2018-2019 21st CCLC DELIVERABLE
SUMMATIVE EVALUATION REPORT
REPORTING REQUIREMENTS: <u>GRANT YEARS 1, 3, & 4</u>

REQUIREMENTS

The Summative Evaluation Report must be submitted via email to the program's respective Program Development Specialist by **August 15, 2019**. The Summative Evaluation Report must be consistent with the operations, approved goals and objectives, measures, and data collection plan detailed in the grant application.

Reporting Period

The summative report will include data for the **Summer 2018** and the **2018-2019 Academic Year**. DO NOT report data for Summer 2019 in this year's Summative Evaluation Report. Summer 2019 data will be included in next year's report.

Note: Subrecipients in their first year of programming (i.e. Cohort 17) will not have Summer 2018 data.

Data Elements and Reporting Guidelines

Each summative evaluation report must include the data elements (pieces of data) covered in the chart beginning on page 2. The last column of the chart, Report by Program/Center, indicates which data can be reported for your **program** as a whole and which must be reported separately for **each center**. The **required reporting template** for this deliverable begins on page 6.

General Notes

1. Summative evaluation reports are public documents and as such are available for public review. **Do not include any personal information** about students or families (e.g., names, social security numbers). Programs must secure and maintain appropriate authorization from all individuals or their parent/guardian whose picture is included within their report.
2. This document describes only the minimum reporting requirements for the summative evaluation report and **does not preclude additional reporting**. Programs are encouraged to add any information that highlights the program's operations and successes or guides program improvements or sustainability.

21st CCLC Summative Evaluation Reporting Requirements (Grant Years 1, 3, & 4)

Topic Area/Report Section	Information and Data Elements	Report by Program/Center
Student Characteristics (Enrollment, Attendance, Demographic Information): Provide detailed information about the students served, including demographics, enrollment, and daily attendance. **Note:** Subgroup totals should add to the total number of students enrolled or regularly participating (with the exception of Racial/Ethnic Group for which students may fall into multiple categories).	*Total Student Enrollment*: Report the unduplicated number of students enrolled in the program that have attended **AT LEAST ONE DAY** during the operation period for Summer 2018 and 2018-2019 Academic Year. You will count each student only once. *Student Enrollment by Term:* • Report the total number of students enrolled **AT LEAST ONE DAY** during the **Summer 2018 term** • Report the total number of students enrolled **AT LEAST ONE DAY** during the **2018-2019 Academic Year**	**Each Center**
	Regularly Participating Student Enrollment: Report the unduplicated number of students enrolled in the program that have attended **AT LEAST 30 DAYS** during the operation period across Summer 2018 and 2018-2019 Academic Year **(count each student only once)**. The number of "regularly participating" students will be less than or equal to the total number of students enrolled. *Student Enrollment by Term:* • Report the total number of students enrolled **AT LEAST 30 DAYS** during the **Summer 2018 term** • Report the total number of students enrolled **AT LEAST 30 DAYS** during the **2018-2019 Academic Year**	**Each Center**
	Student Demographics by Term: Separate both TOTAL and REGULARLY PARTICIPATING student enrollment into the following categories by **Summer 2018 term** and **2018-2019 Academic Year**: • Gender (Male/Female) • Grade in School (Pre-Kindergarten – 12th Grade) • Age Range of Students Served • Racial/Ethnic Group • Limited English Proficient (LEP) Status • Disability Status • Free or Reduced-Price Lunch Status	**Each Center**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center
	Note: The sum of each category should equal the respective population being measured for that table (i.e. Total Participating or Regularly Participating).	
Program Operations: To ensure each center receives appropriate credit for the services rendered, provide information on the amount of time of program operations in terms of total and typical times of operation.	**Summer 2018 Operation** • Total number of <u>**weeks**</u> center was open during the summer • Total number of <u>**days**</u> center was open during the summer • <u>Typical</u> # of **days per week** center was open during the summer • <u>Typical</u> # of **hours per week** center was open during summer on **Weekdays** • <u>Typical</u> # of **hours per week** center was open during the summer on **Weekends** ***Typical***: 21st CCLC centers are characterized by defined hours of operation that are relatively consistent across the academic year or summer. Special, non-recurring, or episodic events, field trips, or programming are ***not*** typical center operations and should not be included in reports of typical days or hours of operation.	**Each Center**
	2018-2019 Academic Year Operation • Total number of <u>**weeks**</u> center was open during the academic year • Total number of <u>**days**</u> center was open during the academic year • <u>Typical</u> # of **days per week** center was open during the academic year • <u>Typical</u> # of **hours per week** center was open on **Weekdays Before School** • <u>Typical</u> # of **hours per week** center was open on **Weekdays During School** • <u>Typical</u> # of **hours per week** center was open on **Weekdays After School** • <u>Typical</u> # of **hours per week** center was open on **Weekends/Holidays** • <u>TOTAL</u> # of **days** center operated on **Weekdays Before School** • <u>TOTAL</u> # of **days** center operated on **Weekdays During School** • <u>TOTAL</u> # of **days** center operated on **Weekdays After School** • <u>TOTAL</u> # of **days** center operated on **Weekends/Holidays** during academic year	**Each Center**

21st CCLC Summative Evaluation Reporting Requirements (Grant Years 1, 3, & 4)

Topic Area/Report Section	Information and Data Elements	Report by Program/Center
Staff Characteristics: Measuring the composition of staff at each center provides information about the quality, diversity, and breadth of 21st CCLC programs.	**Staff Demographics**: Provide information for regular staff by **pay status** _Regular staff member – Any individual who worked at the center (a) according to a defined schedule, (b) on an ongoing basis, and (c) with a defined function or role to perform. Those working only at special, non-recurring, or episodic events should not be included. Staff members funded by other means should be included only if they regularly staffed 21st CCLC activities (reported as "Other")._	**Each Center**
	Student-to-Staff Ratio: Provide information about the student-to-staff ratio used during program activities. If different ratios were used for various activities, indicate that as appropriate. State whether the actual student-to-staff ratio was consistent with that proposed in the grant application and, if not, what the program will do to address the discrepancy in future operations.	**Each Center**
	Staff Training: In order to enhance the quality of 21st CCLC programs, it is important for programs to provide training/professional development to staff working with program participants. Provide a description of training/professional development provided to 21st CCLC staff in order to enhance program quality. Indicate the topics covered and the training dosage (length) and the target audience for each activity.	**Each Center**
	Staff Turnover: Indicate how many staff members were "lost" due to turnover (i.e., how many staff left the program and were replaced by new staff providing the same services). Include information about how the program has addressed or will address staff burnout and staff turnover. Discuss what impact turnover had in the program (e.g., impact on quality, impact of objective achievement).	**Each Center**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center
Outcomes and Findings: Provide information **for each objective** approved by the FDOE in the grant application. Programs are **NOT** permitted to change their objectives without specific written FDOE approval. Also indicate other program findings/outcomes as it relates to the impact of the program on the populations served.	**Objectives Assessment:** List each grant approved objective and associated objective assessments. For each objective assessment provide: • **Benchmark:** Established percent of participants expected to meet the standard for success on the objective assessment. • **Standard of Success:** Standard for success on the objective assessment. • **Measure:** Data collection tool or instrument used to assess objective. • **Total Number of Participants Measured:** Total number of participants for which data are available at each of the time points measured for examining end-of-year performance on the objective assessment. • **Total Number of Participants Meeting Standard of Success:** Total number of participants measured at each of the time points used for determining end-of-year performance on the objective assessment who met/exceeded the standard of success by the end of the grant year. • **Percent of Participants Meeting Standard of Success:** Percentage of participants measured at each of the time points who met or exceeded the standard of success by the end of the grant year. *Note: The information presented must reflect the data reported on the End-of-Year Data Report.*	**Program**
	Overall Findings: For each grant approved objective and associated objective assessments provide: • **Objective Status**: Report the status of achieving each objective. • **Programmatic Changes and Rationale**: Describe and provide a rationale for any planned adjustments to 21st CCLC programming for the next grant year. • **Data Collection/Evaluation Changes and Rationale**: Describe and provide a rationale for any planned adjustments to the data collection or evaluation plan for the next grant year. *Note: The information presented must reflect the data reported on the End-of-Year Data Report.*	**Program**
	Stakeholders' Surveys: Include a brief summary of **findings from the student, family member, and teacher end-of-year stakeholder surveys**.	**Program**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center
	Student Success Snapshot: Select a student that has demonstrated success on one or more of the program's objective assessments and create a brief narrative of the student's experiences with the 21st CCLC program, the student's progress and outcomes (based on data collected during the year and prior years if available) and how the 21st CCLC program may have played a role in the student's success. ***Be sure NOT to identify the student by name or through any other student identifying information.***	**Program**
	Other Findings: Include any other relevant findings (i.e. performance outcomes, etc.) pertaining to this 21st CCLC program.	**Program**
Progress toward Sustainability: Collaborations with partners helps to ensure the sustainability and quality of the program.	**Partners:** Indicate the number of partners working with this 21st CCLC program. Describe the number of partners in terms of the types of partnership categories established by the United States Department of Education.	**Program**
	Contributions: Describe how each partner contributed to the 21st CCLC program and the monetary value of the contributions.	**Program**
Lessons Learned and Recommendations	Provide an overall assessment of this 21st CCLC program including lessons learned and recommendations to enhance program quality. Recommendations should be detailed and specific to the program area or objective as applicable.	**Program**

2018-2019 SUMMATIVE EVALUATION REQUIRED REPORTING TEMPLATE
GRANT YEARS 1, 3, & 4

1.0 STUDENT ENROLLMENT AND ATTENDANCE

Report the data elements (pieces of data) outlined in the tables below and provide a brief narrative describing the data (bulleted summary is acceptable).

Table 1. Student Enrollment: Total and Regularly Participating Students for Summer 2018 and 2018-2019 Academic Year.

Center Name	Total Enrolled Attending (at least one day)			Regularly Participating Enrollment (30 days or more)		
	Total	Summer	Academic Year	Total	Summer	Academic Year
Center Name 1						
Center Name 2						
Center Name 3						

2.0 STUDENT DEMOGRAPHICS

Provide a brief written narrative about the students served by your program, including demographics, enrollment, and daily attendance (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the tables below.

Table 2. Summer 2018 – Student Gender and Age Range for Total Participating Students (All Students Served) and Regularly Participating Students.

Center Name	Total Participating Students				Regularly Participating Students			
	Gender			Age Range	Gender			Age Range
	Male	Female	Data Not Provided*		Male	Female	Data Not Provided	
Center Name 1								
Center Name 2								
Center Name 3								
Data Not Provided = Racial/ethnic group is unknown, cannot be verified, or not reported.								

Table 3. 2018-2019 Academic Year – Student Gender and Age Range for Total Participating Students (All Students Served) and Regularly Participating Students.

Center Name	Total Participating Students				Regularly Participating Students			
	Gender			Age Range	Gender			Age Range
	Male	Female	Data Not Provided*		Male	Female	Data Not Provided	
Center Name 1								
Center Name 2								
Center Name 3								
Data Not Provided = Racial/ethnic group is unknown, cannot be verified, or not reported.								

Table 4. Summer 2018 – Population Specifics: Total Participating Students.

Center Name	Limited English Language Proficiency			Identified with Special Needs			Free or Reduced-Price Lunch		
	Yes	No	Data Not Provided*	Yes	No	Data Not Provided	Yes	No	Data Not Provided
Center Name 1									
Center Name 2									
Center Name 3									
Data Not Provided = Information is unknown, cannot be verified, or not reported.									

Table 5. 2018-2019 Academic Year – Population Specifics: Total Participating Students.

Center Name	Limited English Language Proficiency			Identified with Special Needs			Free or Reduced-Price Lunch		
	Yes	No	Data Not Provided*	Yes	No	Data Not Provided	Yes	No	Data Not Provided
Center Name 1									
Center Name 2									
Center Name 3									
Data Not Provided = Information is unknown, cannot be verified, or not reported.									

Table 6. Summer 2018 – Population Specifics: Regularly Participating Students.

Center Name	Limited English Language Proficiency			Identified with Special Needs			Free or Reduced-Price Lunch		
	Yes	No	Data Not Provided*	Yes	No	Data Not Provided	Yes	No	Data Not Provided
Center Name 1									
Center Name 2									
Center Name 3									
* Data Not Provided = Information is unknown, cannot be verified, or not reported.									

Table 7. 2018-2019 Academic Year – Population Specifics: Regularly Participating Students.

Center Name	Limited English Language Proficiency			Identified with Special Needs			Free or Reduced-Price Lunch		
	Yes	No	Data Not Provided*	Yes	No	Data Not Provided	Yes	No	Data Not Provided
Center Name 1									
Center Name 2									
Center Name 3									
* Data Not Provided = Information is unknown, cannot be verified, or not reported.									

Table 8. Summer 2018 – Student Race and Ethnicity: Total and Regularly Participating Students.

Center Name	Total Participating Students								Regularly Participating Students							
	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Hawaiian or Pacific Islander	White	Two or More Races	Data Not Provided*	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Hawaiian or Pacific Islander	White	Two or More Races	Data Not Provided
Center Name 1																
Center Name 2																
Center Name 3																
* Data Not Provided = Information is unknown, cannot be verified, or not reported.																

Table 9. 2018-2019 Academic Year – Student Race and Ethnicity: Total and Regularly Participating Students.

Center Name	Total Participating Students								Regularly Participating Students							
	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Hawaiian or Pacific Islander	White	Two or More Races	Data Not Provided*	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Hawaiian or Pacific Islander	White	Two or More Races	Data Not Provided
Center Name 1																
Center Name 2																
Center Name 3																

* Data Not Provided = Information is unknown, cannot be verified, or not reported.

Table 10. 2018-2019 Academic Year – Student Grade for Total Participating Students.

Center Name	Grade In School*															
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Center Name 1															
Center Name 2															
Center Name 3															

* Grade levels are exclusive, as students can only be in one grade level.

Table 11. 2018-2019 Academic Year – Student Grade for Regularly Participating Students.

Center Name	Grade In School*															
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Center Name 1															
Center Name 2															
Center Name 3															

* Grade levels are exclusive, as students can only be in one grade level.

3.0 PROGRAM OPERATIONS

Provide a brief written narrative of the program's operation including the typical and total time of operation for various reporting timeframes (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the tables below.

Table 12. Summer 2018 Operation.

Center Name	Total number of <u>weeks</u> THIS center was open	<u>Typical</u> number of **days per week** THIS center was open	<u>Typical</u> number of **hours per week** THIS center was open		
			WEEKDAYS	**WEEKDAY EVENINGS**	**WEEKENDS**
Center Name 1					
Center Name 2					
Center Name 3					

Table 13. 2018-2019 Academic Year Operation.

Center Name	Total # **weeks** THIS center was open	Total # **days** THIS center was open	<u>Typical</u> # **days per week** THIS center was open	<u>Typical</u> # **hours per week** THIS center was open				Total # **days** THIS center operated			
				Before School	During School	After School	Weekends / Holidays	Before School	During School	After School	Weekends/ Holidays
Center Name 1											
Center Name 2											
Center Name 3											

4.0 STAFF CHARACTERISTICS

Provide a brief written narrative about the composition of staff at each center including staff demographics, ratio of students to staff, staff quality (training and certifications), and turnover (bulleted summary is acceptable).

4.1 Staff Demographics

Report the data elements (pieces of data) outlined in the table below and provide a brief narrative describing the data (bulleted summary is acceptable). ***Note: These data must be reported for each center. Table 14 needs to be replicated if your program has more than one center.***

Table 14. Regular Staff by Paid and Volunteer Status.

Staff Type*	Summer 2018		2018-2019 Academic Year	
	Paid[1]	Volunteer	Paid	Volunteer
Center Administrators and Coordinators				
College Students				
Community Members				
High School Students				
Parents				
School Day Teachers (former and substitute)				
Other Non-teaching School Day Staff				
Sub-contracted Staff				
Other**				

[1]*For all staff categories, report only staff paid with 21st CCLC funds.*
* These categories represent the regular responsibilities of program staff during the regular school day.
** Use this category if staff member does not fit in specific categories provided

4.2 Students-to-Staff Ratio

Provide data and information on the ratio of students to staff at each center.

4.3 Staff Training

Provide a description of the professional development and training provided to staff at each center.

4.4 Staff Turnover

Provide data and information on staff turnover at each center.

5.0 OUTCOMES AND FINDINGS

5.1 Objective Assessment

Provide objective assessment information and data in alignment with the End-of-Year Data Report spreadsheet of the Objective Assessment Data Collection and Reporting Tool (OADCT). At a minimum, this should include the program's objectives, data analysis methods (standard of success), total students measured and meeting the standard of success, and planned programmatic and data collection changes and rationale for the next grant year.

5.2 Overall Findings for Each Objective

Provide information on the program's progress toward (performance outcome) and achievement of each objective (e.g., achieved the objective, made progress, and made little to no progress). This information must align with the data from the End-of-Year Data Report spreadsheet of the Objective Assessment Data Collection and Reporting Tool.

5.3 Stakeholders' Surveys

*Include a brief summary of findings from the **Teacher, Student, and Adult Family Member End-of-Year Surveys** (this summary does not need to be broken out by center).*

5.4 Student Success Snapshot

Select a student (one from the program) that has demonstrated success on one or more of your academic and/or personal enrichment objective assessments and describe the following in a brief narrative:

- *The 21st CCLC programming experienced by this student;*
- *The student's progress and outcomes based on data collected during the year (and prior years if available and applicable); and*
- *How the 21st CCLC program may have played a role in this student's success (draw on quantitative and qualitative data and the evaluation design to support your statements).*

Be sure not to identify the student by name or through other student identifying information.

5.5 Other Findings

Provide any additional relevant findings pertaining to this 21st CCLC program (e.g., statements from students, family members, administrators, and/or teachers; community impact, etc.).

6.0 PROGRESS TOWARD SUSTAINABILITY

Provide a brief narrative on partner collaborations undertaken to ensure the sustainability of 21ˢᵗ CCLC program and to enhance the quality of the services offered (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the table below.

Note that the federal system differentiates between a "partner" and a "subcontractor". A subcontractor receives compensation (to some extent) for their services; partners do not.

Table 15: Partnerships and Sub-Contracts

Agency Name	Type of Organization	Subcontractor (Yes/No)	Estimated Value ($) of Contributions	Estimated Value ($) of Subcontract	Type of Service Provided
Agency Name 1					
Agency Name 2					
Agency Name 3					
Note: Value of subcontract must be ZERO if the agency is listed as "No" in the subcontractor column. Likewise, the value of the subcontract must be greater than ZERO if the agency is listed as "Yes" in the subcontractor column.					

7.0 LESSONS LEARNED AND RECOMMENDATIONS

Provide an overall assessment of your 21ˢᵗ CCLC program impact and describe lessons learned and recommendations to enhance program quality for the next grant year. Provide recommendations specific to program areas and/or objectives, as applicable. Discuss any recommended changes for data collection or other evaluation methods.