators at some of these conferences. Check with your regional Resource Center for information on upcoming conferences.

To support networking in between meetings, evaluators can always contact MI through the Evaluators' Network at the email or phone number above. We have also established a "For Evaluators" page on the 21st CCLC website (<http://www.nys21cclc.org>), and an "Evaluation Network" category on the 21st CCLC discussion board (see below), through which local evaluators and other NYS program stakeholders can communicate with each other about topics related to evaluation.

How can I access the Evaluators' Network Discussion Board?

From the Resource Centers website (<http://www.nys21cclc.org>), click on "Menu" in the top right corner, then scroll down to "Discussion Board". Please be sure to view the welcome message, rules of conduct and pointers that have been posted under the "Evaluation Network" category.

Are there additional opportunities for members of the Evaluators' Network to become involved in supporting local evaluations of 21st CCLC programs as well as the Statewide evaluation?

Yes! The Statewide Evaluator is forming advisory committees to help us develop guidance and recommendations around specific topics related to evaluation and program improvement; we are inviting evaluators from the Network and their program partners to participate. More information will be provided at upcoming conferences, on the website, and by email from the Statewide Evaluation Team. Contact the Statewide Evaluation Team if you or your program partners are interested in learning more.

21st CCLC Statewide Evaluation Team

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