NYSED 21CCLC

Local Program Evaluation Framework & Timeline

This table outlines New York State's Requirements for Local Program Evaluations beginning July 2022

Activity/Deliverable	Description	Timeline	Agents	Purpose
Evaluator Attendance @ Quarterly **Advisory Meetings**	Evaluator is required to attend Advisory Board meetings to **present updates and any available findings**. Evaluator **observes** meetings to collect data on attendance, processes, and other progress and quality indicators.	Annually: ▸ 1st: Aug/Sept ▸ 2nd: Nov/Dec ▸ 3rd: Feb/March ▸ 4th: May/June	Program Director, Program Evaluator, Program Mgmt. Teams	For program leaders to receive updates on evaluation. For evaluator to collect information regarding attendance & engagement, information dissemination, strength of partnerships and community collaboration, etc.
Evaluability Year 1	Three stage process of ensuring that the program is ready to be evaluated, establishing practical, reliable, systematic, and mutually agreed upon ways of studying program processes and outcomes.	First part of Year 1 of the program	Program Director, Program Evaluator	For program leaders and the evaluator to create a set of guiding documents for mapping and measuring progress toward the achievement of outcomes.
Stage 1 Planning	Evaluator meets with key program stakeholders to review program objectives, create/revisit the program **Logic Model/ Theory of Change** and to come to mutual agreement about the indicators and measures that will be used in the evaluation.	First Advisory Board Meeting is to occur by August 31	Program Director, Program Evaluator	For program leaders and stakeholders to help build consensus and understanding about the evaluation. For the evaluator to determine if the program can be effectively and reliably evaluated and, if necessary, to work with program staff to clarify plans and procedures.
Stage 2 Readiness Check	First required **Site Visit** to check readiness factors such as program timeline, site level logistics, staff preparedness, program handbook, data collection procedures. Point-of-service observation is optional. Evaluator produces a **Findings Report** with actionable recommendations for improvement.	Site Visit to occur in November or December Findings Report presented within 2 weeks of Visit	Program Evaluator, Program Director, Site-level Staff	For program leaders and site staff to review readiness status, complete installation activities, and prepare for launch/delivering services. For evaluator to assess the program's readiness to operate as designed and for evaluation activities to proceed.
Stage 3 Evaluability Agreement	Programs receive the **Findings Report** from the Evaluator and integrate recommendations into implementation efforts. **Evaluability Checklist** is to be completed by the Program Leader and Evaluator, then submitted to	Evaluability Checklist is submitted by December 31st	Program Evaluator, Program Director,	For program leaders and evaluators to arrive at agreement with the status of evaluability. For NYSED managers to review grantee submissions, identifying any requests for assistance with evaluability.

	NYSED by the Project Director. State-level TA will be provided to programs, if requested.		NYSED Reviewer	
Program Review & Planning Years 2 - 5	Process of **updating and aligning program implementation plans** for the year. Recommendations gathered from the QSA/Internal Improvement Cycle, and the Local Evaluator's summative report (AER) are integrated into the annual Implementation Plan. The Logic model/ Theory of change are reviewed and updated as needed.	Annually ahead of Program Kick-Off in Years 2 - 5	Program Evaluator, Program Director	For the program leaders & evaluator to check implementation planning and to assess the program's integration of **improvement recommendations** obtained from multiple sources: (1) the prior year's AER featuring findings & action items, (2) feedback from stakeholders via the annual needs assessment/satisfaction surveys, (3) TARC feedback and Action Plan items, (4) QSA findings.
Readiness Check First Annual Site Visit	First of two annual site visits, focused on **checking installation activities, observing early implementation efforts**, and communicating rapid-cycle formative feedback.	Annually in November or December	Program Evaluator, Program Director, Site level Staff	For evaluator to observe installation of organizational components and early implementation of activities, accounting for updated plans and focused improvements. Rapid feedback with any high-priority recommendations is reported to the Program Director.
Interim Evaluation Report	**Formative report** featuring: ▸ Early indicators of implementation fidelity ▸ Progress toward PIs/objectives ▸ Recommendations for program improvement	Mid-year in February or March.	Program Evaluator	For program leaders to receive evaluation findings and recommendations for mid-course corrections. *A sample selection of IERs may be requested by NYSED to review with the TARCs and the Statewide Evaluator.
Point of Service Quality Review Second Annual Site Visit	Second of the two annual required observations, focused on assessing **fidelity at full implementation**. Evaluators may use the original or modified version of the Out of School Time (OST) observation walkthrough tool, or another valid, reliable observation instrument.	Annually in the second part of the Year, April – May	Program Evaluator, Program Director, Site level Staff	For program leaders to receive & review evaluator findings, summarizing observations of fidelity at full implementation, as observed in the delivery of services, lessons, and any other designed activities described in the annual Implementation Plan. *Samples of useful instruments will be available in the Local Evaluation Toolbox in the 21CCLC Info Collecting & Reporting Guide.

Annual Evaluation Report (AER)	**Summative report** focusing on the program year ending **June 30** and including any prior year findings that could not be reported in the previous AER. Submission Procedure: ▸ Program Evaluators submit the Reports to Program Directors at an agreed-upon delivery date. ▸ After reviewing the Report, the Program Director OR the Evaluator submits to NYSED. *The NYSED-approved **AER Template** was created to help guide the effective organization and full inclusion of required contents for this Report.	Annually submission to NYSED by September 30th	Program Evaluator, Project Director, NYSED Reviewer	For program leaders (1) to reflect on their program successes and focus on areas where improvement is needed, and (2) to share with partners, school staff, and the community. AER presents the following key content: ▸ Findings from both site visits ▸ Results (including any approved updates) from the measurement of Performance Indicators (PIs) describing progress toward meeting implementation and outcome objectives. ▸ Data collection methods, measures, data quality, analyses performed, limitations encountered. ▸ Improvement recommendations

Additional Activities[1]

Activity/Deliverable	Description	Timeline	Agents	Purpose
Collaboration & sharing of **Data Reported** to **NYSED** & **USDOE**[2]	▲ Required program-wide & activity-level attendance and outcome data are entered into the EZReports system at stipulated intervals. ▲ These data are uploaded into the Federal 21APR reporting system. Some data from this yield is available to NYSED, and select items are available to local program evaluators. ▲ Additional reports from the EZR system can be generated to support local evaluations.	**EZR Info Input Schedule** ▸ Input **Student Records** upon registration. ▸ Input **Activity Descriptions** by August 31, or before commencement of activities. ▸ Input **Activity Attendance** continuously throughout the year. ▸ Input **Day School Teacher(s)** by May 1st. **Teacher Survey Schedule** ▸ Completed Surveys of Day School Teachers submitted to NYSED by May 31st.	NYSED Program Office Staff, Project Director, Data Manager, Program Evaluator (optional)	Inputting into the **EZR Data Management System** Student Registration, Attendance, Participation, and Outcome records are required to inform the reporting of all 5 GPRA Measures required by the USDOE. In many cases these same data are used to assess progress on Performance Indicators identified in the Local Program Evaluation Objectives. The **Teacher Survey** provides an assessment of student improvement in engagement in learning (GPRA Indicator #5)

1. These are activities not explicitly required of the Local Evaluator. Some programs may have established a contract with the Evaluator to include these, other programs may have established the role of their Data Manager to include this responsibility.

2. The Government Performance and Results Act (GPRA) is a United States law enacted in 1993, one of a series of laws designed to improve government performance management. The GPRA requires agencies to engage in performance management tasks such as setting goals, measuring results, and reporting progress. Visit the USDOE 21CCLC site for information about the 5 GPRA Performance Measure Indicators.