

Program Evaluation (Guided Reflection) Process & Timeline

(For the 2022-23 School Year)

Each 21st CCLC and ARP (cohorts 10 and 12) grantee must undergo an annual program evaluation (guided reflection) to assess their progress toward achieving the goal of providing high-quality opportunities for academic assistance and educational enrichment. The specific goals and objectives for the external evaluation (guided reflection) are consistent for all Cohorts and parallel the goals and objectives for the Statewide Evaluation.

Grantees must select a certified evaluator from the list of individuals who have completed the certification process (this list will be on the DESE Afterschool Portal). For the program evaluation (guided reflection), the certified evaluator will meet with the program director and key personnel to review the Program Quality Assessment (PQA), survey data (staff, teacher, parent, and youth), Kids Care Center data and other selected DESE data to complete a summary evaluation reporting highlighting strengths, gaps and other trends. Programs with multiple sites will submit one report that summarizes the data and trends for all sites.

Approach for Local Evaluation

Grantees will work cooperatively with a trained/certified evaluator to complete the required program evaluation (guided reflection) process. The process includes collecting and using consistent data, *jointly reviewing* program and site data, and *jointly completing* required documents that guide the program administrator and certified evaluator through an evaluation reflection process. The program administrator's knowledge of the program operation, local context, strengths of staff members and student dynamics will inform the discussion. The certified evaluator's training on the data and prior evaluation skills/experience will be instrumental in making the most of the process, including analyzing the data in relation to the local programs' unique context. *Together* the program administrator and certified evaluator will complete a guided reflection document to submit to DESE.

Evaluation Data

MASN will coordinate data collection efforts for the grantees and provide consistent data reports to the grantees/certified evaluators. Data includes at minimum:

- Program Quality Assessment (PQA)
- Surveys - Youth, Families, Coordinator, Staff, District Administrators and Community Partners (this will include the DESSA survey as well)
- Kids Care Center

Grantees and their certified evaluators will receive a copy of the data above.

Selection of Evaluator

A list of certified Missouri evaluators will be posted on the DESE Afterschool Portal. Grantees must select an evaluator from the list, as long as there are no direct conflicts of interest with the program/sites. Grantees will work directly with the certified evaluator for the completion of the 21st CCLC program evaluation (guided reflection) process.

Fee to Evaluator/Cost to Grantee

All certified evaluators will receive the same rate of payment for the program evaluation (guided reflection) of a grantee. The fee/cost for the program evaluation is included in the 5% set aside for evaluation that will be invoiced to your program by MASN. Starting this year (2022-23), MASN will pay the certified evaluator directly so that you do not need to process a separate payment. If you would like to continue to pay your certified evaluator directly, please let MASN know before September 30, 2022 so that MASN can deduct the evaluator payment from the 5% set aside for evaluation before sending you the invoice for the remaining amount.

Timeline

- January – Certified Evaluator training
- February-March – Certified External Evaluator list posted
- March-May – Grantees select a certified evaluator and notify MASN of choice
- Prior to June 30 – Certified evaluator and program administrator meet to discuss local context
- August 15 – Data available to certified evaluator and program administrator
- Prior to October 15 – Certified evaluator and program administrator meet to complete the program evaluation (guided reflection) document
- November 15 – Program evaluation (guided reflection) document due. Your certified evaluator must send a copy to MASN. The Program administrator must send final, signed document to DESE .

Last updated: 8/2022