

Procedure to Conduct a Program Evaluation

District-Level Evaluations:

The strategy, program, or initiative to be studied for the District's formal evaluation using the MDE Program Evaluation Tool (PET) is determined through consultation with the Executive Director of School Improvement and the State and Federal Grants Manager. Strategies, programs, or initiatives are considered based on an on-going assessment of how the strategy, program, or initiative is aligning with the District's strategic plan and DIP as well as based on need as determined by any number of indicators specific to said strategy, program, or initiative.

Once a determination of what will be the focus of the current year's formal evaluation using the PET, the Research, Evaluation, and Compliance Specialist uses the DII Program Evaluation Planning Tool to gather preliminary information regarding the strategy, program, or initiative (primary contact, goals, description, conceptual model are all considered at this time). In addition, a data gathering plan is developed based on the type of evaluation that is to be conducted (quantitative, qualitative, or mixed method).

The Research, Evaluation and Compliance Specialist then contacts key stakeholders to set up a meeting to clarify the goals and objectives of the strategy, program, or initiative in order to better understand how the program is expected to lead to a given outcome. The Research, Evaluation, and Compliance Specialist then requests any additional data needed from key stakeholders and implements the data collection plan. Analysis begins once data are gathered and is on-going until the Research, Evaluation, and Compliance Specialist has determined there is enough data to support the program evaluation.

The Research, Evaluation, and Compliance Specialist then begins to draw conclusions regarding readiness to implement, knowledge and skills required to implement, opportunity for implementation, implementation with fidelity, and impact. The PET is completed at this time. Results are forwarded to the State and Federal Grants Manager as well as the Executive Director of School Improvement for dissemination to executive team. Results are also shared with strategy, program, or initiative personnel.

The Research, Evaluation, and Compliance Specialist then uploads the PET to ASSIST and submits it to the MDE no later than June 30th.

School-Level Evaluations:

School-level PETs are the first diagnostic of the School Improvement cycle to be submitted to the DII for review. The Research, Evaluation, and Compliance Specialist holds a PET discussion and work session for Principals and SIT team members no later than one month prior to the District due date for school-level PETs.

Once PETs have been submitted to the District via ASSIST, the Research, Evaluation, and Compliance Specialist reviews them using the MDE PET rubric and provides feedback or suggests needed revisions and returns the PET and rubric through ASSIST. This process is repeated until all rubric criteria are met.

The Research, Evaluation, and Compliance Specialist approves school-level PETs and submits them to the MDE via ASSIST no later than June 30th.