

Program Evaluation Service Planning Guide

Evaluation Options: ★ = Provided ☆ = May select one of these evaluation options within this category/tier

Tier	FTE Allocation	# of Days	Data Collection					Data Analysis			Reporting				General Program Support					
			Data Pulls	Data Entry Tools	Surveys (No open-ended Q's)	Surveys (w/ open-ended Q's)	Interviews/Focus Groups	Basic Descriptive	In-depth, higher order	Qualitative	Data upload / transfer to external evaluator	Compliance Reports	Research Briefs	Narrative Report	Meeting Participation				Completes Ad Hoc Requests	
															As needed	Regularly	In advisory role	Provides PD	Limited frequency	Regularly
1	.10	23	★							★				★						
2	.25	57.5	★	☆	☆			★			★	☆	☆		★				★	
3	.50	115	★	★	★			★	★		★	★	★			★	☆	☆		★
4	1	230	★	★	☆	☆	★	★	★	★	★	★	★	★	★	★	★	★		★

Notes. The following table was developed as a planning guide to help program managers determine the level of evaluation needed by their program and the associated costs of the evaluation. This guide was developed based on the customary practices of the Department of Research & Evaluation and may not include all evaluation services. Exact terms of the evaluation plan depend on the reporting requirements of the program and may be negotiated with DRE staff at the beginning of each school year. Number of days includes an 8 hour workday.