Byrne SCIP 2

Data Collection and Evaluation

Date 10/29/2025

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WHAT WE WILL DISCUSS

- Local Evaluation Plan (LEP)
- Local Evaluation Report (LER)
- Collection of Race and Ethnicity Data
- Evaluation Tips and Suggestions

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WHY ARE EVALUATIONS IMPORTANT

Why are evaluations important to you?

WHY ARE EVALUATIONS IMPORTANT

- Demonstrate the effectiveness of the project
- Provide accountability for the use of grant funds
- Add to the body of knowledge about the issue
- Ensure long term goals are met

WHY ARE QUALITY LEPS AND LERS IMPORTANT

- Communicate effectiveness of funded projects
- A good evaluation starts with a good plan
- Having an evaluation plan is a best practice

ABOUT OUTSIDE EVALUATORS

- Benefits:
  - Provide evaluation expertise
  - Can guide local evaluation throughout project
  - May improve evaluation objectivity
  - Additional resource for planning and data analysis
- If hiring an evaluator is a viable option for you, we encourage you to do so at the earliest stage possible!

Local Evaluation Plan (LEP)

- Purpose: Ensure that achievement of the project's goals and objectives can and will be assessed.
- Due by December 31, 2025
- Resources: Level One Evaluation Requirement Guidelines & Template documents

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Local Evaluation Plan (LEP)

- Cover Page
- Project Overview
- Data Collection Plan (Table)
- Data Management
- Data Analysis and Reporting

Due Date: 12/31/2025

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Local Evaluation Plan (LEP)

- Cover Page
  - Identify the project, Agency & Associated Grant
- Project Overview (2 pages)
  - Activities, Service, Interventions, Purchasing Plans
  - Related to Goals & Objectives
  - Help the reader understand the project
  - Not the project need

Local Evaluation Plan (LEP)

- **Example**

The purpose of this evaluation is to assess the overall effectiveness, efficiency, and impact of the program using a mixed-methods approach. The evaluation will be both formative and summative in nature, incorporating continuous feedback loops and iterative learning cycles. Key performance indicators (KPIs) will be triangulated with qualitative insights to ensure a holistic understanding of program outcomes.

We will utilize a logic model framework to align inputs, activities, outputs, and outcomes, ensuring that all components are strategically mapped to the program's overarching theory of change. Data will be collected at multiple time points to capture both short-term and longitudinal effects, with an emphasis on adaptive management and real-time course correction.

Stakeholder engagement will be prioritized throughout the evaluation process to ensure cultural responsiveness and contextual relevance. Evaluation instruments will be validated and reliability-tested to ensure rigor and replicability. Findings will be disseminated through a variety of channels to promote utilization and knowledge translation.

Local Evaluation Plan (LEP)

Example

The purpose of this evaluation is to assess the overall **effectiveness, efficiency, and impact** of the *Youth Reentry Mentorship Program (YRMP)*, which provides formerly incarcerated youth ages 16–24 with structured mentorship, job readiness training, and community reintegration support. A **mixed-methods approach** will be used, combining pre/post surveys, administrative data analysis, and in-depth interviews with participants and mentors.

The evaluation will include both **formative components** (e.g., assessing mentor training quality and participant engagement during the first six months) and **summative components** (e.g., measuring changes in employment status, recidivism rates, and self-reported well-being at 12 months). **Continuous feedback loops** will be established through monthly check-ins with program staff and quarterly focus groups with youth participants to support **iterative learning and program refinement**.

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Local Evaluation Plan (LEP)

Example

The purpose of this evaluation is to assess the overall effectiveness, efficiency, and impact of the *Youth Reentry Mentorship Program (YRMP)*, which provides formerly incarcerated **youth ages 16–24 with structured mentorship, job readiness training, and community reintegration support**. A mixed-methods approach will be used, **combining pre/post surveys, administrative data analysis, and in-depth interviews with participants and mentors**.

The evaluation will include both formative components (**e.g., assessing mentor training quality and participant engagement during the first six months**) and summative components (**e.g., measuring changes in employment status, recidivism rates, and self-reported well-being at 12 months**). Continuous feedback loops will be established through **monthly check-ins** with program staff and **quarterly focus groups** with youth participants to support iterative learning and program refinement.

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Local Evaluation Plan (LEP)

Data Collection Plan

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

Data Collection Plan for Goal X (Table Template)

Goal X:	
Objective a:	
Objective b:	
Objective c:	
Objective d:	

	Data Elements	Data Sources	Frequency of Collection	Target
1.				☐Goal ☐Objective(s):
2.				☐Goal ☐Objective(s):
3.				☐Goal ☐Objective(s):

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Local Evaluation Plan (LEP)

- Data Management (1 page)
  - Who implements your data collection plan(s)?
  - Describe data sharing agreements (if any)
  - How will you monitor data collection?
    - How will you make adjustments (if necessary)
  - How will you know if anything is missing?
  - Where are you keeping your data once collected?

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Local Evaluation Plan (LEP)

- Data Analysis and Reporting (1 page)
  - Who will analyze the data?
  - How will your data show progress towards your goals?
  - Analytical tools being used (e.g. excel, SPSS, SAS, R).
  - Who will write the LER?

What's it all for?

Local Evaluation Report (LER)

Local Evaluation Report

- Purpose: document achievement of goals.
- Based on the original Local Evaluation Plan.
- Due by September 30, 2027
- Minimum Requirements:
  - Cover Page
  - Project Overview – related to impacts on goal achievement
  - Goal Achievements
  - Discussion
  - Grantee Highlight
  - Appendix (Optional)

Collection of Ethnic Origin, Ethnicity, or Race Data

- GC 8310.5 – Required
  - Separate collection categories
  - Asian – Chinese, Japanese, Filipino, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, and Other
  - Pacific Islander – Native Hawaiian, Guamanian, Samoan, and Other

Collection of Ethnic Origin, Ethnicity, or Race Data

- GC 8310.9
  - Individuals have the option to designate multiple ethnic and racial designations.
  - These multiple designations are represented in any tabulated or reported race and ethnicity data.

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ETHNIC ORIGIN, ETHNICITY, OR RACE

Participant: _____

Instructions: Mark ALL boxes that apply. You may report more than one race/ethnicity group.

☐ **AMERICAN INDIAN OR ALASKAN NATIVE**

☐ **ASIAN** – Provide details below.

- ☐ Chinese
- ☐ Japanese
- ☐ Filipino
- ☐ Korean
- ☐ Vietnamese
- ☐ Asian Indian
- ☐ Laotian
- ☐ Cambodian
- ☐ Other – Specify below (one letter per box).

☐ **BLACK OR AFRICAN AMERICAN**

☐ **HISPANIC, LATINO, OR SPANISH**

☐ **MIDDLE EASTERN OR NORTH AFRICAN**

☐ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** – Provide details below.

- ☐ Native Hawaiian
- ☐ Guamanian
- ☐ Other – Specify below (one letter per box).
- ☐ Samoan

☐ **WHITE**

☐ **OTHER ETHNIC ORIGIN, ETHNICITY, OR RACE** – Print below (one letter per box).

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TIPS AND SUGGESTIONS (SEE HANDOUTS)

- Evaluator Roles and Responsibilities
- Data Collection Tips
- Evaluation Resources http://www.bscc.ca.gov/s_evaluationresources/

Local Evaluation Plan and Report

Questions?