



## WORKSHEET: EVALUATION TIMELINE

Example

Ongoing: Conduct programming									
Recruitment and enrollment of program participants			Planning for 2 <sup>nd</sup> semester				Plan for summer and future school year programming		
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<p>Pre-evaluation activities</p> <ul style="list-style-type: none"><li>• Staff training</li><li>• Parental consent for evaluation activities</li></ul>			<p>Progress Monitoring</p> <ul style="list-style-type: none"><li>• YPQA self- and external assessments</li><li>• Summarize program attendance data from 1<sup>st</sup> semester</li><li>• Check end-of-semester grades and Early Warning Indicators</li><li>• DESSA-Mini mid-year check-in</li></ul>				<p>End of Year Data Collection</p> <ul style="list-style-type: none"><li>• DESSA-Mini End-of-Year</li><li>• Full DESSA for Highest Need (End-of-Year)</li><li>• Youth Engagement, Skills, and Beliefs Survey</li></ul>		
<p>Needs Assessment/ Baseline Data Collection</p> <ul style="list-style-type: none"><li>• Screen K-8 participants with DESSA-Mini</li><li>• Full DESSA for highest need category</li><li>• Administer Youth Skills and Beliefs Survey</li></ul>							<p>Share End of Year Data with Staff and Stakeholders</p> <ul style="list-style-type: none"><li>• Compile program assessment results</li><li>• Access 2<sup>nd</sup> semester school data when available</li></ul>		
Ongoing: Monitor program attendance and other process indicators									

Example of school-year calendar showing program activities and core evaluation activities (blank version on the reverse)



Program Activities									
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Evaluation Activities									

*Use this template to create a rough timeline of program and evaluation activities; you may also want to add school data availability or assessment dates.*