2016-2017 SUMMATIVE EVALUATION REPORT REQUIREMENTS: GRANT YEAR 5/CLOSEOUT

REQUIREMENTS

The Summative Evaluation Report must be uploaded to the deliverables page of the 21st CCLC website **by August 15, 2017**. The Summative Evaluation Report must be consistent with the approved goals, objectives, measures, and data collection plan from your grant application.

Reporting Period

The summative report should include data for the **Summer of 2016 and the 2016-2017 School Year**. This aligns the report with the federal reporting timelines. DO NOT report data for Summer 2017 in this year's Summative Evaluation Report. For programs in Year 5 or those closing out of the 21st CCLC program, Summer 2017 data are to be reported separately in a **Summer Summative Evaluation Report**, if a summer program was offered in 2017.

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 8.

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 Year 5/Closeouts)

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
Overview and History	Provide a general overview of the 21st CCLC program, including a history of previous operation and how the program has progressed and grown over the past years of operation.	**Program**
Student Characteristics: 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 2016 and School Year 2016-2017. You will count each student only once.	**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 for Summer 2016 and 2016-2017 School Year (count each student only once). The number of "regularly participating" students will usually be lower than the total number of students enrolled.	**Each Center**
	Enrollment by Service: Report TOTAL student enrollment and REGULARLY PARTICIPATING student enrollment for the following service categories: • Students served ONLY in Summer 2016 • Students served ONLY in the 2016-2017 School Year • Students served BOTH in Summer 2016 and 2016-2017 School Year	**Each Center**
	Student Demographics: Separate both TOTAL and REGULARLY PARTICIPATING student enrollment into the following categories: • Gender (Male/Female) • Grade in School (Kindergarten – 12th Grade) • Age Range of Students Served • Racial/Ethnic Group • Limited English Proficient (LEP) Status • Disability Status • Free or Reduced-Price Lunch Status Note: The sum of each category should equal the respective population being measured for that table (i.e. Total Participating or Regularly Participating).	**Each Center**

21st CCLC Summative Evaluation Reporting Requirements (Grant Year 5/Closeouts)

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
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 2016 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** **<u>Typical</u>** = 21st CCLC centers are characterized by defined hours of operation that are relatively consistent across the school year and/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**
	School Year 2016-2017 Operation • Total number of <u>**weeks**</u> center was open during the School Year • Total number of <u>**days**</u> center was open during the School Year • <u>Typical</u> # of **days per week** center was open during the School 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** • <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** during School Year	**Each Center**

21st CCLC Summative Evaluation Reporting Requirements (Grant Year 5/Closeouts)

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**: The program must provide detail about the following characteristics of staff used during student programming. **Total number of regular staff** • Regular staff by **gender** • Regular staff by **highest level of education** completed • Regular staff by **pay status** • Regular staff by **primary responsibility during regular day** 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*
	Certified Teachers: Provide the following information: Number of certified teachers providing instruction during math, reading, and science activities. • Were all teachers certified? • Were certified teachers used exactly as proposed in the grant application? If not, why were certified teachers not used for the required components and/or as proposed? How will your program ensure use of certified teachers in the future?	**Each Center**
Objectives and Outcomes: Provide information **for each objective** approved by the FDOE in the grant application or as updated in program amendments. Programs are **NOT** permitted to change their objectives without specific written FDOE approval.	**Activities**: List the grant approved objectives and the associated objective assessments.	**Program**
	Measures and Data Collected: Identify and describe in detail **ALL** specific measures and data sources used for the assessment of this objective (measures such as grades do not require detailed descriptions, though less standard measures and data sources require detailed descriptions). Indicate and define all variables examined using these measures and data sources.	**Program**
	Data Timeline: Provide a detailed data collection timeline for each of the measures and data sources identified.	**Program**
	Continuous Assessment: Provide a detailed account of how data were used for continuous (formative) assessment of progress toward each objective. Include an account of when and how data were analyzed for formative assessment and how findings were used to guide refinements to services.	**Program**
	Data Quality: Summarize the overall quality of data obtained for each program objective. If there are issues with data quality (e.g., a specific program center did not provide data, planned computer-based assessment system did not save data, etc.), provide a detailed plan for how to address quality issues in future years.	**Program**
	Student Inclusion: Indicate whether all students for whom this objective is relevant were assessed. If students were excluded, detail which students were excluded and the reason for the exclusion. Reasons for excluding groups of	**Program**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
	students statistically (e.g., statistical outliers) must include the exclusion decisions and statistical results supporting the exclusion.	
	Data Analysis and Results: Provide detailed information about statistical analyses performed on the data collected for each objective. Provide information about specific statistical procedures used and the results of the statistical analyses.	**Program**
	Other Findings: Include a brief summary of **findings from the student, family member, and teacher end-of-year stakeholder surveys.** Include any other relevant findings pertaining to this 21st CCLC program.	**Program**
	Student Snapshot: 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 program may have played a role in the student's success. *Be sure NOT to identify the student by name or through other student identifying information.*	**Program**
	Overall Findings: Report on the status of achieving each objective.	**Program**
Sustainability Plan: Establishing strong collaborations with partners helps ensure the sustainability of 21st CCLC program and enhance the quality of the services offered.	**Vision and Desired Results**: Provide a vision statement which describes the primary goals, objectives, and focus of your program and agency, summarize the results of your program, and outline the service and delivery strategies used.	**Program**
	Community Relationships: Describe the strategies your organization employed to build and sustain broad-based community support, detail the strategies your organization employed to identify, cultivate and sustain community partners, and list any strategic partnerships your program was able to develop. Describe what strategies you employed to build and sustain strong strategic partnerships.	**Program**
	Accounting for Change: Provide a summary of internal strengths and capacity to grow within this organization. Explain the strategies your organization employed to address current and future student and organization needs, and describe the strategies your organization employed to adapt to a changing environment.	**Program**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
	Strategic Financing: Summarize the resources that were required to carry out these strategies, describe the strategies your organization employed to coordinate resources and control costs, and provide a brief profile of current funding sources along with strategies for diversifying and sustaining future funding streams.	**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**
Report by Program/Center: Indicates which data can be reported for your program as a whole (not necessary to report separately for each center) and which data must be reported separately for each center.		

2016-2017 SUMMATIVE EVALUATION REQUIRED REPORTING TEMPLATE
GRANT YEAR 5/CLOSEOUT

1.0 OVERVIEW AND HISTORY

Provide a general overview of the 21st CCLC program, including a history of previous operation and how the program has progressed and grown over the past years of operation. You may wish to include relevant literature and theoretical directions guiding and supporting your program's operations. A brief summary of the sections to follow in the report may be included as an advance organizer for the reader.

2.0 STUDENT CHARACTERISTICS

Provide a written narrative about the students served by your program, including demographics, enrollment, and daily attendance.

2.1 Total Student Enrollment and Attendance

Report the data elements (pieces of data) outlined in the table below and provide a written narrative describing the data.

Table 1. Student Enrollment: Total and Regularly Participating Students for Summer 2016 and School Year 2016-2017.

Center Name	Total Enrolled Attending (at least one day)				Regularly Participating Enrollment (30 days or more)			
	Summer Only	School Year Only	Both Summer AND School Year	Total	Summer Only	School Year Only	Both Summer AND School Year	Total
Center Name 1								
Center Name 2								
Center Name 3								
Note. Unduplicated counts shown. Students attending/enrolled in both operation periods are only reported under Summer AND School Year. Only Summer + Only School Year + Summer AND School Year = Total.								

2.2 Student Demographics

Report the data elements outlined in the tables below and provide a written narrative describing the data.

Table 2. Student Demographics 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	DK*		Male	Female	DK	
Center Name 1								
Center Name 2								
Center Name 3								
*DK = Don't Know/Could Not Be Determined.								

Table 3. Students with Special Needs: Total Participating Students.

Center Name	Limited English Proficient			Identified with Disability		
	Yes	No	DK*	Yes	No	DK
Center Name 1						
Center Name 2						
Center Name 3						
*DK = Don't Know/Could Not Be Determined.						

Table 4. Students with Special Needs: Regularly Participating Students.

Center Name	Limited English Proficient			Identified with Disability		
	Yes	No	DK*	Yes	No	DK
Center Name 1						
Center Name 2						
Center Name 3						
*DK = Don't Know/Could Not Be Determined.						

Table 5. Student Race and Ethnicity*: Total and Regularly Participating Students.

Center Name	Total Participating Students						Regularly Participating Students					
	American Indian/ Alaska Native	Asian/ Pacific Islander	Black or African American	Hispanic or Latino	White or Caucasian American	Unknown**	American Indian/ Alaska Native	Asian/ Pacific Islander	Black or African American	Hispanic or Latino	White or Caucasian American	Unknown
Center Name 1												
Center Name 2												
Center Name 3												

* Ethnicity categories are non-exclusive; students can be identified under multiple ethnicities.
** Unknown = Racial/ethnic group is unknown or cannot be verified.

Table 6. Student Grade for Total Participating Students.

Grade In School*	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. The total number of students where grade level is unknown are not indicated, but can be derived from this table.

Table 7. Student Grade for Regularly Participating Students.

Grade In School*	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. The total number of students where grade level is unknown are not indicated, but can be derived from this table.

Table 8. Free/Reduced Lunch Status of Total Participating Students.

Center Name	Free or Reduced-Price Lunch		
	Yes	No	DK
Center Name 1			
Center Name 2			
Center Name 3			

*DK = Don't Know/Could Not Be Determined.

Table 9. Free/Reduced Lunch Status of Regularly Participating Students.

Center Name	Free or Reduced-Price Lunch		
	Yes	No	DK
Center Name 1			
Center Name 2			
Center Name 3			
*DK = Don't Know/Could Not Be Determined.			

3.0 PROGRAM OPERATIONS

Describes operations at your program including the typical and total time of operation for various reporting timeframes.

3.1 Summer Operation

Report the data elements outlined in the table below and provide a written narrative describing the data.

Table 10. Summer 2016 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 on:		
			WEEKDAYS	**WEEKDAY EVENINGS**	**WEEKENDS**
Center Name 1					
Center Name 2					
Center Name 3					

3.2 School Year Operation

Report the data elements outlined in the table below and provide a written narrative describing the data.

Table 11. School Year 2016-2017 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 written narrative on the composition of staff at each center including staff demographics, ratio of students to staff, staff quality (training and certifications), and turnover.

4.1 Staff Demographics

Report the data elements outlined in the table below and provide a written narrative describing the data presented.

Note: These data must be reported for each center. Table 12 can be duplicated if your program has more than one center.

Table 12. Regular Staff by Paid and Volunteer Status.

Staff Type*	Summer of 2016		2016-2017 School Year	
	Paid[1]	Volunteer	Paid[1]	Volunteer
School Day Teachers (former and substitute)				
Center Administrators and Coordinators				
Other Non-teaching School Day Staff				
Parents				
College Students				
High School Students				
Community Members				
Sub-contracted Staff				
Other**				

[1]*For all staff categories except "Other", 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 data do 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.

4.5 Certified Teachers

Provide data and information on certified teachers at each center.

5.0 OBJECTIVES and OUTCOMES

Provide a written narrative on program objectives, how those objectives are measured, data analysis methods, progress toward meeting the objectives, and findings, implications, and recommendations.

5.1 Objectives and Activities

Report the data elements outlined in the table below and provide a written narrative describing the data presented. Be sure to include all FDOE-approved objectives.

Table 14. Objectives and Description of Activities

Objective	Description of Activities
Objective 1: insert objective as approved by FDOE	
Objective 2: insert objective as approved by FDOE	
Objective 3: insert objective as approved by FDOE	
Objective 4: insert objective as approved by FDOE	

5.2 Data Collection Methods

Provide narrative describing data collection methods.

> *5.2.1 Measures and Data Collected:*
>
> *5.2.2 Data Collection Timeline:*
>
> *5.2.3 Data Quality:*
>
> *5.2.4 Continuous Assessment:*
>
> *5.2.5 Student Inclusion:*

5.3 Data Analysis and Results: Progress Toward and Achievement of Objectives

Insert graphs, charts, and tables to depict findings as appropriate to the objective being assessed. Insert narrative summarizing the data, statistics, and findings for each objective. Be sure to include all FDOE-approved objectives.

> *5.3.1 Objective 1.*
>
> *5.3.2 Objective 2.*
>
> *5.3.3 Objective 3.*
>
> *5.3.4 Objective 4.*
>
> *5.3.5 Objective 5.*

5.4 Other Findings

*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). Within this sub-section, other relevant findings pertaining to this 21st CCLC program may also be included (e.g., statements from students, family members, and/or teachers; community impact).*

5.5 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.

5.6 Overall Findings for Each Objective

This section provides information on the program's progress toward 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.

6.0 SUSTAINABILITY PLAN

Provide a written narrative on strategies employed to ensure the sustainability of 21st CCLC program and to enhance the quality of the services offered.

6.1 Vision and Desired Results

6.1.1 **Vision**: *Provide a vision statement which describes the primary goals, objectives, and focus of your program and organization/agency.*

6.1.2 **Results Orientation**: *Summarize the results/outcomes of your program.*

6.1.3 **Strategies for Achieving Results**: *Outline the service and delivery strategies which were used to achieve your program's goals and objectives.*

6.2 Community Relationships

6.2.1 **Building Community Support:** *Describe the strategies your organization employed to build and sustain broad-based community support.*

6.2.2 **Strategic Partnerships:** *List the strategic partnerships developed by your program and describe the approaches used to build and sustain these partnerships. Describe the partnerships that will be important to continue to sustain this 21st CCLC program.*

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	Sub-Contractor (Yes/No)	Estimated Value ($) of Contributions	Estimated Value ($) of Sub-contract	Type of Service Provided
Agency Name 1					
Agency Name 2					

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.

6.3 Accounting for Change

6.3.1 Developing Internal Strengths: *Provide a summary of internal strengths and capacity to grow within this organization (e.g., expanding mission, professional development, teaching strategies, family counseling).*

6.3.2 Strategies for Development: *Explain the strategies your organization employed to address current and future student and organization/agency needs.*

6.3.3 Adaptability to Change: *Describe the strategies your organization/agency employed to adapt to a changing environment.*

6.4 Strategic Financing

6.4.1 Resource Requirements: *Summarize the resources (service capacity, support resources, communication systems, etc.) that were required to carry out these strategies.*

6.4.2 Cost Management: *Describe the strategies your organization employed to coordinate resources and control costs in order to be as efficient as possible.*

6.4.3 Revenue Enhancement: *Provide a brief profile of current funding sources along with strategies for diversifying and sustaining future funding streams.*

7.0 LESSONS LEARNED AND RECOMMENDATIONS

*Provide an overall assessment of your 21st CCLC program as well as lessons learned and recommendations to enhance program quality throughout the **2016-2017 program year** and the **full 5-year funding period**. Tailor recommendations to specific program areas and/or objectives as applicable. Discuss any recommended changes for data collection or other evaluation methods. Although this is the last year in your 5-year 21st CCLC grant cycle, provide recommendations for aspects of the program that are continuing (if any) and recommendations for what should be improved if the program were continuing.*