



WORKSHEET: EVALUATION TIMELINE

Example

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