Completing Your 21st CCLC Annual Fall Survey and Using the Evaluation Template

Webinar

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1:00 – 2:30PM

Introductions

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Overview of Webinar

- General FAQs submitted

- Tips for completing survey

What is due December 1?

◦ Annual Fall Survey by e-mail or online

◦ Copy of your evaluation for 2009-2010

◦ pbillman@uic.edu or

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Why the "Mid-Year" Survey?

➢ Do programs have critical resources in place?

➢ Are we on track to meet our benchmarks in enrollment, retention, and family participation?

➢ Do the 2010 evaluations meet requirements?

➢ What additional technical assistance is needed by grantees?

What does the survey look like?

- **Draft** handed out at Fall Workshops

- Final consists of
    - 1) Annual Fall Survey
    - 2) Evaluation Template

How do I get a copy of the survey?

- WORD versions e-mailed to "primary" contact

- Documents available on 21st CCLC portal, under Statewide Evaluations

https://portal.learningpt.org/isbe21cclc/public/default.aspx

Is there an online version?

- E-mail pbillman@uic.edu and request online version

- Complete the WORD version first, then key into the online version

I have 2 grants each with 6 sites. How many surveys do I complete?

- You complete ONE survey for each GRANT. You will have two submissions.

- Within the survey, you report data by site

- You may complete a survey for each site if you identify the grant cohort and site

What if I send it and you don't get it because of firewalls?

- E-mails to pbillman@uic.edu will be acknowledged within 24 hours.

- Primary contacts will receive a notice and phone call on Dec. 2 if not received

Who will see my survey?

- Your responses are a **public document**

- ISBE and you will receive a summary report and an individual report

What will I need to complete the survey?

- Survey and Evaluation Template
- 2011 Continuation Application
- Staff Records
- Program start/end dates. Daily schedules.
- Enrollment & Attendance Records by Site
- Family Programming records with attendance
- Fall Workshop notes
- Data collection plan
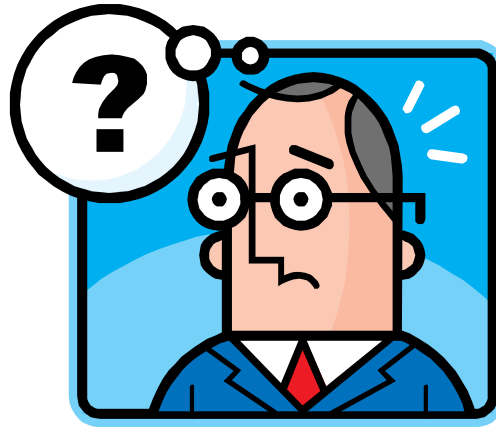- 2010 Local Evaluation/Progress Report

Tips on Completing the Survey

Part 1. Overview

Part 2. Mid-Year Data

Part 3. Grantee Evaluation and Progress Reports for FY 2010

PART 1. OVERVIEW

ASK QUESTIONS!!!!!

Part 1. Overview (question 1 – 7)

- Organization is the fiscal agent

- Cohort year should match continuation application

- List **one** primary person

- Include comment if a site has no students.

Question 8 - FT/PT Staff

Full-time refers to at least 35 hours a week working for the 21st CCLC program.

Part-time refers to part-time employment with 21st CCLC even though the person may be full-time with the school district during the school day.

Select "certified teacher from school of students" if any of the students are from that teacher's day class.

Question 9

ONE teacher/tutor to _____ students in academic component.

Question 10. Compare last school year (June) to this school year.

Questions on Part 1?

Part 2. Mid-Year Data

- By site

- Expand tables or copy and paste a new table for site.

Part 2. Question 1 -2

Question 1 - Do not count weeks that site is not in operation; e.g. winter break

Question 2

- Registration records on file for the student
- Each student counted once per line
- For later, compute total # who attended summer only, school year only, and both summer and school year

Part 2. Question 3

- Complete one line for each site for regular programming.

- Put **numbers** in the cells.

- Projected number and schools served are from Continuation Application.

- A student should be counted as either
  - summer only
  - after school only
  - before school only
  - combination of before, after, weekend, or summer.

- Weekend program is not a regular program by itself.

SITE (A)	Total Number Projected to Serve (B)	Number of Days per Week in Operation for Typical Week (C)	Total Number of Hours of 21st CCLC Programming in a Typical Week for Student (D)	Total Number of Enrolled or Registered Students. This is the total of UNDUPLICATED STUDENTS for the entire table above. (E)	Number of Students in Column E who have attended 30 days or more (F)	Name All Public and Private Feeder Schools of Students Attending Site (H)
P2.3	Number reported on Continuation Application.	Summer 2010 Put Number	Summer 2010 Put Number	Students only attended Summer 2010 Put number	Students only attended Summer 2010 Put Number	Must match Cont. application. You may not add schools.
		After School during school Year 2010-2011 Put Number	After School during school Year 2010-2011 Put Number	Students only attend After School Put number	Students only attend After School – Put Number	
		Before School during school year 2010-2011 Put Number	Before School during school year 2010-2011 Put Number	Students only attend Before School Put number	Students only attend Before School – Put Number	
				Students attended a combination of before, after, weekend, or summer Put number	Students attended a combination of before, after, weekend, or summer Put Number	

Part 2. Question 4

_____ (please report with one decimal point; e.g., 3.5 hours)

Part 2 Question 5 – Examples

- You were to serve 100, serving 150

  = 150/100   = 1.5   which is 150%

- You were to serve 100, serving 75

  = 75/100   = .75 which is 75%

- Serving / projected then multiply by 100 to get percent

Rest of Part 2 Question 5

If you are not on track to serve within 90% to 110% , explain the difference.

If you anticipate being less than 90% of your projected number, list steps to increase the number of students in winter.

Types of Explanations

- Explain late start and why you expect more in spring.

- Describe recruitment strategies currently in place or planned for January.

- Other unique situations at the site must be described.

- Explain if you are over 110%.

Part 2. Question 6

Students 30 or more / Projected
Multiply by 100 to get percent.

Our target is to have this number at least 60%.

If you are not on target to reach at least 60%, please explain the strategies being used to increase the number of regular attendees.

Part 2. Question 7

Has this site provided weekend or other days of programming not listed above in the table?

Site	How Many Days	What were activities	Average Daily Attendance
	Total	Summarize	Average, not total Sum attendance for the events and divide by number of events

Part 2. Question 8 – Example

- 12-week computer class for parents
- 100 parents/guardians attended, representing 75 different families.
- 250 different families with children in your program.

		Column C	Column D	Column E	%
		75	**100**	**250**	**75/250 = 30%**

Part 2. Question 9-12

Question 9 – Answer both questions

Question 10 – Put X in cell

Question 11 – Please answer!

Question 12 – Be specific

.

Part 2. Question 13.

Snack from 3:00 – 3:15   15 minutes
1:1homework time 3:15 – 4:15   60 minutes
Group recreation 4:15- 4:45   30 minutes
Small group math 4:45 – 5:30   30 minutes
etc.

Total minutes and find the % of time for each

Record on chart for Question 13

I will combine percents with data in Part 2 Question 3.

Questions on Part 2

Part 3.

Grantee Evaluation and Progress Reports for FY 2010

Evaluation Template

- SAMPLE of a good practice in evaluation.

- You critique your 2010 local evaluation against the template

Levels of Evaluation

- Implementation – What you did, to whom, how many, etc.

- Outcomes – Did it work? Did we meet our objectives?

- What should I do to improve implementation and outcomes?

Example

- Our evaluation has annual data on enrollment but lacks trends across the years of the grant so we can compare to previous years.

Next year our evaluation will include a chart comparing enrollments by each year and be used to ...

Sample Evaluation Template

A. Overview and History
B. Program Implementation
   - Students
   - Program Operations
C. Objectives (Outcomes)
   - 7 Illinois Objectives
   - Local Objectives
D. Overall Recommendations
E. Dissemination of Evaluation

Program Implementation -Students

Component	Source
Recruitment of Students	2010 Annual Survey
Student Enrollment by Site	Annual PPICS
Student Demographics	Annual PPICS
Student Retention	2010 Annual Survey
Average Daily Attendance	Attendance Records
Family Participation	Program Records, PPICS

Program Operations

Component	Source
Hours of Operation	PPICS
Staffing	PPICS and project records
Staffing Ratio	Annual Survey
Staff Training	Annual Survey and project records
Staff Turnover	Project records

Objectives Assessment (OUTCOMES!)

- Objectives
  - Illinois Seven Objectives – in RFP and required (on last page of template)

  - Local Objectives – you listed these in PPICS

Assessing the Outcomes

- The objective
- Activities
- Data collected, analyzed
- How data is disseminated/used
- Findings/recommendations based on data
- How recommendations are implemented and tracked

Example

Objective 1. Students will improve their attitudes toward school.

- Indicator: Participants will exhibit improved classroom behavior….

    - Measure: Question on PPICS Teacher Survey

You report

- What you did to impact classroom behavior
- How you assessed the change

Assessing Change

- Describe in the local evaluation
  - How measured – PPICS Survey and any other assessments (nice to triangulate when possible)

In your local evaluation, describe

- How and when was survey distributed and returned?

- What was the response rate?
  - # returned/ # sent

- Was there a bias in who was sent or who returned the survey?

Technical Description

- What was the reliability of the instrument?

- How was data analyzed?

- If statistical tests are used
  - All the nitty-gritty

- How were effect sizes computed

What do you do with the data?

- Who reviewed the results
- What were your conclusions
- What did you decide--status quo/ change
- When/how will change occur
- How will you measure the outcomes of the change

D. Overall Recommendations, Action Plans, and Tracking Improvements

- Summarize the previous sections
  - Strengths
  - Challenges
  - Recommendations for improvement
  - Action plan for recommendations
  - Tracking of outcomes of recommendations

E. Dissemination of Evaluation

- How is it made available to the public?
- Who else will get it?
- Along with D above, how else will it be used?

Questions on Local Evaluation

Thanks!

Part 1. Question 8.	Funded through 21st CCLC		Not Funded through 21st CCLC	
	Number of Part-Time for 21st CCLC	Number of Full-Time for 21st CCLC	Number of Part-Time for 21st CCLC	Number of Full-Time for 21st CCLC
Certified teachers from school of students				
Certified teacher but not from school of students				
Others with college degree who teach/tutor in 21st CCLC				
Others without college degree who teach/tutor in 21st CCLC				
Others with college degree, but do not teach/tutor				
Others without college degree, but do not teach/tutor				
Administrators/coordinators for 21st CCLC with a college degree				
Administrators/coordinators for 21st CCLC without a college degree				
TOTAL				

2.1. Complete one line for each site.

Site	First Day of 21st CCLC Funded Programming for FY 11	Projected Last Day of Programming for FY 11	Total Number of Weeks 21st CCLC Site Will Be Active		Where is this site physically located? Public School, Community Center, etc.
			During School Year (2010-2011)		
			In Summer (2010)		

2.2

Site		PK	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL Unduplicated
	Summer															
	School Year															

2.12 Data to be collected	Who and how it will be collected	When it will be collected
Students' attendance in 21st CCLC program		
Students' performance on the state assessments; e.g., ISAT, PSAE, etc.		
Students' changes in grades from fall to spring		
Students' involvement in other school activities		
Teacher survey (PPICS) completed for individual students		
Student's performance on other tests		
Number of Students Who Completed a Credit Recovery Program and the number who graduated because of this completion		
Total Number of Credits Students Recovered through Credit Recovery		
Students' disciplinary referrals, violence and suspensions		
Number of family units and adults served for each family activity		
Parent/adult satisfaction with 21st CCLC activities		
Number and type of collaborations with community		
Free and reduced-price lunch status of students		
Number and types of workshops held for staff, attendance at each		
List of coordinating agencies and types of services and type/value of contribution		

2. 13 Activity	Estimated Percent of Time
One-on-one academic instruction in math or reading	
Small group academic instruction in math or reading	
Large group academic instruction in math or reading	
Computer-based academic instruction in math or reading	
Academic instruction or activity in another subject	
Fine arts or performing arts	
Homework assistance	
Recreational activity	
Snack or meal	
Open time, free play, socializing	
Other Specify _____	
Other Specify _____	
	100.00%

3.2 Compare the template to your evaluation.

Content	Strengths of Your Evaluation/Progress Report	How You Will Improve Your Local Evaluation in 2011
Overview and History		
Students Served Data		
Program Operations		
Objectives Assessment		
Illinois Objectives Assessment		
Other Findings		
Overall Recommendations		
Dissemination of Evaluation		