

VI. Effective Data Collection and Program Evaluation

A. Measureable Goals and Objectives (Already provided)

1. See applicable pages of the grant application or Request for Proposal (RFP) on the 21st CCLC website for specific guidance.
2. All goals and objectives must be shared with partners, regular school staff, out-of-school staff, parents, evaluator, and students and evidence of sharing is documented through agendas and sign in sheets.
3. End-of-the-year results on goals and objectives will be reported in Cayen AfterSchool 21.

B. Progress Monitoring and Formative Evaluations

Each subgrantee must undergo periodic (formative) evaluations to assess progress toward achieving the proposed objectives and ultimate goal of providing high-quality opportunities for academic enrichment. The formative evaluations should involve both quantitative and qualitative data collection. Each subgrantee must email the completed formative evaluation to the local ERES by February 1, 2017 and be:

1. Used to refine, improve, and strengthen the program (i.e., continuous improvement of the program)
2. Made available to the public upon request the format for the formative evaluation is provided by the 21st CCLC department. The written formative evaluation reports must contain, at minimum, the following elements:
 1. Student Attendance: Data on average daily attendance and enrollment at each site
 2. Program Operation: Synopsis of current level of operation at each site
 3. Objective Assessment: Data analysis and indication of progress towards achieving EACH objective (as required, all objectives must include measures that allow for continuous [formative] assessment)

4. Recommendations: Recommendations for programmatic refinement for all objectives where progress is not being achieved or where the program is not likely to achieve the stated objective by the end of the program year

C. Cayen AfterSchool 21 Data Entry

(Refer to Cayen AfterSchool21's online User's Manual for specific instructions.) Cayen Afterschool 21 is the tool utilized by GaDOE to submit data into the USED data collection website. Subgrantees must enter data in Cayen Afterschool 21 on a regular basis. (See Appendix O). Please see below for a list of some of the requirements:

1. All students must be registered into Cayen AfterSchool 21 at the beginning of the program; set up term calendar.
2. Georgia Testing Identification (GTID) numbers must be entered for all students.
3. Build rosters in Cayen AfterSchool 21.
4. Daily attendance must be taken and recorded in a timely manner. See Appendix O.
5. Grades must be entered for each grading period for English/Language Arts and math (you may enter other subject grades as determined by your program's goals and objectives).
6. Subgrantees are required to distribute teacher surveys and have the option to use Cayen AfterSchool 21 to generate surveys as one tool to assess the effectiveness of the program for their students. The results must be entered into Cayen AfterSchool 21 at the end of the year.
7. Data must be certified by the program director for school year program by June 30, 2016. Complete Annual Performance Report (APR) Certification Summary in Cayen AfterSchool 21.

D. Summative Evaluation Requirements

Each 21st CCLC subgrant must submit a summative evaluation report by June 30, 2016. The summative report, which is prepared by the third party evaluator, must provide a detailed summary of the program and progress towards meeting each

stated objective. Each report must include, at a minimum, the following major sections:

1. Common Data Elements page provided by GaDOE 21st CCLC

2. Overview and History This section must contain a general overview of the subgrantee's 21st CCLC program, including a history of previous operation and how the program has progressed and grown over the past year(s) of operation, if applicable.

3. Student Attendance and Enrollment a. Student enrollment (per site and for the grant as a whole); enrollment must include overall total enrollment and the number and percentage of regular attendees (attending >30 days). b. Average daily attendance (per site) c. Student demographics (e.g., gender, ethnicity)

4. Program Operation The summative report must include information on operation for each site within the program (e.g., days, hours, and weeks of operation for each component).

5. Quality of Staffing The composition of site staff is one method for assessing the quality and breadth of a 21st CCLC program. For each site within the program, the summative report must include information about staffing, such as staff demographics, student to staff ratio, staff training and/or professional learning, and utilization of certified teachers.

6. Objective Assessment Within the grant application, 21st CCLC programs proposed both objectives and methods of evaluating progress towards achieving the objectives. The summative report must include detailed information for each objective approved by GaDOE (e.g., activities, data collected, timeline, analysis, and results). Programs are not permitted to revise, reword, or otherwise change their objectives without specific written approval from GaDOE in the form of a program amendment.

7. Other Observations (Optional) If appropriate, provide other relevant findings pertaining to the 21st CCLC program. Other findings could include qualitative and/or quantitative data not related to specific objectives; quotes or statements from students, parents, or teachers; success stories of students within the program; and photographs demonstrating unique program activities and services.

8. Progress towards Sustainability The summative report must provide information about the program's partnerships (e.g., partnership development, partner maintenance, and contributions to the program).

9. Overall Recommendations Provide an overall assessment of the 21st CCLC program, as well as any program-wide recommendations to enhance program quality. This is considered to be the most important section of the Summative Evaluation.

The summative evaluation report is required of all 21st CCLC programs. This report will be compared to data submitted to GaDOE and the US ED to ensure accuracy of data analyzed and summarized. The 21st CCLC program must, upon request, provide GaDOE all data mentioned in the summative evaluation report. GaDOE will review all summative evaluation reports to aid in determination of whether to award discretionary continuation funding in the subsequent years of the grant award. Failure to show adequate progress towards achieving objectives may result in discontinuation of funding or increased monitoring, audit, and evaluation efforts by GaDOE. It is strongly recommended that program directors receive the summative evaluation from the program's external evaluator in plenty of time to review the data and the evaluation report and return the report to the external evaluator for edits, if necessary, prior to submitting the final report to the ERES or to GaDOE.

All student attendance, report card grades, GTID (Georgia Testing Identification Number), student registration, rosters, daily attendance, teacher surveys, average daily attendance will be available to the evaluator in the Cayen system. You will be provided with a username and password to access Cayen once the contract is signed.