

**Local Evaluation for *Grantee Name***  
**Iowa 21<sup>st</sup> CCLC for 2018-2019**

**Overview**

To assist grantees with meeting the local evaluation requirements, the Iowa DOE provides a standardized form for local evaluations of the 21st CCLC Programs. Each grantee is required to complete the local evaluation form with data from the previous school year. Each grantee must submit **ONE** evaluation that encompasses all centers funded by the grantee. Cohorts 9-13 are to be included for reporting data for the 2018-2019 school year. Reported data will be from the Fall of 2018 and the Spring of 2019. Data will also be reported for the Summer of 2018. The table below lists the eight required sections of the local evaluation. Each section includes a checklist of required items to include. The completed form should be saved with the filename <**Grantee Name** 21st CCLC Local Evaluation Form 2018-2019>. The form must be completed and submitted in Word format. *(Note: Instructions and clarifications are shown in RED.)*

Required Section	Complete?
1. General Information	
2. Introduction/Executive Summary	
3. Demographic Data	
4. GPRA Measures	
5. Local Objectives	
6. Anecdotal Data	
7. Sustainability Plans	
8. Summary and Recommendations	

**1. General Information**

General Information Required Elements	Complete?
Basic Information Table	
Center Information Table	

Basic Information Table	
Item	Information
Date Form Submitted	
Grantee Name	
Program Director Name	
Program Director E-mail	
Program Director Phone	
Evaluator Name	
Evaluator E-mail	
Evaluator Phone	
Additional Information from Grantee (optional)	

Center Information Table	
Cohort	Centers
<i>(If not in a cohort, leave that cohort info blank)</i>	<i>(Enter Names of Centers, separated by commas)</i>
Cohort 9	
Cohort 10	
Cohort 11	
Cohort 12	
Cohort 13	
Additional Information from Grantee (optional)	

**2. Introduction/Executive Summary**

<b>Introduction/Executive Summary Required Elements</b>	<b>Complete?</b>
Program Implementation	
• Needs Assessment Process	
• Key People Involved	
• Development of Objectives	
Program Description	
• Program days and hours	
• List of activities	
• Location of centers	
• Attendance requirements	
• Governance (board, director, etc.)	
Program Highlights	

Type or copy and paste Introduction/Executive Summary here.

## 3. Demographic Data

Demographic Data Required Elements	Complete?
2018-2019 School Year Attendance Tables	
• 2018-2019 School Year Attendance Summary Table	
• 2018-2019 School Year Attendance Ethnicity Table	
• 2018-2019 School Year Attendance Special Needs Table	
Summer of 2018 Attendance Tables	
• Summer of 2018 Attendance Summary Table	
• Summer of 2018 Attendance Ethnicity Table	
• Summer of 2018 Attendance Special Needs Table	
Attendance Discussion	
Partnerships	
• Partnerships Table	
• Partnerships Discussion	
Parent Involvement Information and Discussion	

**2018-2019 School Year Attendance.** *Enter data in the appropriate fields in the tables below. Data will be from the Fall of 2018 and the Spring of 2019. There are separate tables for the Summer of 2018. Leave blank any cohorts that do not apply.*

21 <sup>st</sup> CCLC Program 2018-2019 School Year Attendance <i>Summary</i> Table				
Cohort	Attendees	Total Attendance	Male	Female
<i>Leave Blank if NA</i>		<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>
Cohort 9	All			
	Regular*			
Cohort 10	All			
	Regular*			
Cohort 11	All			
	Regular*			
Cohort 12	All			
	Regular*			
Cohort 13	All			
	Regular*			

\*Regular Attendees have attended the program for 30 or more days.

21 <sup>st</sup> CCLC Program 2018-2019 School Year Attendance <i>Ethnicity</i> Table							
Cohort	Attendees	White	Hispanic/ Latino	American Indian/ Alaska Native	Black/ African American	Asian/ Pacific Islander	Unknown Race
<i>Leave Blank if NA</i>		<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>
Cohort 9	All						
	Regular*						

<b>Cohort 10</b>	All					
	Regular*					
<b>Cohort 11</b>	All					
	Regular*					
<b>Cohort 12</b>	All					
	Regular*					
<b>Cohort 13</b>	All					
	Regular*					

\*Regular Attendees have attended the program for 30 or more days.

<b>21<sup>st</sup> CCLC Program 2018-2019 School Year Attendance <i>Special Needs</i> Table</b>				
<b>Cohort</b>	<b>Attendees</b>	<b>LEP</b>	<b>Free and Reduced Price Lunch (FRPL)</b>	<b>Special Needs</b>
<b><i>Leave Blank if NA</i></b>		<b><i>Enter #</i></b>	<b><i>Enter #</i></b>	<b><i>Enter #</i></b>
<b>Cohort 9</b>	All			
	Regular*			
<b>Cohort 10</b>	All			
	Regular*			
<b>Cohort 11</b>	All			
	Regular*			
<b>Cohort 12</b>	All			
	Regular*			
<b>Cohort 13</b>	All			
	Regular*			

\*Regular Attendees have attended the program for 30 or more days.

**Summer of 2018 Attendance. Enter data in the appropriate fields in the tables below. Data will be from the Summer of 2018 ONLY. Leave blank any cohorts that do not apply.**

<b>21<sup>st</sup> CCLC Program Summer 2018 Attendance <i>Summary</i> Table</b>				
<b>Cohort</b>	<b>Attendees</b>	<b>Total Attendance</b>	<b>Male</b>	<b>Female</b>
<b><i>Leave Blank if NA</i></b>		<b><i>Enter #</i></b>	<b><i>Enter #</i></b>	<b><i>Enter #</i></b>
<b>Cohort 9</b>	All			
	Regular*			
<b>Cohort 10</b>	All			
	Regular*			
<b>Cohort 11</b>	All			
	Regular*			
<b>Cohort 12</b>	All			
	Regular*			
<b>Cohort 13</b>	All			
	Regular*			

\*Regular Attendees have attended the program for 30 or more days.

21 <sup>st</sup> CCL Program Summer 2018 Attendance <i>Ethnicity</i> Table							
Cohort	Attendees	White	Hispanic/ Latino	American Indian/ Alaska Native	Black/ African American	Asian/ Pacific Islander	Unknown Race
<i>Leave Blank if NA</i>							
Cohort 9		<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>
	All						
Cohort 10	Regular*						
	All						
Cohort 11	Regular*						
	All						
Cohort 12	Regular*						
	All						
Cohort 13	Regular*						
Cohort	All						
	Regular*						

\*Regular Attendees have attended the program for 30 or more days.

21 <sup>st</sup> CCLC Program Summer 2018 Attendance <i>Special Needs</i> Table				
Cohort	Attendees	LEP	Free and Reduced Price Lunch (FRPL)	Special Needs
<i>Leave Blank if NA</i>		<i>Enter #</i>	<i>Enter #</i>	<i>Enter #</i>
Cohort 9	All			
	Regular*			
Cohort 10	All			
	Regular*			
Cohort 11	All			
	Regular*			
Cohort 12	All			
	Regular*			
Cohort 13	All			
	Regular*			

\*Regular Attendees have attended the program for 30 or more days.

#### Attendance Discussion.

Attendance Discussion Required Elements	Complete?
General discussion on attendance including	
<ul style="list-style-type: none"> <li>Percentage of 21<sup>st</sup> CCLC attendance compared to total population.</li> <li>Percentage of attendees who are FRPL.</li> <li>Efforts to increase and keep attendance high.</li> <li>Recruitment efforts.</li> </ul>	

- Discussion on how contact hours requirement is being met. *60 hours per month (3 hours per day x 5 days a week) during weeks when school is in session (not counting Christmas or Spring Break)*

Type or copy and paste Attendance Discussion here.

**Partnerships Table.** *Enter data in the appropriate fields in the table below. Add rows as needed. In-kind value must be reported as a monetary value (i.e. \$1,200). Contribution type must be one of the following eight items. The number of each item may be used in the table (i.e. 4 in place of Provide Food). If a partner has more than one contribution type, enter all of them in the Contribution Type cell.*

- 1. Provide Evaluation Services**
- 2. Raise Funds**
- 3. Provide Programming / Activity-Related Services**
- 4. Provide Food**
- 5. Provide Goods**
- 6. Provide Volunteer Staffing**
- 7. Provide Paid Staffing**
- 8. Other**

21 <sup>st</sup> CCLC Program 2018-2019 Partnerships Table					
Name of Partner <i>(Enter name of Partner)</i>	Type*: Full/ Partial/ Vendor <i>(descriptions below)</i>	Contribution Type <i>(From list above)</i>	Staff Provided <i>(Describe if applicable)</i>	In-kind Value <i>(Monetary Value if unpaid partner)</i>	Number of Centers Served <i>(Input the number of centers this partner served)</i>

*\*Full – partner works with local program at no cost to the program  
 Partial – partner works with local program by providing discounted costs/rates  
 Vendor – services only provided with a cost to the program*

**Partnerships Discussion.**

Partnerships Discussion Required Elements	Complete?
General discussion on Partnerships including	
<ul style="list-style-type: none"> <li>• Summary of partnerships table.</li> </ul>	
<ul style="list-style-type: none"> <li>• Total <del>unpaid and paid partners.</del> (all partner types)</li> </ul>	
<ul style="list-style-type: none"> <li>• Efforts to recruit partners.</li> </ul>	
<ul style="list-style-type: none"> <li>• Highlights of partnerships.</li> </ul>	
<ul style="list-style-type: none"> <li>• How partnerships help program serve students.</li> </ul>	

Type or copy and paste Partnerships Discussion here.

#### Parent Involvement Information and Discussion.

Parent Involvement Information and Discussion Required Elements	Complete?
Number and description of parent meetings and/or events.	
Number of parents at each meeting and/or event.	
Description of communication with parents (flyers, letters, phone calls, personal contact, etc.)	
Efforts to increase parental involvement.	

Type or copy and paste Parent Involvement Information and Discussion here.



#### 4. GPRA Measures

For 2018-2019, the US DOE has indicated that 21<sup>st</sup> CCLC Programs should measure 14 performance indicators that follow the Government Performance and Results Act (GPRA). Please note the GPRA data intends to measure student improvement based on how many regular attendees needed improvement. If you do not have this number, then enter the total number of Regular Attendees for each grade level instead. Also note that reading scores can be used for GPRA Measures 4-6 – Improvement in English. This is the same data reported online to the APR Data System.

GPRA Measures Required Elements	Complete?
GPRA Measures Data Table	
<ul style="list-style-type: none"> <li>Name of Assessment Tools Used for Each Measure.</li> <li>Data Entered for all Applicable Measures.</li> </ul>	
GPRA Measures Discussion	

#### GPRA Measures Data Table.

GPRA Measures	Number of Regular Student Attendees Needing Improvement	Number of Students Who Improved	Percentage of Students Who Improved
<b>GPRA Measures 1-3 – Improvement in Mathematics</b>			
Assessment Tool Used:			
1. The number of elementary 21 <sup>st</sup> Century regular program participants who improved in mathematics from fall to spring.			
2. The number of middle/high school 21 <sup>st</sup> Century regular program participants who improved in mathematics from fall to spring.			
3. The number of all 21 <sup>st</sup> Century regular program participants who improved in mathematics from fall to spring.			
<b>GPRA Measures 4-6 – Improvement in English</b>			
Assessment Tool Used:			
4. The number of elementary 21 <sup>st</sup> Century regular program participants who improved in English from fall to spring.			
5. The number of middle/high school 21 <sup>st</sup> Century regular program participants who improved in English from fall to spring.			

<b>GPRA Measures</b>	<b>Number of Regular Student Attendees Needing Improvement</b>	<b>Number of Students Who Improved</b>	<b>Percentage of Students Who Improved</b>
<b>6. The number of all 21<sup>st</sup> Century regular program participants who improved in English from fall to spring.</b>			
<b>GPRA Measures 7-8 – Improvement in Proficiency</b>			
<b>Assessment Tool Used:</b>			
<b>7. The number of elementary 21<sup>st</sup> Century regular program participants who improve from not proficient to proficient or above in reading.</b>			
<b>8. The number of middle/high school 21<sup>st</sup> Century regular program participants who improve from not proficient to proficient or above in mathematics.</b>			
<b>GPRA Measures 9-11 – Homework and Class Participation</b>			
<b>Assessment Tool Used:</b>			
<b>9. The number of elementary 21<sup>st</sup> Century regular program participants with teacher-reported improvement in homework completion and class participation.</b>			
<b>10. The number of middle/high school 21<sup>st</sup> Century regular program participants with teacher-reported improvement in homework completion and class participation.</b>			
<b>11. The number of all 21<sup>st</sup> Century regular program participants with teacher-reported improvement in homework completion and class participation.</b>			
<b>GPRA Measures 12-14 – Student Behavior</b>			
<b>Assessment Tool Used:</b>			
<b>12. The number of elementary 21<sup>st</sup> Century regular program participants with teacher-reported improvements in student behavior.</b>			
<b>13. The number of middle/high school 21<sup>st</sup> Century regular program participants with teacher-reported improvements in student behavior.</b>			

GPRA Measures	Number of Regular Student Attendees Needing Improvement	Number of Students Who Improved	Percentage of Students Who Improved
14. The number of all 21 <sup>st</sup> Century regular program participants with teacher-reported improvements in student behavior.			

## GPRA Measures Discussion.

GPRA Measures Discussion Required Elements	Complete?
Total or Regular Attendance Used?	
Discussion of high performing and low performing areas.	
Description of data collecting instrument.	
Discussion of difficulties on any GPRA Measure.	
Assessment of 21 <sup>st</sup> CCLC Program based solely on GPRA Measures.	

Type or copy and paste GPRA Measures Discussion here.

## 5. Local Objectives

ON JULY 1, 2017, GPRA MEASURES BECAME THE OFFICIAL OBJECTIVES. Additional local objectives should be added to help your local organizations better serve your community. However, these local objectives will be considered as additional information since the GPRA Measures will always serve as the official objectives. Data will be from the Summer and Fall of 2018 and the Spring of 2019.

Local Objectives Required Elements	Complete?
Local Objectives Data Tables	
<ul style="list-style-type: none"> <li>Rating of each Objective as listed below.</li> </ul>	
<ul style="list-style-type: none"> <li>Full Methodology used for measurement.</li> </ul>	
<ul style="list-style-type: none"> <li>Justification for Rating</li> </ul>	
Local Objectives Discussion	

### Local Objectives Data Tables.

For each cohort table, enter the appropriate data. If a Grantee did not participate in a cohort, that cohort table will be left blank. Rows may be added as needed. If desired, all cohorts may be combined into one table (especially helpful if all objectives are the same). If this is done, in the objectives discussion section, note that the table combines more than one cohort. Objectives will be rated as one of four ways:

- Met the stated objective. *Must provide methodology on how the objective was measured and justification for meeting the objective.*
- Did not meet but made progress toward the stated objective. *Must provide methodology on how the objective was measured and what criteria was used to determine that progress was made.*
- Did not meet and no progress was made toward the stated objective. *Must provide methodology on how the objective was measured and what criteria was used to determine that no progress was made.*
- Unable to measure the stated objective. *All objectives should be measured unless extraordinary circumstances prevent doing so. If an objective cannot be measured, complete details on these circumstances must be provided in the Methodology/Justification column.*

**Cohort 9 Table**

Cohort 9 Objectives	Objective Rating	Methodology/Justification for Rating

**Cohort 10 Table**

Cohort 10 Objectives	Objective Rating	Methodology/Justification for Rating

**Cohort 11 Table**

Cohort 11 Objectives	Objective Rating	Methodology/Justification for Rating

**Cohort 12 Table**

Cohort 12 Objectives	Objective Rating	Methodology/Justification for Rating

**Cohort 13 Table**

Cohort 13 Objectives	Objective Rating	Methodology/Justification for Rating

**Local Objectives Discussion.**

Local Objectives Discussion Required Elements	Complete?
• Statistical Analysis as Applicable.	
• Improvement over more than one year as observed.	
• Applicable graphs, tables, and/or charts.	
• Details on methodology and ratings as needed.	
• Clarification for objectives not met.	
• Clarification for objectives not measured.	

Type or copy and paste Local Objectives Discussion here.

## 6. Anecdotal Data

Anecdotal Data Required Elements	Complete?
Success Stories	
Best Practices	
Pictures	
Student, teacher, parent, and stakeholder input.	

### Success Stories

Success Stories Required Elements	Complete?
Specific Examples.	
Key People Involved	
Quotes from participants, teachers, parents, etc.	
Include objectives showing large increases.	

Type or copy and paste Success Stories here.

### Best Practices

Best Practices Required Elements	Complete?
Description of the practice/activity.	
Methodology of measuring success of best practice.	
Information on why practice/activity was implemented.	
Impact of practice/activity on attendance.	
Impact of practice/activity on student achievement.	

Type or copy and paste Best Practices here.

### Pictures

Insert pictures here. Pictures should showcase students engaged in activities and learning.

**Student, teacher, parent, and stakeholder input**

<b>Student, teacher, parent, and stakeholder input Required Elements</b>	<b>Complete?</b>
Quotes from student, teacher, parent, and stakeholders.	
Quotes from partners.	
Quotes should be attributed (titles can be used but names only with permission).	
Showcase success of the program, especially for student attendance, behavior and academic success.	

Type or copy and paste student, teacher, parent and stakeholder input here.

**7. Sustainability Plans**

<b>Sustainability Plans Required Elements</b>	<b>Complete?</b>
Original plan from grant application summary.	
Discuss formal sustainability plan if applicable.	
How program will continue without 21st CCLC grant funding.	
How partnership contributions will help the program continue (refer to partnership table from section 3).	

Type or copy and paste Sustainability Discussion here.



**8. Summary and Recommendations**

Summary and Recommendations Required Elements	Complete?
Summary of program.	
Dissemination of local evaluation.	
Recommendations for local objectives.	
Recommendations on future plans for change.	

**Summary of Program**

Summary of Program Required Elements	Complete?
Reference introduction section.	
Showcase successes of program.	
Highlight items contributing to program success.	
Include exemplary contributions from staff, teachers, volunteers and/or partners.	

Type or copy and paste Summary of Program here.

**Dissemination of Local Evaluation.**

Dissemination of Local Evaluation Required Elements	Complete?
Exact url where local evaluation is posted (required by US DOE).	
Discussion of other methods of Dissemination (Board reports, community meetings, person to person, e-mail, etc.)	

Type or copy and paste Dissemination of Local Evaluation here.

**Recommendations for Local Objectives.**

Recommendations for Local Objectives Required Elements	Complete?
Objectives to be changed and reasons why.	
Objectives to be added.	
Include objectives not met.	
Include objectives not measured.	

Type or copy and paste Recommendations for Local Objectives here.

**Recommendations on Future Plans for Change.**

<b>Recommendations on Future Plans for Changing Required Elements</b>	<b>Complete?</b>
Changes in activities.	
Changes in recruitment efforts.	
Changes in partnerships.	
Changes for sustainability plans.	
Other changes as suggested by governing body.	

Type or copy and paste Recommendations on Future Plans for Change here.