

# Sample Education Narrative Response Checklist



United Way of Central Illinois

## Organization Information (0%)

- Is each question answered?
- Is the information provided complete and up-to-date?

## Program Information (42,000 characters possible)

### General Program Information (8%)

- Program Description:
  - Have you connected the program's mission/activities back to the mission and/or vision of the organization?
  - Have you described the key features/activities of the program?
  - Have you explained what evidence this program has produced that supports its work –OR- have you described what evidence supports this type of program model? (Evidence-based?)
  - Have you connected the dots on how this program helps achieve the Education Vision Council mission of "Helping children learn, achieve, and succeed while engaging families and communities"?
- Program Location:
  - Have you provided the addresses where staff is located?
  - Have you described the facilities and their unique features that benefit your clients?
  - Have you described what added value your location adds to your clients?
  - If your location presents barriers to the clients, have you described how the staff of the program help clients overcome the challenges of location?

### Program Support (6%)

- Staff:
  - Have you described the staffing structure adequately?
  - Have you described the mandatory experience of those in these positions? (Training, certifications, knowledge, etc.)—This does not necessarily mean "\_\_\_\_\_ has been a social worker for 25 years, etc."—more so looking for the staffing standards
  - Are names included? TAKE THEM OUT!
- Volunteers:
  - Have you described how volunteers are embedded in the program structure adequately?
  - Have you described the mandatory experience of those being utilized? (Training, certifications, knowledge, etc.)
  - Are names included? TAKE THEM OUT!
  - Have you adequately explained the critical value they bring to this program and its structure and/or its clients?

### Client Information (7%)

- Describing your clients/target population:
  - Have you adequately described the clients you serve?
  - Have you provided evidence that supports why you should focus on this population?
  - Have you described the requirements of clients in this program?
  - Do the requirements meet the population's needs? What, if anything, does the program do to meet the needs of its clients?

### Issue Area Specific Information (20%)

- Priority and Strategy alignment:
  - Have you stated the priority(ies) and strategy(ies) your program is specifically addressing?
  - If chosen: Priority 1:
    - Have you connected the dots for the Vision council between the goals of the program and how the program helps make sure "children enter Kindergarten prepared with the skills needed to succeed"?
    - If this program was described as evidence-based, does this program use a standardized curriculum or approach? If so, is this described?
    - Is this program innovating? If so, how, and why was it needed to advance client outcomes?
    - Have you stated clearly the strategy(ies) you are addressing with this program?

- If chosen: Strategy 1
      - Have you specifically stated how this program is addressing Priority 1, Strategy 1; *“At-risk children have access to high-quality/evidence-based home visiting experiences/interventions”*
      - Have you described why this program is considered high-quality/evidence-based?
      - Have you described what type of home visiting experience/intervention is used?
      - Have you described how this program is helping grow school readiness skills?
      - Have you described how this program is helping to identify gaps in development?
      - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
    - If chosen: Strategy 2:
      - Have you specifically stated how this program is addressing Priority 1, Strategy 2; *“At-risk children are enrolled in ongoing high-quality/evidence-based preschool experiences*
      - Have you described why this program is considered high-quality/evidence-based?
      - Have you described what type of preschool experience this program is using?
      - Have you described how this program is helping grow school readiness skills?
      - Have you described how this program is helping to identify gaps in development?
      - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
  - If chosen: Priority 2:
    - Have you connected the dots for the Vision council between the goals of the program and how the program helps make sure “children reach academic milestones on time and successfully transition to middle school”?
    - If this program was described as evidence-based, does this program use a standardized curriculum or approach? If so, is this described?
    - Have you adequately described how this program helps children transition to middle school?
    - Is this program innovating? If so, how, and why was it needed to advance client outcomes?
    - Have you stated clearly the strategy(ies) you are addressing with this program?
    - If chosen: Strategy 1
      - Have you specifically stated how this program is addressing Priority 2, Strategy 1; *“At-risk children will have supports to help them achieve on time 3rd Grade Reading and/or 5th Grade math skills”* ?
      - Have you described how this program is helping students achieve on time 3<sup>rd</sup> grade reading?
      - Have you described how this program is helping students achieve on time 5<sup>th</sup> grade math skills?
      - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
    - If chosen: Strategy 2:
      - Have you specifically stated how this program is addressing Priority 2, Strategy 2; *“At-risk children will have supports to help them improve their social-emotional and behavioral development”*?
      - Have you described how this program is helping to improve social-emotional skills?
      - Have you described how this program is helping to improve attendance?
      - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
  - If chosen: Priority 3:
    - Have you connected the dots for the Vision council between the goals of the program and how the program helps make sure “Youth reach academic milestones on time, transition to high school, and develop a plan for life after high school”?
    - If this program was described as evidence-based, does this program use a standardized curriculum or approach? If so, is this described?
    - Have you adequately described how this program helps children transition to high school?
    - Is this program innovating? If so, how, and why was it needed to advance client outcomes?
    - Have you stated clearly the strategy(ies) you are addressing with this program?
    - If chosen: Strategy 1
      - Have you specifically stated how this program is addressing Priority 3, Strategy 1; *“At-risk youth will have supports to help them achieve on time academically”* ?
      - Have you described how this program is helping students achieve on time in English?

- Have you described how this program is helping students achieve on time math skills?
- If the program is helping high schoolers, have you explained how you help to monitor credit requirements to support on-time graduation?
- Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
- If chosen: Strategy 2:
  - Have you specifically stated how this program is addressing Priority 3, Strategy 2; *“At-risk youth will have supports to help them improve their social-emotional development”*?
  - Have you described how this program is helping to improve social-emotional skills?
  - Have you described how this program is helping to improve attendance?
  - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
- If chosen: Strategy 3:
  - Have you specifically stated how this program is addressing Priority 3, Strategy 3; *“At-risk youth will have a plan for life after high school and will achieve plan benchmarks”*?
  - Have you described how this program is helping to support children as early as 6<sup>th</sup> grade develop a plan for their future?
  - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
- If chosen: Strategy 4:
  - Have you specifically stated how this program is addressing Priority 3, Strategy 4; *“At-risk seniors will succeed in the transition from high school to their chosen college and/or career plan”*?
  - Have you described how this program is helping to support seniors in the transition from high school into their chosen plan (college, career, military, etc.)?
  - Have you described how this program is helping to support these seniors during their first three months of college, career, etc.?
  - Have you described how this program has ultimately impacted the children you serve lives by providing aggregate pre and post data and potentially anecdotal support?
- Parent Engagement
  - Has the program clearly outlined a plan for parent engagement?
  - Has the program clearly explained what each of the plan elements are intended to do?
    - (Please make sure elements of evaluation are included in the logic model question section)
- ACEs training
  - Has the program described what efforts are made to train staff and volunteers?
  - Has the program described what, if any, modifications they have made to their programs as a result?
  - If there is any pre- and post data to show how ACEs training has impacted your programming, please summarize it here.

### **Collaboration/Coordination (7%)**

- Collaborations:
  - Have you adequately explained if this program is a collaboration as defined by UW?
  - Have you described each partner?
  - Have you briefly articulated each of their roles?
  - What agreements do you have in place that affirms this data sharing?
  - Are there any protocols that keep partners held accountable?
- Partner Roles:
  - How do each of the partners contribute to the success of the client?
  - What data is collected by each partner?
  - How is the data shared between partners to help advance each client?
  - What activities are in place among partners to discuss and review the data being collected?
- Referrals:
  - Does this program receive referrals from organizations?
    - If so, who?
    - What is the statistical breakdown of referrals in?
      - Have you provided an explanation of why this may occur this way?

- Does this program refer out?
  - If so, to who?
  - What is the statistical breakdown of referrals out?
    - Have you provided an explanation of why this may occur this way?

**Program Year Information**

- Start and End Dates (United Ways Grant year runs July 1-June 30):
  - Are the dates complete and accurate?
  - Pilots:
    - If the program has never been in existence, you will only be entering in data/projections in the Projected Year columns.
    - Everything provided will be projections.
  - New Programs: If the program has been in existence, but less than a full year:
    - Current Year:
      - You will indicate the start date of the program, and the end date of June 30, 2016.
      - For future columns with this heading you will provide end of year projections.
  - Existing Programs: Programs more than one year old.
    - Most Recently Completed Year
      - You will indicate the start and end dates
      - For future columns with this heading you will provide ACTUAL end of year numbers
      - Current Year will be the year you are in now, and you will provide end of year projections
      - Projected Year, will be one year of projections for the dates provided.

Most Recently Completed Year	Current year	Projected year
Start Date:	Start Date:	Start Date:
End Date:	End Date:	End Date:

**Budget Information (10%)**

- Have you read the budget definitions and matched your program revenues and expenses accordingly?
- Does the program budget show a surplus or deficit?
  - If yes, have you explained what happened?
  - If yes, have you explained any impacts this has had on your organization and how you the organization has overcome or responded to the surplus or deficit?
  - If yes, have you provided steps the organization has taken to maintain the strength of the program?
  - If no, did you put N/A?
- Does the program budget show ANY miscellaneous Revenue or Expense?
  - If yes, have you explained what is accounted for in the miscellaneous revenue and/or expense?
  - Does the explanation include itemizing what was included in the miscellaneous revenue and/or expense?
    - If the miscellaneous expense includes administrative costs such as administrative salaries, phone, etc. please break these out and include them in the designated line items.
  - If no, did you put N/A?
- Does the program show ANY line items that have fluctuated by more than 10% from year to year?
  - If yes, have you identified each of these lines?
  - If yes, have you explained what happened to cause each of these fluctuations?
  - If yes, did you explain any effects these fluctuations had on the program?
  - If no, did you put N/A?
- Have you clearly explained and itemized the following line items?
  - 7000 (Salaries-Program Staff)

- 7001 (Salaries-Administrative)
- 8000 (Professional Fees)
- 8400 (Occupancy (Building and Grounds))
- 8500 (Equipment Expenses)
- 8800 (Conferences, Conventions, and Meetings)
- 8813 (Training Expenses)
- Have you clearly explained what is involved in program evaluation?
  - Is evaluation attributed to a specific line item? And did you identify it?
  - Is it spread out among several line items (staff, supplies, fees, etc.)?
    - If so, did you itemize these costs?
  - Have you provided the percentage of total funding this equates to?
- Is this program affected by other funding sources?
  - If yes, please itemize the sources that are effected.
  - If yes, please explain each of the itemized sources and the effects.
  - If no, did you write N/A?
- Explain how UW funding is used...
  - Have you described how UW funding is used? Is it a portion of all costs or specifically set aside for staff, etc.?
  - Have you described future efforts for weaning off UW funding or sustainability measures?
  - Have you described the impact of receiving 80% of your request?
  - Have you described the impact of receiving 60% of your request?
  - Have you described the impact of receiving 40% of your request?

#### **Client Demographic Report (5%)**

- Have you double checked your work according to the Demographic Step-by-Step Completion Guide?
- Do you have unknown data?
  - If yes, have you identified each of the sections with unknown data?
  - If yes, have you explained why you have unknown data?
  - If yes, have you taken a proactive approach and identified how you could get data in these line items? (random sampling, etc.)
  - If no, did you write N/A?

#### **Logic Model Data Forms (7%)**

- Have you entered in data for each of your selected metrics?  
*(In reporting information for outcomes, please remember that if a client does not pertain to a specific measure, they should not be included in the total. For example, if you serve a total of 300 children, and only 150 of them have had behavior issues, when reporting # and % of children improving bad behavior, the total number should not be 300, but rather 150. (If you need to walk through your measures, please call Katrina. Do not assume).)*

#### **Logic Model Questions (30%)**

- Do you have any measures that have fluctuated by 10% or more from year to year?
  - If yes, have you identified each of these lines?
  - If yes, have you explained what happened to cause each of these fluctuations?
  - If yes, did you explain any effects these fluctuations had on the program?
  - If no, did you put N/A?
- Program Inputs
  - Have you listed the inputs that go into the program?
    - This may feel like you are repeating sections from earlier in the application, but please continue to explain.
  - Have you explained how each of these inputs effects program activities and ultimately outcomes/outputs?

- Program activities
  - Have you listed each of the activities that go into the program?
    - This may feel like you are repeating sections from earlier in the application, but please continue to explain.
  - Have you explained how each of these activities effect program outcomes/outputs?
  - Have you described the "Level of Engagement" of individuals? How are individuals life/ world different because they have participated in the program, or connected with someone?
- Additional Outputs and Outcomes?
  - Are there other inputs and outputs you want the vision council to track over the next year? Are there measures you want built into your reports for your own purposes?
    - If yes, have you listed them?
      - Outputs should be listed as: # of \_\_\_\_\_
      - Outcomes should be listed as: # and % of \_\_\_\_\_
    - If yes, have you explained why they are important to this program?
    - If no, did you put N/A
- Evaluation Process
  - Have you listed, or clearly identified the steps that go into your program evaluation process?
  - Have you clearly explained each of the identified steps?
- Using programmatic data
  - Have you explained how often the program reviews its data with staff and clients (also should be in the evaluation process explanation)?
  - Have you explained how the program uses data to inform practice and client interactions?
  - Have you provided an example of a programmatic change made based upon data review? And or identified an activity or practice the program does that has been validated through data so the program continues to keep doing a certain activity?

## Attachment Section

- Metric Identification and measurement form  
(Over the past year and a half, program turnover has occurred and staff always call UW to ask about the measures in the grants, etc. To help ensure clear communication during times or transition as well as the most transparent data processing, we have included this new metric identification and measurement form)
  - Have you completed this form for each of the measures you have selected?
  - Are each of the cells clearly filled in to support each measure?
- Tools used for evaluation
  - Are each of the tools mentioned in the metric identification and measurement form uploaded?
  - (Need help combining pdfs, please email Katrina)
- Coordination/Collaboration agreements
  - Not including referrals or letters of endorsement, has the program uploaded specific MOUs as it relates to the collaboration explained in the application.