

## **Program Evaluation (Guided Reflection) Process & Timeline for 21<sup>st</sup> CCLC Grantees**

Each 21<sup>st</sup> CCLC grantee must undergo an annual program evaluation (guided reflection) submitted to DESE 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 21<sup>st</sup> CCLC external evaluation (guided reflection) are consistent for all Cohorts and parallel the goals and objectives for the 21<sup>st</sup> CCLC 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 once finalized). 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 outside 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
- Kids Care Center

Grantees and their certified evaluators will receive a copy of the data above by August 15.

### **Selection of Evaluator**

A list of certified Missouri 21<sup>st</sup> CCLC Evaluators is 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 contract directly with the certified evaluator for the completion of the 21<sup>st</sup> CCLC program evaluation (guided reflection) process.

**Fee to Evaluator/Cost to 21<sup>st</sup> CCLC Grantee:**

All 21<sup>st</sup> CCLC certified evaluators will receive the same rate of payment for the program evaluation (guided reflection) of a 21<sup>st</sup> CCLC grantee. The fee/cost for the program evaluation (guided reflection) is \$2,200 for a grantee with one site and \$400 per additional site after the first site. The grantee will contract directly with the certified evaluator and work directly with them to schedule meetings. MASN is coordinating the data collection and training/certification process, but each grantee is responsible for contracting with and meeting with the certified evaluator of their choosing.

**Timeline:**

- January – 21<sup>st</sup> CCLC External Evaluator training
- February-March – Certified External Evaluator list posted
- March-May – Grantees select and contract with a certified external evaluator
- 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
- October 15 – Program evaluation (guided reflection) document due to DESE

**Program administrator must send final document to DESE**