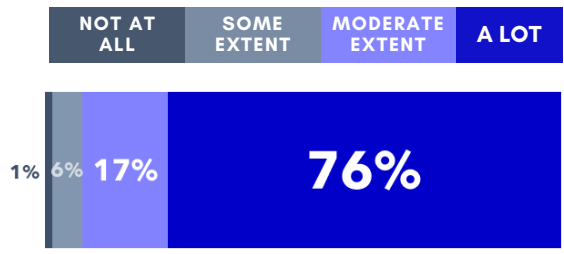# Program Directors reported the extent to which they **used local evaluation** for support w/ different grant activities

*Besides assessing progress towards performance indicators, the program uses evaluation services and products to…*

	NOT AT ALL	SOME EXTENT	MODERATE EXTENT	A LOT

DATA MANAGERS

- Int. Employee **54%**
- Ext. Evaluator **46%**

Check **fidelity implementation** and adherence with grant requirements.
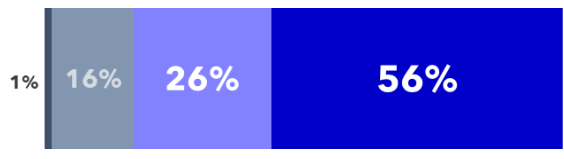1% | 6% | 17% | **76%**

Update **implementation plans** or quality improvement plans.
1% | 9% | 29% | 62%
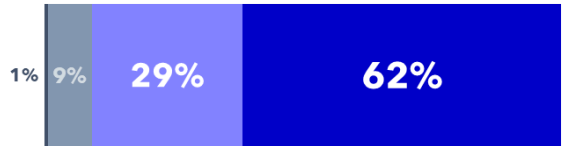
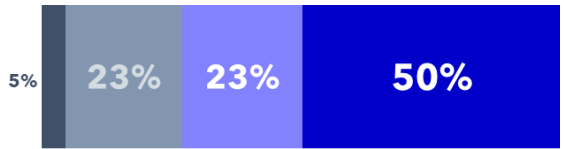Prepare documents and processes in advance of an eventual **Site Monitoring Visit** (**SMV**).
1% | 15% | 26% | 57%
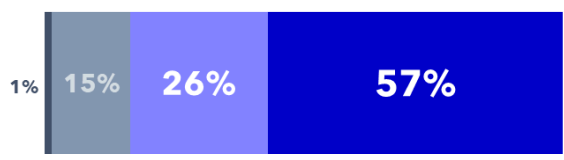
Improve **internal data quality** (e.g., data collection processes).
1% | 16% | 26% | 56%

Guide/inform the **Quality Self-Assessment** (QSA) process.
1% | 20% | 28% | 51%
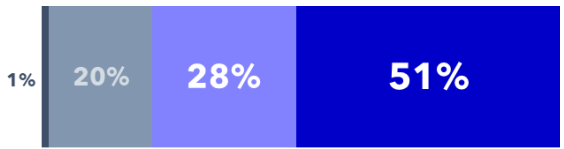
Consult/advise about requests for **program modifications**.
5% | 23% | 23% | 50%

Broadcast information about the program's progress and performance to the community in publications and Advisory Board presentations.
6% | 24% | 34% | 36%
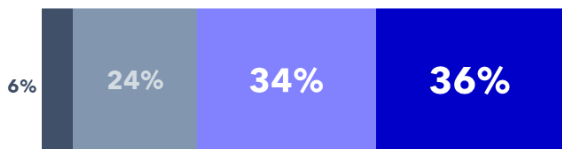
Gather **student input** about program offerings.
2% | 22% | 43% | 33%
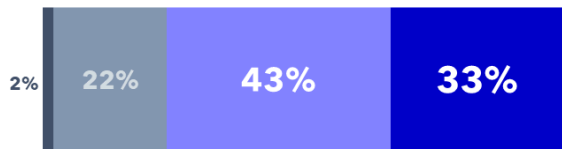
Gather **input from family members** about program offerings.
5% | 30% | 42% | 23%
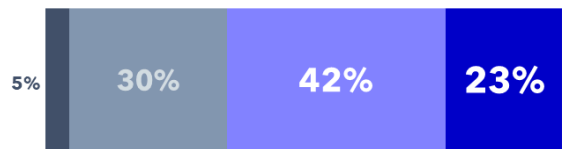
Help conduct annual **community needs assessment** to inform programming for adult learners.
25% | 30% | 23% | 22%
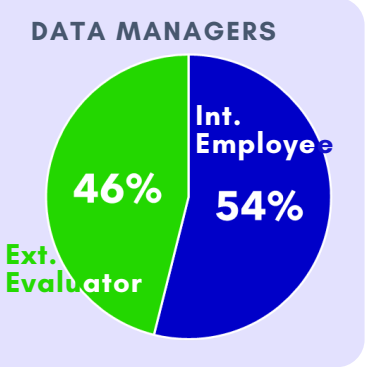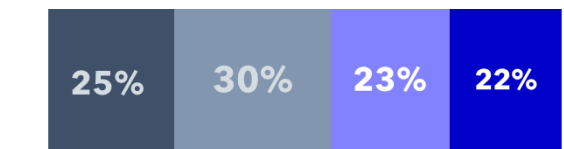
Function of the **Annual Evaluation Report** (AER) for Program Leaders

1b

The Annual Evaluation Report is (1) a resource to guide state and regional level reviewers, and (2) a **record for program administrators to reference**, highl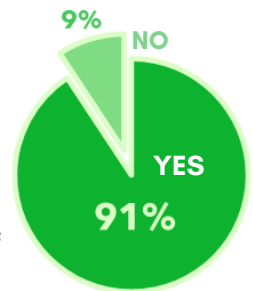ighting key evaluation activities performed, communication provided, key findings reported, and progress assessed on performance indicators.

▶ **Utilization** | AERs serve as a multi-purpose reference document used by NYSED and state-level partners; as such, the template is designed to collect information in areas that serve those groups' needs. Program-level stakeholders are not the primary audience for this report, yet programs are required to receive the AER from their evaluators and keep it for their records. Evaluators can provide a customized report, tailored to meet the needs of their clients and program-level stakeholders by adapting and or expanding the information from the AER. Reports designed for clients are not submitted to NYSED; they are useful for clients to utilize to communicate progress to community stakeholders (See SMV Indicator H-6), as well as for continuous program improvement. *Source: NYS 21C AER Template, Page 2*

Did your evaluator send you your AER to **review and approve** prior to submitting it to NYSED?

5% NO
YES 90%

Do you **have a copy** of your program's Year 1 AER?

9% NO
YES 91%

MYR 2023–24 | *N=151 Program Directors*

Ways Program Leaders reported using the AER

	YES: DIRECTORS SELECTED THIS OPTION	NOT SELECTED
I checked to see if the evaluation activities listed **matched up with what occurred**.	78%	22%
I reviewed the evaluator's description of our **joint collaboration** and our **utilization of their services** to identify areas to improve.	76%	24%
I reviewed the **recommendations** to make sure they were **integrated into our continuous improvement plan**.	70%	30%
I checked to see if the findings were included in the info the evaluator had **previously presented** or if they were new.	70%	30%
I checked to see if the products described in the report are **documents we have filed** in the appropriate folders.	50%	50%
I did not review the AER.	8%	92%

MYR 2023–24 | *N=151 Program Directors*

Purpose & Value of **End-of-year Evaluation Findings**
for Program Leaders

▶ **Utilization** | AERs serve as a multi-purpose reference document used by NYSED and state-level partners; as such, the template is designed to collect information in areas that serve those groups' needs. Program-level stakeholders are not the primary audience for this report, yet programs are required to receive the AER from their evaluators and keep it for their records. Evaluators can provide a customized report, tailored to meet the needs of their clients and program-level stakeholders by adapting and or expanding the information from the AER. Reports designed for clients are not submitted to NYSED; they are useful for clients to utilize to communicate progress to community stakeholders (See SMV Indicator H-6), as well as for continuous program improvement. *Source: NYS 21C AER Template, Page 2*

SMV Tool
[One of the items in the sub-section "Program's Responsibility regarding Evaluation," p.21]

H-6	Communication of Evaluation Findings		(a)	Evidence of evaluation report and/or summaries being distributed/presented via a communication mechanism. *
	Families and community stakeholders at all sites are actively informed about program evaluation.	☐		Check all that apply:
	Results of the evaluation must be made available to public upon request, in format that is accessible to a lay audience, with public notice of such availability provided and kept continuously up to date using at least one of the specified communication methods.			☐ Program/district/school website ☐ E-blasts ☐ 21st CCLC school/site bulletin board ☐ Electronic distribution of brochure ☐ Use of other media platforms ☐ Stakeholder meeting agendas

Program Directors' Quick Guide to Evaluation
[One of the "Supports provided by the local evaluator", p.2]

"A facilitated, interactive **Presentation of Findings** & **Recommendations** at the end of the program year. This is a review of the end-of-year, or summative findings, where the evaluator shares results from all data collection activities (observations, surveys, interviews), and an explanation of the actionable recommendations, and engages in an open Q & A to help clarify information and receive requests and feedback from program leaders. The evaluator can present this at the 4th, year-end, Advisory Board meeting, or at a separate meeting with program leaders."

Evaluators reported ways they presented AER & EOY Findings

Please briefly describe the extent to which you discussed/presented the end-of-year evaluation results with program leaders prior to or after submitting the Annual Evaluation Report (AER).

"Engagement in Evaluation" Survey 2023 | *N=11 Program Evaluators*

"**Phone call to review the status of each** [**Performance Indicator**] at the end of grant year. Sent draft report to client before finalizing and submitting to NYSED. Presented high-level findings at first [Advisory Board] meeting at the start of the program year."

"We sent the AER reports to the clients prior to submission for review and answered any questions they had. We presented the findings at the first Advisory Board meeting for one client (it took up the entire meeting) ... Reviewing the AER (our version, not [MI's], sorry)*at the AB meeting gave **all stakeholders**, **including students**, **the opportunity to review findings**, **recommendations, etc**. **and ask questions**."

"I created additional local reports that can be **shared with all stakeholders** and reviewed these reports at the first advisory committee meeting."

"All clients reviewed the reports, and we are still referring to them (**using data points/findings**) **to coach projects** moving into the next year. We try hard not to 'sit' on data ... We always give ourselves a buffer in case there is difficulty getting a piece of data from a district ... We can't wait until the last minute as there are too many [stakeholders] involved and we always meet deadlines."

"We share drafts of our reports before submitting them to NYSED. We prepare a **written summary of the full report**, and we **present the findings at advisory board meetings**. We use the findings and their feedback to make any needed changes to the logic model, advise on program modifications and adjust the evaluation plan going forward."

"Evaluation results were shared with program leaders prior to the submission of the AER. **Key outcomes were shared in a separate evaluation report that was designed to be shared with all program stakeholders** (using graphics and nontechnical language). In addition, evaluation results and recommendations were **reviewed verbally** during the first evaluation meeting of the subsequent year with program and site-level staff."

"We provided all program leaders the opportunity to review the AER before submission to gather their feedback/approval. The AER (performance indicator table, recommended action plans and recommendations) was **summarized as a PPT and presented at the program advisory meeting**. Recommendations for program modifications (change in performance measures) were highlighted and discussed with advisory members to acquire their input (involvement in decision making) and inform continuous improvement."