

# EVALUATION OF DCYF'S YOUTH WORKFORCE DEVELOPMENT (YWD) PROGRAMS



October 11, 2012

Sukey Leshnick and Hannah Betesh

# Today's Discussion

---

- Evaluation goals/overview
- Process for administering DCYF Surveys
- Using Your Year-End Reports
- Next Steps/Timeline

# Evaluation Goals

- Describe **programmatic approaches of YWD grantees** (including participant characteristics, factors associated with retention/participation).
- Assess degree to which programs **meet performance outcomes.**
- Assess **quality of program activities** (in-program and work experience).
- Examine **quality of capacity building efforts** and influence on program quality.
- Examine impact on DCYF's goals: ready to learn and succeed in school.

# Research Questions

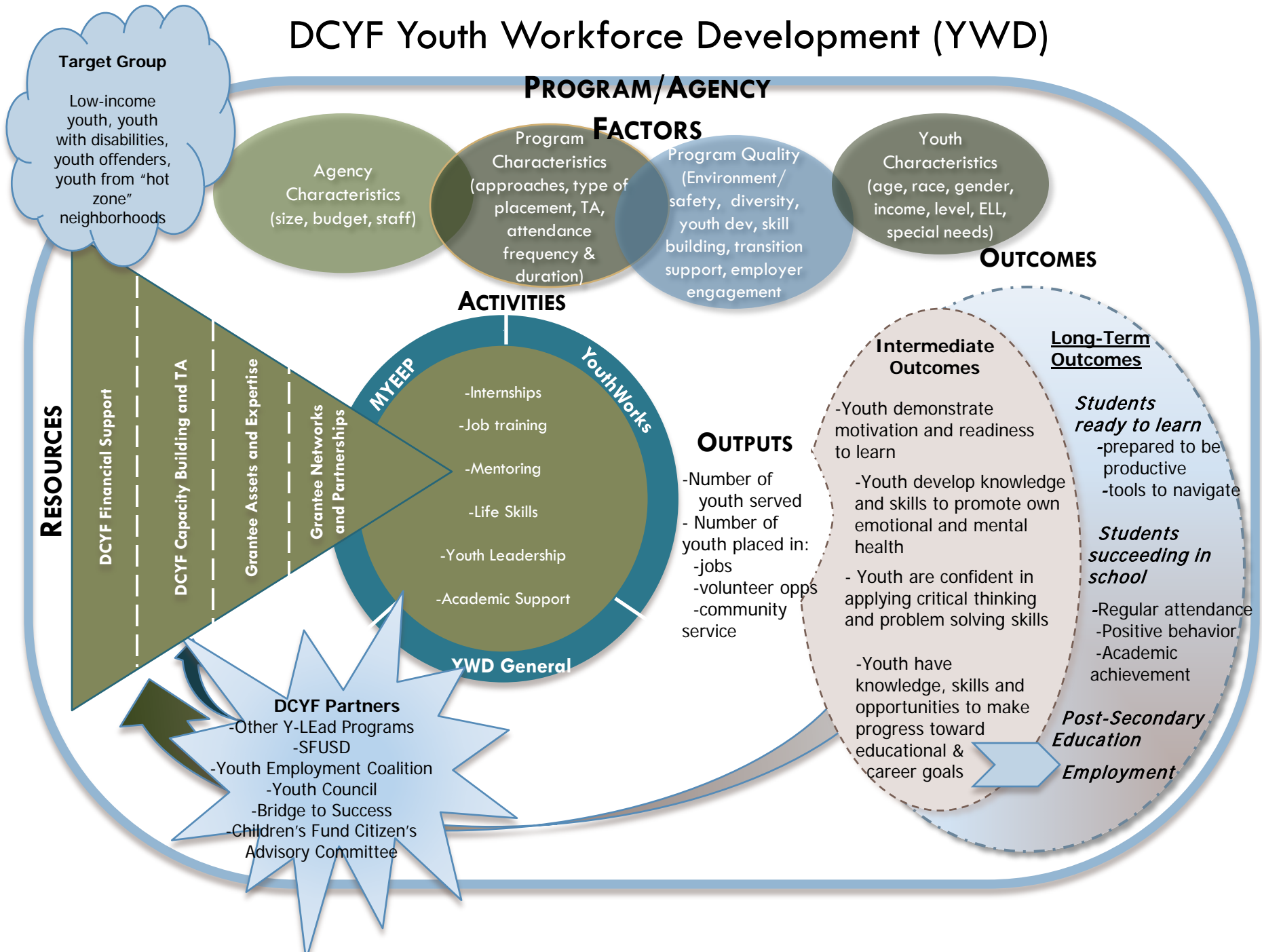
	CMS	Survey	POV Data	Site Visits	SFUSD Data
1. What are the programmatic approaches of YWD programs? Who is attending these programs? What factors are associated with participation and retention?		✓	✓	✓	
2. To what extent do DCYF-funded YWD programs meet existing program performance measures?	✓	✓			✓
3. For <i>in-program</i> activities, what is the range of quality across YWD programs? What agency or program factors are associated with low versus high levels of quality? What impact does quality have on program achievement of performance measures? How do program officer assessments reported in the site visit data compare with the YWD Minimum Quality Standards?	✓	✓	✓	✓	



# Research Questions (cont'd)

	CMS	Survey	POV Data	Site Visits	SFUSD Data
4. For internships or work experience placements, what is the range of quality across placements? What internship or work experience factors are associated with low versus high levels of quality? What impact does placement quality have on program achievement of performance measures?	✓	✓	✓	✓	
5. To what extent does capacity building provided by DCYF or an outside network have a positive impact on the quality of programming, as compared to programs without these services?		✓	✓	✓	
6. Is there a relationship between program quality and program participants' assessment of programs?	✓		✓	✓	
7. What is YWD's impact on the two priority goals? What participant and program characteristics are associated with positive outcomes towards these goals?	✓	✓	✓		✓

# DCYF Youth Workforce Development (YWD)



# Performance Indicators

Motivated and ready to learn

- ✓ Identify educational and career goals and steps to achieve them
- ✓ Report learning something new
- ✓ Like coming to program
- ✓ Steady attendance in program and in school
- ✓ Improved school behavior
- ✓ Improved academics

Knowledge and skills to promote own emotional and mental health

- ✓ Know who to turn to for support

Confident in applying critical thinking/problem solving skills

- ✓ Know how to apply skills in school/work

# Performance Indicators (cont'd)

Knowledge, skills, opportunities to make progress toward reaching educational and career goals

- ✓ Report finding a job/internship
- ✓ Receive support to keep job/internship
- ✓ Learned job-search skills
- ✓ Learn work-readiness skills
- ✓ Know the steps to get into college
- ✓ Know the steps to get a job after schooling
- ✓ Improved academics



# Agenda Check

- Evaluation Overview
- Process for DCYF Survey
- Using Your Year-End Reports
- Next Steps



# Updates and Changes to Survey Administration

---

- Passive consent
- Timeline for survey administration
- 4 steps for administering surveys
- Q & A

# Passive Consent

- Brief letter that describes the evaluation and data sources
- Provides parents/guardians chance to withdraw youth from evaluation:
  - CMS data, surveys, focus groups, SFUSD data
- Important to ensure parents receive letter
- Available in Spanish and Chinese
- Timing for distributing letter:
  - Fall: Two weeks before survey administration
  - Winter/Spring: Include in enrollment package



Dear Parent or Guardian:

Your son or daughter is enrolled in a teen program funded by the San Francisco Department of Children, Youth and their Families (DCYF). DCYF is working with a company called Social Policy Research Associates (SPR) to evaluate how well these programs are serving youth like your son or daughter and recommend ways to improve these programs.

As part of the evaluation, SPR will collect information about your son's or daughter's age, gender, race, and participation in the program from DCYF. SPR will also request information about your son's or daughter's school grades, test scores, and school attendance from the San Francisco Unified School District. Additionally, SPR staff may visit the program your son or daughter attends and conduct a focus group.

All data collected from focus groups, DCYF and the school district will be kept completely confidential and secure. We do not anticipate any significant risks or discomforts for your son or daughter as a result of this evaluation. The evaluation team will never reveal any youth's name or other details about individual youth in any published reports.

*If you will allow your son or daughter to be part of this evaluation, you do not need to do anything.*

*However, if you prefer that your son or daughter not participate in the evaluation, please sign below and return to DCYF.*

If you have any questions about this evaluation, please contact Heather Lewis-Charp, the evaluation project director at SPR, at 510-763-1499, x641 or [heather@spra.com](mailto:heather@spra.com).

Sign below *only* if you do not want your son or daughter to participate in the evaluation of DCYF's Specialized Teen, Youth-led Organizing, and Youth-led Philanthropy programming.

Please do NOT include my child in this project.

\_\_\_\_\_  
Parent Signature                      Parent name                      Date

\_\_\_\_\_  
Son's or Daughter's Name                      Age/Grade

# Timeline for Survey Administration

- Administer at the end of each program cycle
- For programs with multiple cycles, multiple administrations
  - ▣ Capture youth experience and perspective throughout year



# Process for Administering DCYF Survey

- SPR plans to link participant survey responses with CMS and SFUSD data.
- To do this, your staff will need to record additional information at the top of each youth survey prior to distributing to youth.

# 4 Steps for Survey Administration

- 1) Generate a report from CMS to obtain additional information
- 2) Label surveys
- 3) Distribute surveys
- 4) Collect and mail surveys

**Detailed instructions available in handout and an upcoming Webinar**

# 1. Generate Report

Use CMS Custom Report Function to generate a list of first name, last name and CMS ID (see handout)

REGISTRATION	
<b>* Indicates Required Field</b>	
* First Name DCYF	<input checked="" type="checkbox"/>
Middle Initial	<input type="checkbox"/>
* Last Name	<input checked="" type="checkbox"/>
Status	<input type="checkbox"/>
* Date of Birth	<input type="checkbox"/>
* Client ID	<input type="checkbox"/>
<b>Other Information</b>	
Homeless	<input type="checkbox"/>
Public Housing	<input type="checkbox"/>
CalWORKS	<input type="checkbox"/>
Foster Care	<input type="checkbox"/>
Teen Parent	<input type="checkbox"/>
Foreign Born	<input type="checkbox"/>
Start Date	<input type="checkbox"/>
End Date	<input type="checkbox"/>
Notes	<input type="checkbox"/>
H.O. Number	<input type="checkbox"/>
Consent Declined	<input type="checkbox"/>
Medical Form	<input type="checkbox"/>
Orientation	<input type="checkbox"/>
Legacy System - School Attending	<input type="checkbox"/>
Other Family	<input type="checkbox"/>
CMS Participant ID	<input checked="" type="checkbox"/>

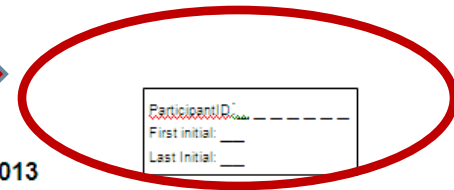


CUSTOM REPORT BUILDER		Start Over
<b>A Sample Agency</b>		
<b>Person Type</b>		
Participants		
<b>Result Set</b>		
Use Query Tool		
<b>Fields Selected</b>		
First Name DCYF		
Last Name		
CMS Participant ID		
<b>Output Type</b>		
Web Format		Excel Format

# 2. Label Surveys

Use the information from the report to fill in the top right hand corner of the survey before handing out to youth.

	First Name DCYF	Last Name	CMS Participant ID
1	Karen	Bryan	4521566
2	spiderman	flores	8947455
3	Spiderman	Fonfa	34115582
4	Wonderwoman	Fonfa	34115590
5	Jimmy	Fong	4521571
6	May	June	3422493
7	Wonderwoman	Lopez	34115593
8	Child	Participant	4126180
9	suzie	que	6130294
10	Juan	Ramirez	6130230
11	Juan	Spiderman	7651462
12	same	wonderwoman	7651501



**YWD Survey 2012-2013**  
**Let Us Know How We Are Doing**

*We want to be sure that our programs are helpful and enjoyable for you. By taking just a few minutes to fill out this survey and sharing your experiences with us, you will help us to improve the program for you. **All of your responses are completely confidential.** No one from the Program will know your answers to the questions, so please tell us what you really think. Thank you.*



# 3. Distribute Surveys

---

- Hand each youth the survey labeled with his or her initials and CMS ID.
- Designate a youth to collect surveys when everyone is finished.

# 4. Collect and Mail Surveys

- The designated youth should:
  - ▣ Count the completed surveys and place in an envelope
  - ▣ Record the number of surveys on the back of the envelope
  - ▣ Seal the envelope and return to a staff person.
- Complete the DCYF cover sheet and attach to the envelope
- Mail in a larger envelope or return by hand to DCYF.

# Agenda Check

- Evaluation Overview
- Process for DCYF Survey
- Using Your Year-End Reports
- Next Steps



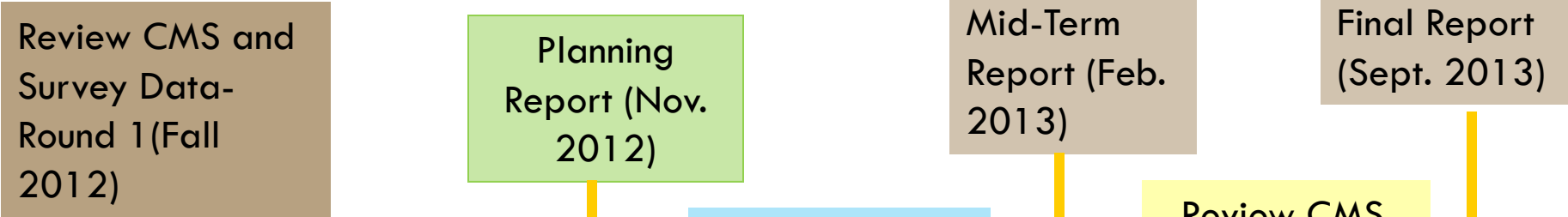
# What Are Year-End Reports?

- The evaluation team will produce a Year-End report for each program.
- Reports include: *(see handout)*
  - Participant demographics
  - Performance measure achievement
  - Employment placements
  - Service delivery
  - Survey results summary

# How Can I Use My Year-End Report?

- Identify goals for this program year based on your performance last year.
- Identify strategies for achieving those goals—what resources or program adjustments do you need in order to improve?

# Evaluation Timeline



Year-End Reports (Oct 2012)

Site visits (August to December 2012)

Review CMS and survey data-Rnd 2 (Summer 2013)



# Questions?

---

Sukey Leshnick, Principal Investigator

[sukey@spra.com](mailto:sukey@spra.com)

510-788-2486

Hannah Betesh, Data Collection Task Lead

[Hannah\\_betesh@spra.com](mailto:Hannah_betesh@spra.com)

510-788-2469