

LOCAL EVALUATION GENERAL GUIDELINES

This guide is for Program Directors writing evaluation contracts and for local evaluators to understand expectations with this program. This is a federally funded program that requires an annual evaluation. The local evaluation is required to be publicly posted on the grantee's website.

1. REQUIRE your local evaluator to attend the annual Iowa Evaluator Training in September every year.
2. REQUIRE your local evaluator to meet the November 30th deadline for turning in the evaluation. REQUIRE that your local evaluator who signed the contract actually do the evaluation work.
3. If you have a contract with a University and they intend to use graduate students to do your evaluation, you are not receiving the same level of expertise and should receive a discount in the price of evaluation services. Additionally, the University evaluator who signed the contract is responsible for all errors, mistakes and failure to meet any deadlines even when they assign your evaluation to a graduate student.

In your contract you could add a performance requirement for your evaluator to attend training and meet deadlines and provide accurate data and analysis free of error. You could quantify this with a discount or penalty for these goals not being met. There is a LIMIT of 4% for ALL local evaluator contracts.

4. With failure to meet the requirements of the local evaluation, it is the district or community group that is responsible to the state to conduct an annual evaluation, to check the work and the math before it is submitted, to meet deadlines and to adhere to all guidelines and updates.

Annual Performance Report (APR) DATA REQUIREMENTS:

5. You MUST enter data for each window (where you have programming)
6. If you need help contact Tim Glenn or Vic ASAP for APR data.
7. Failure to enter your data may be grounds for termination of your grant.

Typically, an external program evaluator will be responsible for, but not limited to, the following:

- Facilitating the implementation of action research methodology and documentation of the process, findings, and outcomes;
- Evaluating local program administration and performance, based upon the state's mandated goals and objectives and the grantees' indicators;
- Attending all mandated IDOE evaluator trainings
- Supporting the collection and analysis of data needed to complete interim and final evaluation reports;
- Developing timelines for data collection, analysis, reporting that are reflective of the requirements of this grant;
- Reviewing and analyzing data, Indicator Reports, school report cards, assessment scores, etc;
- Local site visits, anecdotal data interviews, and other relevant data sets
- Writing comments and explaining why goals were not met and suggestions for improvement.
- Assisting program staff in designing and/or revising program and record-keeping forms and/or systems; and
 - Identifying strategies for informing advisory board, parents, school-day staff, program staff, and other key stakeholders of conclusions and recommendations drawn from the evaluation.
- Checking the data before it is submitted.