Evaluability Checklist Update for New Sites Added During Years 2-5

To Be Completed by
Program Directors and **Local Evaluators**

New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS

Purpose - During Year 1, each NYS 21CCLC program established its evaluability using the *Evaluability Checklist*. Similarly, programs are required to ensure that *new* schools/sites meet the same high standards that support effective practices for high quality 21 CCLC evaluation, as described in the approved grant proposal. Program Leaders and Local Evaluators are encouraged to modify their existing evaluation plans and activities to accommodate new sites that received SED approval via a program modification request.

Directions & Timeframe for Completion – As partners in this process, the Program Director and the Local Evaluator progress through this process at any time during the first 2 to 3 months of a new site's implementation and decide how they want to engage in it as partners.

The Program Director and Local Evaluator are invited to review each item on the list together and come to an agreement about whether that item is **complete/present** (**Done**), or still **in progress** (**Not Yet**) ***for new sites only***. If an item is not done yet, partners are advised to focus attention on that evaluability item and work to complete it as soon as feasible.

Agreement about Status of Completion & Submission Requirements - Program Leaders and the Evaluator are required to agree on the status of their progress. Both the Program Director and the Local Evaluator are required to sign and date the completed form to demonstrate their mutual agreement about the program's level of evaluability.

Technical Assistance Request - **Completion of items on the Evaluability Checklist is NOT used as an assessment of grant compliance**. This co-created record indicates where each program is within the evaluability process, and whether a program may require additional support. Programs that submit the Evaluability Checklist with items that are still in progress AND mark the box requesting Technical Assistance will be reviewed by the Program Office and matched with a state-level TA provider. Assistance will be provided by a member of the regional Resource Center, in consultation with the Statewide Evaluator.

Instructions for Completion & Submission

- ☐ Save the completed, signed document as
  Agency Name-Evaluability Checklist Update
- ☐ ***Email*** the file as a PDF to the NYSED Program Office EMSC21STCCLC@nysed.gov
  Subject Line specifying **one** of the following three determinations:
  XXXX.Agency Name.Evaluability Checklist.**COMPLETED**
  XXXX.Agency Name.Evaluability Checklist.**IN PROGRESS-NO TA**
  XXXX.Agency Name.Evaluability Checklist.**IN PROGRESS-YES TA**

Required Information			
Lead Agency	Name	**Last Four Digits of Project Number (sub-grantee ID)**	XXXX
New School or Site Name(s)	Name		
Program Director	Name		
Local Evaluator & Company	Name, Company		

Stage 1. Collaborative Planning for Each New Site

The Local Evaluator and Program Leaders meet to review program goals, to create or revise the program logic model/theory of change, and to arrive at a mutual agreement about how the evaluation will proceed regarding each new site.

Recommendation from the NYS 21CCLC Program Office. Leaders are encouraged to consider engaging Advisory Board members in the Collaborative Planning process outlined in Stage 1. A possible way to do this would be to
(a) create a discussion item on the agenda for the next/initial Board meeting,
(b) share relevant materials to review in advance, and
(c) invite members to ask questions and offer input on any of the products requiring mutual agreement between the Program and the Local Evaluator.

Useful items to have available: Grant Proposal, approved program modifications, drafted Logic Model/Theory of Action, original and updated Program Implementation Plans, Local Program Evaluation Framework & Timeline, 21CCLC Program Timeline, Advisory Board guidance memo.

	Evaluability Item	DONE	NOT YET
1	**SMART Performance Indicators <u>for each new site</u>** are present and mutually agreed upon. The program's overarching goals and objectives, listed in the *Template of Goals and Objectives*, are clear and make it possible to develop Performance Indicators. These Indicators meet **SMART criteria**: ▸ **Specific** - focused and discrete so it can be isolated for measurement. ▸ **Measurable** - evidence is reliably available & practical to gather. ▸ **Attainable** – can be reasonably accomplished within the scheduled timeframe. ▸ **Relevant** – aligns with long-term goals AND clearly reflects the program's mission and values shared by stakeholders. ▸ **Time-bound** – has a clear start point and end point.	○	○
2	**<u>Updates</u> to the Model/Map accurately describing Program Logic** are present and mutually agreed upon. Review the Core Program Services described in the grant proposal. These are the foundational services designed to meet the participant & community needs identified in the Comprehensive Needs Assessment. ▸ **Program Activities** for students, families and adult learners defined in the Year 1 Program Implementation Plan and approved modifications directly align with these core services. ▸ Program activities can be linked through **clear, connective/causal pathways** to the outcomes, or Performance Indicators, they are intended to change. ▸ This program logic is mapped and displayed in a visual representation as either a Logic Model or Theory of Change. ▸ Mechanisms are in place to record changes that occur to the designed program logic model and are updated as needed at the start of each new program year.	○	○
3	**The <u>updated</u> Evaluation Plan** is present and mutually agreed upon ▸ Evaluation Plan measures Performance Indicators using valid & reliable methods. ▸ Evaluation Plan aligns with the Program Logic Model/Theory of Change. ▸ Evaluation Plan aligns with the required activities and deliverables listed on the Local Program Evaluation Framework and Timeline. ▸ Evaluation Plan includes a Data Collection Schedule and set of procedures that Program Leaders agree to, and will help facilitate, as needed.	○	○

	Evaluability Item	DONE	NOT YET
4	**Communication Plan <u>including the new site team</u>** is present and mutually agreed upon This is a set of clearly defined expectations/agreements outlining the bidirectional (flowing both ways) communication channels/modes available for active, ongoing contact and information exchange throughout the year. It can be integrated into the Evaluation Plan, contract of services, or it can exist as a stand-alone document. Core components of a strong Communication Plan include: ▸ Multiple, identified Points of Contact - people designated to send and receive messages relevant to the ongoing evaluation. This way, if contact points change, there are other people to connect with and continuity in communication can be maintained. ▸ Protocols and protections for securely sharing sensitive information.	○	○
5	**Advisory Board** has been <u>updated</u> to reflect representation of the new site(s) and has been established in ways that adhere to NYSED's requirements and recommendations These recommendations & requirements are described in the grant and further clarified in the NYSED 21CCLC Advisory Board Memo.	○	○

Notes/Action Steps about items in progress.

Stage 2. First Site Visit: Readiness Review & Walkthrough for New Sites

The Local Evaluator and Program Leaders schedule the **First Site Visit** to review installation activities and check readiness factors for each new site. Evaluators can observe early program implementation efforts, if possible. This is a **collaborative, interactive experience** where information is exchanged, questions are explored, and shared learning occurs.

Useful items to have available: Grant Proposal, Approved Modifications, Logic Model/Theory of Action, Updated Program Implementation Plan, Local Program Evaluation Framework & Timeline, 21CCLC Program, Advisory Board guidance memo, Activity/Lesson Plan, an observational walkthrough tool.

	Evaluability Item	DONE	NOT YET
1	**Program Activities are ready to be implemented** at the new site(s) as designed ▸ Operational Plans, Timelines, & Site-level logistics are complete and available. ▸ Program Handbook and Safety Procedures are complete and available. ▸ Staff have been hired and are prepared to deliver service. ▸ Education Liaison has been selected, prepared to perform in their role, and provided a clear set of operating procedures/practices. ▸ Partnering Agencies have been prepared and have a clear plan detailing how they will contribute their services.	○	○
2	**Data Collection & Information Management mechanisms/practices** for new sites have been installed ▸ Data Manager is prepared to carry out their role, with clear procedures detailing how, when, and where to collect, enter and store program data for statewide reporting, internal monitoring, and local evaluation. ▸ Staff are informed and prepared to contribute to key information gathering and reporting processes. ▸ Parental permissions have been requested and obtained to allow for the gathering and reporting of student-level data.	○	○

Notes/Action Steps about items in progress.

Stage 3. Formative Findings Report about New Sites

Following the Visit, Program Leaders and Evaluators will engage in a rapid cycle feedback process, wherein the Evaluator communicates a summary of salient findings and actionable recommendations within 1-2 weeks after the visit. Program Leaders receive this Formative Findings Report and review it with their Program Management Teams, clarify/inquire into the findings, as needed, and incorporate key takeaways into program improvement.

	Evaluability Item	DONE	NOT YET
1	Local Evaluator's **Findings Report <u>about each new site</u>** has been delivered to the program.	○	○
2	Program received report recommendations and **integrated them into continuous improvement plans.**	○	○

Notes/Action Steps about items in progress.

Review of Checklist & Agreement about Status of Completion

After completing this Evaluability Process together, we agree with the following assessment:

☐ The Process is **Fully Completed**. Each item on the checklist is DONE. Therefore, the program meets the requisite criteria for evaluability.

☐ The Process is still **In Progress**. At least one item on the checklist has yet to be completed. Therefore, the program meets some, but not all, of the requisite criteria for evaluability.

☐ **Technical Assistance from a state-level provider is requested** to support the program in completion of remaining evaluability items.

☐ **Technical Assistance from a state-level provider is NOT requested.** The program leadership feels confident they can complete the remaining evaluability items.

Program Director's Signature _____ Date _____

Local Program Evaluator's Signature _____ Date _____