IDC IDEA DATA CENTER
Building Capacity for High-Quality *IDEA* Data

In collaboration with **DaSy, ECTA, NCSI, & NTACT**

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Building an Effective SSIP Evaluation Team

SSIP Interactive Institutes

Albuquerque, NM; April 29-30, 2015
Jacksonville, FL; May 12-13, 2015
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Jill D. Lammert, CIPP

Goals of Presentation

- Identify the skills and knowledge required to conduct an SSIP evaluation

- Discuss how to assemble an SSIP evaluation team

- Offer strategies and practical tips for your evaluation

- Highlight checklists and guides for use in working with evaluators

Components of an SSIP Evaluation Plan

- Alignment with theory of action and other SSIP components
- Description of stakeholder involvement
- Short-term and long-term objectives to measure implementation and impact
- Data collection methods
- Analysis plan—how state will use evaluation results to
  - Examine effectiveness of implementation
  - Measure progress toward improvement in SiMR
  - Make modifications to SSIP, as necessary
- Dissemination strategy

The Key to Success

- Be knowledgeable about evaluation!

Evaluating Your SSIP: Process

- How will you monitor implementation of your SSIP?
- How will you measure progress toward achieving your SiMR?
- What kinds of data will you need to collect to monitor SSIP implementation and outcomes?
  - From whom?
  - How frequently?
- What resources are available for evaluation?
  - Personnel
  - Time
  - Budget
- How will evaluation results be used to improve the SSIP?

Evaluating Your SSIP: Roles

- Who will prepare the evaluation plan?
  - SSIP team members?
  - State Research & Evaluation Department staff?
  - Third-party evaluator?
- Who will oversee the evaluation as SSIP implementation progresses?
- What role will stakeholders play in the evaluation?
- Who will conduct the evaluation activities?
  - Data collection
  - Data entry, cleaning, & management
  - Data analysis
  - Reporting

Critical Points to Remember

- The SSIP implementation project director is responsible for all aspects of implementation—including a timely, comprehensive, and rigorous evaluation

- Identify the specific evaluation needs and begin working with the evaluation team as early as possible

- The SSIP evaluation goals and design may dictate the need for third-party assistance and the total (desired) budget for the evaluation

- Your IDC TA Liaison can help you plan your evaluation – take advantage of their assistance!

Planning Your SSIP Evaluation

1. Conduct an Evaluation Needs Assessment

2. Create an Evaluation Scope of Work

3. Create an Evaluation Budget

4. Assemble an Evaluation Team

5. Develop a Request for Proposals (if applicable)

6. Navigate the Proposal Process (if applicable)

7. Execute a Contract (if applicable)

RESOURCE: Evaluation Needs Assessment (Handouts, p. 1-2)

Creating an Evaluation Budget

- Common budget Items
    - Personnel
    - Non-personnel costs of data collection
    - Travel
    - Training
    - Software and data systems
    - Security of hard copy and electronic data

- RESOURCE: Budgeting for Evaluation: Key Factors to Consider (Handouts, p. 3-6)

- RESOURCE: Budgeting Guidance for Evaluations (Handouts, p. 7-11)

Assembling an Evaluation Team

- State team evaluation liaison
- Stakeholders
- Evaluation project manager
- Data collectors
- Data manager
- Data analyst
- Report writer

This is our evaluator. Every time she collects data it will help us remember what we said we were going to do in the first place.

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Evaluation Team Required Skills & Knowledge

- Evaluation project management
- Evaluation design
- Data collection
  - Implementation
  - Outcomes

- Data management
  - Quality
  - Security
- Data analysis
  - Qualitative
  - Quantitative
- Reporting

Benefits & Limitations of Working With Third-Party Evaluators

Benefits	Limitations
Third-party evaluators can:	**Third-party evaluators may:**
• Bring technical expertise in research methodology, statistics, or related topics to the evaluation team	• Add unanticipated or additional cost to the evaluation
• Provide credibility and objectivity by acting as an external "critical friend"	• Add to monitoring and management tasks focused on the work of contractors
• Take on responsibility for completing some or all of the (formative and summative) evaluation tasks, allowing state teams to focus on SSIP implementation	• Not know the background or content area as well as state team staff
	• Be less available or accessible, as compared to state team staff

Developing a Request for Proposals

- Common RFP components
    - Description of the project or program
    - Description of services required
    - Deliverables
    - Evaluation budget
    - Contract terms and forms
    - Proposal requirements
    - Proposal evaluation criteria
    - RFP schedule

Navigating the Solicitation & Review Process

- Assessing the applicant's qualifications, background, and experience
    - Educational background
    - Specific content knowledge
    - Experience
    - Evaluation philosophy or approach
    - Location
- Checking references
    - Good questions to ask

Preparing the Third-party Evaluation Contract

- Basic contract elements:
  - Scope of Work
  - Definition of project staff responsibilities
  - Data ownership and sharing
  - Nature of the financial arrangement and payment schedule
  - Timeline
  - Exit clauses
  - Deliverables and reports
  - Expectations/requirements for human subjects protections and protecting data confidentiality

Implementing the Evaluation and Working With the Evaluation Team

- Establish Expectations
    - Set reasonable goals and expectations
    - Define decision-making roles and responsibilities
    - Try to keep evaluations of outcomes and impact independent

- Commit to Ongoing Communication
    - Identify a state team liaison for the evaluation
    - Schedule regular meetings or phone check-ins

- Track and Manage Evaluation Progress
    - Know what should be happening and when

RESOURCE: Evaluation Progress Checklist (Handouts, p. 12-14)

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What If Things Aren't Going Well?

- Determine the source of the problem

- Identify strategies for getting the evaluation back on track

    - Action plan

    - More frequent communication

- Review contracted terms and consider:

    - "Pros" and "cons" of ending an evaluation contract

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Concluding the Evaluation Project

- Identify and respond to outstanding contractual items

- Ensure the receipt of all evaluation documents and complete the appropriate transfer or destruction of data and files

- Establish a chain of communication in the event of future information requests

RESOURCE: Evaluation Close-Out Tasks Checklist (Handouts, p. 15)

Important Tips for Evaluating Your SSIP

- Begin thinking about evaluation as early as possible

- Conduct an evaluation needs assessment

- Devote time to the evaluation

- Communicate regularly with staff conducting the evaluation

- Monitor progress of the evaluation—receive interim reports and work products at regular intervals

- Take advantage of the support your IDC TA Liaison can provide!

For Your Reference

- [Guidelines for Working with Third-Party Evaluators – available online](#)

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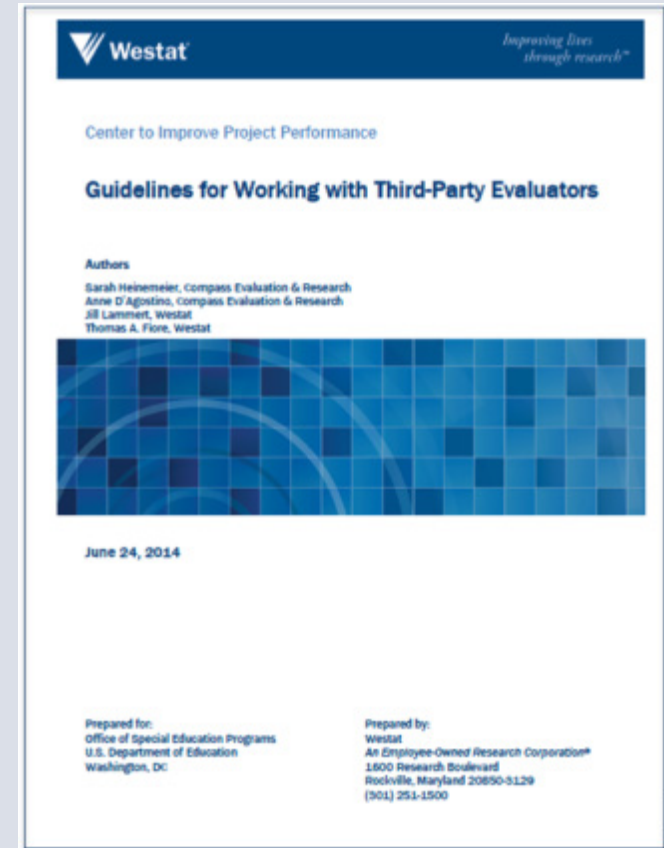
Questions?

Follow-up Session:

B7 – Tools for Building an Evaluation Team and Using a System Framework

For More Information

Visit the IDC website
http://ideadata.org/

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Project Officers: Richelle Davis and Meredith Miceli

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