Tribal Youth Diversion Grant Program, Cohort 2
Local Evaluation Plan

October 19-20, 2020

The Tribal Youth Diversion Grant Program for funding period July 1, 2020 through December 31, 2023 requires a Local Evaluation Plan (LEP) to ensure projects funded by the Board of State and Community Corrections (BSCC) can be evaluated to determine their impact and effectiveness. The LEP is a written document that describes how the project will be monitored and evaluated, as well as showing how evaluation results will be used for project improvement and decision making. The LEP should be developed before the project starts by program staff using a collaborative process that involves all relevant project stakeholders. Grantees are encouraged to identify an evaluator who can assist in the collaborative process of developing the LEP and guide the local evaluation throughout the grant funding period. This guideline was developed to assist grantees in creating a LEP that at a minimum, addresses the information defined below.

Keep in mind the implementation of practices and strategies supported by data are to be considered whenever possible. The BSCC has the responsibility of verifying that grant money is spent efficiently and on effective projects. Data is just one mechanism to do so. Your evaluation results may be used to add to the body of knowledge regarding what works with the target populations. Therefore, be cognizant to collect appropriate and consistent data. A strong LEP will help pave the way for a strong evaluation. A strong evaluation may be used to provide support for your project and funding.

The BSCC will make public the LEP from each grantee. Plans may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

All grantees are required to submit a LEP by 5 p.m. on **Monday, <u>November 30, 2020</u>**. Plans may be sent to Kimberly Bushard (Kimberly.Bushard@bscc.ca.gov).

Cover Page
The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

Project Background

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of services, description of similar efforts in the region, etc.).
- Define your target population (ex: gender, age, risk factors, prior involvement with the juvenile justice system, etc.).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a

participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal[1].

Outcome Evaluation Method and Design

Describe the research design of the outcome evaluation. At a minimum, this section should describe:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups)
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- The estimated number of participants expected to receive each type of intervention/service.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- The criteria for determining participant success in the project.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don't need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Project Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- Inputs/Resources: Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment). Include those aspects of your project which are available and dedicated or used by the project/service to operate.
- Activities: Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish the project activities.
- Outputs: If the activities are accomplished, these are the number of services

[1] See page 92 of the RFP for the Project Work Plan template.

delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.

- Outcomes: Outcomes are the immediate specific measurable changes in project participants' level of functioning. If the outputs are achieved, then this is the change we expect to see in the participants.
    - Short-Term- Timeframe (grant cycle, months)
    - Medium-Term- Timeframe (grant cycle, months-years)
- Impacts: If the outcomes are achieved, then the community, city, and/or county will change in this way. The fundamental intended or unintended change occurring in organizations, communities, or systems because of project activities beyond the grant time period. These are societal/economic/civic/environmental focused. These may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).

Appendices (if applicable)

Include relevant supplementary evaluation and project materials in appendixes. These may include but are not limited to data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

Tribal Youth Diversion Grant Program, Cohort 2
Local Evaluation Report

October 19-20, 2020

The Tribal Youth Diversion Grant Program for funding period July 1, 2020 through December 31, 2023 requires a 3-Year Local Evaluation Report (LER) to identify whether the project "worked" in terms of achieving its goals and objectives. This LER must be based on the original Local Evaluation Plan (LEP). Any modifications to the LEP must be explained. This guideline was developed to assist grantees in writing a LER that at a minimum, addresses the required information defined below.

The LER will be the documentation of activities completed with the support of grant funds. BSCC will use these reports to verify the grant money was well spent and to describe the impact the grant had on the participants and their families. Assuming the projects have successful outcomes, other organizations may want to adopt the project components/intervention(s) you have demonstrated to be effective. Therefore, the report should include enough information to allow other organizations to replicate your project strategies.

The BSCC will make public the Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the Administration, the Legislature, and the public.

All grantees are required to submit a LER to the BSCC no later than 5 p.m. on **Sunday, March 31, 2024.**

Cover Page
The cover page provides a descriptive report title, and identifies the grantees, authors, contact information, project time period, and funding source.

Executive Summary
The Executive Summary summarizes the key components of the report so that readers have a brief overview of the project's efforts and results. It should provide a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; key findings; project accomplishments; and conclusions.

Project Background

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of services, description of similar efforts in the region, etc.).
- Define your target population (ex: gender, age, risk factors, prior involvement with the juvenile justice system, etc.).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a

participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal[2].

Outcome Evaluation Method and Design

Describe the research design of the outcome evaluation. At a minimum, this section should describe:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups)
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- The estimated number of participants expected to receive each type of intervention/service.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- The criteria for determining participant success in the project.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don’t need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Evaluation Results

This section provides a description of the project outcomes. This section should include:

- Total number of participants (unduplicated).
    - Include basic demographic information of your participants (age, gender, race/ethnicity).
    - When multiple services are available, include the number of individuals that received each of the services.
- Progress toward goals:
    - Provide a summary of the degree to which these goals and objectives were achieved.
    - Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeded your progress. If there were factors that impeded your progress, describe

[2] See page 92 of the RFP for the Project Work Plan template.

how they were addressed.

- Results of any outcome analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.

Discussion of Results

- Discuss the effectiveness of different strategies implemented in the project.
- Make useful recommendations with specific guidance for what to replicate or do differently.

A Current Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.

- Inputs/Resources: Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment). Include those aspects of your project which are available and dedicated or used by the project/service to operate.
- Activities: Activities are what the project does with the inputs or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish the project activities.
- Outputs: If the activities are accomplished, these are the number of services delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.
- Outcomes: Outcomes are the immediate specific measurable changes in project participants' level of functioning. If the outputs are achieved, then this is the change we expect to see in the participants.
    - Short-Term- Timeframe (grant cycle, months)
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- Impacts: If the outcomes are achieved, then the community, city, and/or county will change in this way. The fundamental intended or unintended change occurring in organizations, communities, or systems because of project activities beyond the grant time period. These are societal/economic/civic/environmental focused. These may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).

Grantee Highlight

A brief, one-page, visually appealing, highlight or success story that provides additional information related to the project's success over the grant period. This highlight may be included in a statewide report. You may include optional graphs, charts, or photos[3].

[3] The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC grant programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.

Appendices

Include relevant supplementary evaluation and project materials in appendixes. These may include but are not limited to data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.