

## Guidance for 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Program Evaluations During COVID-19 Pandemic

The purpose of this document is to provide guidance to 21<sup>st</sup> CCLC sub-grantees and their evaluators during the current shut down of schools in New York State due to the COVID-19 pandemic. We recognize that this extraordinary situation will have inevitable impacts on evaluation as well as program activities. These circumstances necessitate creativity and flexibility. The expectation is that evaluation activities should continue to every extent possible, while understanding that some activities may not be possible, while many others will need to be greatly restructured. The following constitute guidelines and suggestions for how evaluation can continue to be used as a constructive tool for program improvement, and how State expectations for evaluation can be addressed. Additional program-related guidance was distributed by Elizabeth Whipple on March 24 and March 25, 2020 and will be updated as needed.

- **Participation records** are still required to be maintained, and Attendance Rosters are still due by July 15. Details are pending on what accommodations will be made around participation targets.
- **Participation in Advisory Board Meetings.** These meetings can be held through online platforms.
- **Evaluator second site visit.** Many programs may be conducting virtual activities through online platforms. Such activities can be observed by the evaluator by signing in as a silent participant.
- **Interim evaluation report** to be submitted to program directors.
- **10 selected schools participate in State Evaluator's Exploratory Site Visits.** These will be conducted primarily by telephone, but where possible might involve observations of virtual activities analogous to the local evaluators' observations described above. Selected schools will be contacted shortly.
- **Student, parent, and/or community surveys.** In most cases surveys can be administered electronically. Depending on a school's, district's or organization's privacy rules, it might be necessary to ask school or CBO staff to distribute the surveys (if student emails are not accessible to evaluators). If surveys are not possible, they might be replaced with phone interviews with an appropriately selected sub-sample.
- **Logic models** still need to be maintained, through collaboration between the evaluator and program staff. Almost every program will need to make temporary modifications to their logic models to reflect temporary modifications to program activities.
- **Annual Evaluation Reports** are still due by September 30, 2020. All sections must be completed, with explanations provided for any evaluation activities and performance indicators that had to be modified or could not be conducted/measured.
- **Active communication** to be maintained between evaluator and program staff to communicate evaluation findings, provide for data driven improvement and support for development of action plans.
- **Attendance at spring conference and Evaluators Network meetings** TBD.