

# EVEN START LOCAL EVALUATION REPORT FORMAT

**COVER PAGE (template attached) (Required for FY 08)**

**TABLE OF CONTENTS (template attached) (Required for FY 08)**

## **I. PROGRAM DESCRIPTION**

### **A. Description/Aspects of Community (Optional for FY 08)**

[geographic/school district area served, economic indicators/situations, employment rates, educational statistics, support services, urban/rural issues, how does the project connect to the community – how does it fit into the service landscape]

### **B. Partnerships and Collaborations (Optional for FY 08)**

[primary partners and how they contribute to designing, planning, implementing and evaluating project activities for the four service components]

### **C. Program Demographics (Required for FY 08)**

[demographics of participating adults, children and families, (not limited to FLAIR fields), numbers served, geographic information]

## **II. PROGRAM PERFORMANCE**

### **A. Program Components (Optional for FY 08)**

1. Provide a description of the four program components and analyze the extent of integration of the components:

- a. Early Childhood Education
- b. Adult Education and Literacy
- c. Parenting Education
- d. Interactive Literacy Activities Between Parents and their Children

### **B. Program Elements (Optional for FY 08)**

1. Summarize level of success in meeting program elements

- a. Identification and Recruitment of Families Most in Need
- b. Screening and Preparation of Participants
- c. Flexible Scheduling and Support Services
- d. High-Quality, Intensive Instructional Services
- e. Staff Qualifications
- f. Staff Training
- g. Home-Based Instructional Services
- h. Year-Round Services
- i. Coordination with Other Programs
- j. Instructional Programs Based on Scientifically Based Reading Research
- k. Retention Strategies
- l. Reading Readiness Activities Based on Scientifically Based Reading Research
- m. Continuity of Services
- n. Providing Services to Families Most In Need

**C. Participant Outcomes (Required for FY 08)**

1. Utilizing raw performance indicator data collected through FLAIR and/or locally developed, identify which performance indicators were achieved and which ones were not and if not, provide explanation
2. Format for each performance indicator selected by program

**Performance Indicator**

**Projected Outcome**

(Information from Proposal Attachment 7 and FLAIR Form 20)

Number projected to be enrolled \_\_\_\_\_

Percentage to meet outcome \_\_\_\_\_

Number projected to meet outcome \_\_\_\_\_

**Actual Outcome**

Number enrolled \_\_\_\_\_

Number assessed \_\_\_\_\_

Percentage meeting outcome \_\_\_\_\_

Percentage meeting outcome \_\_\_\_\_

Number meeting outcome \_\_\_\_\_

Number meeting outcome \_\_\_\_\_

**Achievement Statement** (example: achieved or did not achieve)

- Based on Number Assessed
- Based on Number Enrolled
- Based on Number Projected

**Analysis**

(Include Analysis for all indicators whether met or not.  
What is working? What are the challenges?)

**III. RECOMMENDATIONS AND COMMENDATIONS (Required for FY 08)**

**A. Recommendations for continual program improvement**

1. Status of recommendations from previous year's local evaluation [identify recommendations from previous project year, summarize programmatic and participant outcomes that resulted from meeting these recommendations, explanation concerning why recommendations that were not able to be met]
2. Recommendations for the following project year for continual program improvement

**B. Commendations**

[project successes and strengths]

**IV. FAMILY SUCCESS STORY (1 page narrative) (Optional for FY 08)**

**V. SYSTEMIC INQUIRY (Optional for FY 08)**

- A. An identified research question based on local needs for the next year. [A focus or question in relation to the program's developmental state that can be useful for influencing decisions about program development.]
- B. Results of the last year's research question and its impact on program improvement that was instituted this year.

**VI. APPENDICES (Optional for FY 08)**

# FY 2008 Even Start Family Literacy Local Evaluation Report Cover Page

**PROJECT NAME:**

**Region-County-District Code:**

**PROJECT CONTACT:**

**Project Address:**

**Telephone:**

**Fax:**

**Email Address:**

**Time Period Covered:**

**FY 2008 YEAR OF FUNDING**

1

2

3

4

5

6

7

8

9+

**PARTICIPANTS SERVED (Based on F.L.A.I.R. Data)**

\_\_\_\_\_ **Number of Families**

\_\_\_\_\_ **Number of Adults**

\_\_\_\_\_ **Number of Children**

**EVALUATOR NAME:**

**Address:**

**Telephone:**

**Fax:**

**Email Address:**

# FY 2008 Even Start Family Literacy Local Evaluation Report

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