

2016-2017 | October 2016

EVALUATION GUIDEBOOK

Connected Youth Initiative | Social Innovation Fund



Table of Contents

About the Guidebook.....	3
Evaluation Purpose.....	3
Youth Population and Youth Outcomes.....	4
CYI Process for Youth Surveys and Data Collection	5
CYI Transitional Services Survey Links.....	6
Data Collection and Evaluation Roles and Responsibilities	7
Reporting	10
Appendix	11
A. Definitions	
B. Common Referral Form	
C. Connected Youth Initiative (CYI) Transitional Services Survey	
D. Youth Consent Form/Information Use and Disclosure Authorization Form	
E. CYI Youth Gift Card Distribution Documentation	



ABOUT THE GUIDEBOOK

Nebraska Children (NC) is engaging in an effort—the Connected Youth Initiative (CYI)—to help young people in rural areas of Nebraska become contributing, independent citizens. The Social Innovation Fund (SIF) - CYI guidebook will inform the Central Navigators on the process for data collection for the CYI project and discuss the details of how and when forms and youth surveys will be completed and other program data will be documented and shared.

Please note that this guidebook focuses mainly on data collected through the Common Referral Form; however, as part of the external evaluation being conducted by West Ed/UNO, Central Navigators and others will be engaged in additional data collection and reporting beyond that covered in this guidebook.



EVALUATION PURPOSE

The Connected Youth Initiative includes a comprehensive evaluation process that will include collecting data to monitor the identified program outcomes. A standardized evaluation process has been developed to collect information and report outcomes uniformly across community sites. Each community implementing CYI is required to follow this process.

The Connected Youth Initiative will emphasize ongoing evaluation as part of the continuous improvement process as it is viewed as a critical aspect of an effective program. The continuous improvement process will include:

- Providing information which assists local program staff to improve the CYI on an ongoing basis; and
- Providing information to funders about the efficacy of the program.



YOUTH POPULATION AND KEY OUTCOMES

For the purposes of this work, unconnected youth are defined as young people aged 14-24 (up to their 25th birthday) who are currently or have been in the Nebraska foster care system, have had contact with child protective services, have had contact with the juvenile justice system (but are not on probation), or are homeless or near homeless. For additional details, see Appendix F.

The Connected Youth Initiative aims to bring young people together with service providers, funders and decision-makers to create supportive communities committed to improving outcomes for young people. The Connected Youth Initiative is also designed to build strong collaborations and infrastructure necessary for community ownership of youth well-being and the realization of improved youth outcomes.

SPECIFIC KEY OUTCOME AREAS FOR THE CONNECTED YOUTH INITIATIVE INCLUDE:

- 1. Personal and Community Engagement:** Youth have supportive relationships, are able to access services in the community to achieve their personal goals and have a voice and connection to their community.
- 2. Education:** Youth receive sufficient education and training to enable them to obtain and retain employment.
- 3. Employment:** Youth generate a sufficient income to support themselves by obtaining and retaining employment.
- 4. Housing and Transportation:** Youth have access to safe, stable, affordable housing in the community that is near public transportation, school and work.
- 5. Physical and Mental Health:** Youth have sufficient and affordable health insurance and services for both physical and behavioral health.
- 6. Social Support:** Youth have a network of stable, caring people in their life that will be around no matter what happens.
- 7. Financial Well-being:** Provide youth with assistance in understanding daily budgets, accessing financial assistance and services, opening/maintaining bank accounts, accumulating assets and other financial learning skills.
- 8. Leadership Skills:** Youth are given training and opportunities to build their own leadership skills in communities.

CYI PROCESS FOR YOUTH SURVEYS AND DATA COLLECTION

Intake - Common Referral Form

Common Referral Form completed on paper and signed by youth with support from partner agency staff or Central Navigator (CN).

CN determines if youth is eligible for CYI.

Scan form and send to CN on secured Nebraska Children "Box".

Intake - CYI Transitional Services Survey

At Intake, youth completes the CYI Transitional Services Survey (**even if previously completed by youth**) either online or on paper (scan to CN if on paper).

Youth receives \$10 gift card (see instructions below).

Consent Process

Consent form reviewed with youth by coach or CN and signed by youth and/or parent/guardian if 19 or younger. Signed and e-mailed to CN.

(Further instructions to follow.)

Youth Database

Central Navigator updates youth database with youths' **Current Status**, and information from Coach/Agency Partners every six months (March and September). The CN uploads it to the Nebraska Children "Box." (Note: youth leadership database separate.)

Information to Central Navigator

Coach/Partner Agency submits all youth forms (i.e., Common Referral Form, Consent Form, Initial Transitional Services Survey, if paper) to Central Navigator immediately.

CN enters information in Youth database. Youth transferred to a new geographic area also added.

*Six-month CYI Transitional Services Survey

Coaches/Agency Partners/CN - All youth (regardless of current status) complete CYI Transitional Services Survey in October and April (online link and paper survey sent to CN) **unless** intake survey was taken in October or April.

Gift Cards

Each time youth completes the Transitional Services Survey, youth receives a \$10 gift card to a local retailer. For audit purposes, Central Navigators ensure that the following documentation is kept: 1) fully completed Youth Gift Card Documentation form (see Appendix E), and 2) gift card receipts.

Data Submission

Central Navigator collects all data from coaches/agency partners and submits youth database and other requested data for six-month reports - September 15 and March 15 to evaluation team. Please use Box (not email) for sharing the youth database.



CYI TRANSITIONAL SERVICES SURVEY LINKS

Accessing the surveys and evaluation forms by Central Navigator:

1. What We Do > Connected Youth Initiative > Training Materials > Common Referral Form
<http://tinyurl.com/zk4usdq>

Accessing the Connected Youth Transitional Services Survey at Intake:

2. What We Do > Connected Youth Initiative > Connected Youth Transitional Services Survey
<http://tinyurl.com/gobwwqu>



DATA COLLECTION AND EVALUATION ROLES AND RESPONSIBILITIES

Role	Data Collection and Evaluation Responsibilities
Central Navigators	<ul style="list-style-type: none"> • Ensure the accurate and timely collection and dissemination of all required CYI data and support community partners as needed to do this • Ensure that all youth-level data collected and stored either electronically or in hard copy is appropriately protected and secured • Collect and report data for the 6-month progress reports due to Nebraska Children and Families Foundation • Determine eligibility of youth for participation in CYI • Ensure referral agencies/organizations use and submit the CYI Common Referral Form • Receive Common Referral Form from referral agency/organization and ensure this data is entered into the CYI database • Provide website link for youth to complete Connected Youth Transitional Services Survey at Intake • Assign coach • Participate in training on how to consent youth • Ensure youth consent is sought and consent forms are completed, and resulting information is collected and stored appropriately • Ensure completion of Connected Youth Survey at intake and April and October of each year • Monitor and managing gift card purchase and distribution to youth • Use the data to inform a CQI process
Data and Evaluation Technical Assistance Provider (Local Evaluator)	<ul style="list-style-type: none"> • As needed, support Central Navigators in carrying out the responsibilities listed above • Attending and listen “with an evaluator’s ear” to the implementation-related presentations and work being led by Nebraska Children and Families Foundation staff working on implementing the Connected Youth Initiative, to proactively identify places where assistance might be needed around laying the groundwork for data collection, reporting, • Proposing and/or drafting solutions needed to proactively address any potential issues with data collection, reporting, and analysis (e.g. the CYI evaluation guide) • Facilitate the development of/enhancement of continuous quality improvement (CQI) processes in the SIF-funded communities.
External Evaluator	<ul style="list-style-type: none"> • Be the point of contact for their SIF subgrantee community for the duration of the project on all work relevant to the external evaluation described above • Be the day-to-day link between communities and West Ed/UNO (i.e. the external evaluator)
Internal Evaluator	<ul style="list-style-type: none"> • Conduct an internal evaluation of all of all NCCFF CYI work statewide to help ensure that the work done is achieving the intended outcomes. This internal evaluation includes SIF-funded CYI communities, as well as Omaha, Lincoln, and the Panhandle. • Maintain the most current version of the following forms: CYI Common Referral Form, CYI Transitional Services Survey Form, Consent Form • Coordinate on behalf of NCCFF with West Ed/UNO in their role as external evaluators

CONTACT INFORMATION FOR THOSE WITH DATA COLLECTION ROLES AND RESPONSIBILITIES

Role	Contact Information
Central Navigators	See list below
Data and Evaluation Technical Assistance Provider	Joyce Schmeeckle, PhD Schmeeckle Research 1701 S. 17th Street, Suite 2A Lincoln, NE 68502 402.477.5407 (office) 402.525.5407 (cell) joyce@schmeeckleresearch.com
External Evaluator	Trevor A. Fronius (Primary POC) WestEd Justice & Prevention Research Center Senior Research Associate tfroniu@wested.org <i>Note: West Ed subcontracts with the University of Nebraska at Omaha for a portion of this work</i>
External Evaluation Community Liaisons	Eyes of the Child Coalition (Broken Bow): Sarah Guckenburg, sgucken@wested.org Families First - The Connection (North Platte): Trevor Fronius, tfroniu@wested.org Norfolk Family Coalition: Sara Roberts, sararobertscategory1consulting.com Hall County Community Collaborative (Grand Island): Staci Wendt, swendt@wested.org Blue Valley Community Action Partnership (Beatrice): Ryan Spohn, rspohn@unomaha.edu Fremont Family Coalition: Sara Roberts, sararoberts@category1consulting.com
Internal Evaluator	Catherine Humphries Brown, PhD Nebraska Children and Families Foundation Associate Vice President for Research and Evaluation 7101 Mercy Road, Suite 106 Omaha, NE 68106 703-819-4585 (cell) cbrown@nebraskachildren.org

CENTRAL NAVIGATORS FOR EACH COMMUNITY

Community: Blue Valley Community Action Partnership

Counties Served: Polk, Butler, York, Seward, Fillmore, Saline, Thayer, Jefferson, Gage, Cass, Otoe, Johnson, Nemaha, Pawnee and Richardson

Contact: Collena Laschanzky, claschanzky@bvca.net

Community: Eyes of the Child Coalition (Broken Bow)

Counties Served: Blaine, Loup, Garfield, Custer, Valley and Sherman

Contact: Cherie Kluender, cherie.kluender@bbps.org

Community: Families First – The Connection (North Platte)

Counties Served: Lincoln

Contact: Aspen Shirley, shirleya@wcdhd.org or 308-520-3743

Community: Fremont Family Coalition

Counties Served: Dodge County

Contact: Allyssia Juggler, ajugler@lowincomeministry.org OR Tina Avis, tina.avis@care-corps.org

Community: Hall County Community Collaborative

Counties Served: Hall, Buffalo, Dawon, Merrick, Hamilton, Phelps, Kearney, Adams, Clay, Harlan, Franklin, Webster and Nuckolls

Contact: Sierra Larson, slarson@heartlandcasa.org

Community: Norfolk Family Coalition

Counties Served: Pierce, Wayne, Madison and Stanton

Contact: Donna Wolff, norfolkconnectedyouth@gmail.com or 402-640-4230



REPORTING

Central Navigators will obtain youth information from coaches and partner agencies and enter into the Youth Database, reviews with Joyce Schmeckle of Schmeckle Research prior to submitting the data to the NCFE website portal by the end of each quarter or 6-month period.

Sub-recipient shall maintain and furnish to Nebraska Children programmatic/evaluative reports via email to Sara Riffel (*sriffel@nebraskachildren.org*) and Jamie Anthony (*janthony@nebraskachildren.org*) according to the following schedule:

Report Name	Due On or Before	Covering the Period of
Quarterly Activity Report	October 15, 2016	July 1, 2016 – September 30, 2016
6-month Activity Report	April 15, 2017	October 1, 2016 – March 31, 2017
6-month Activity Report	October 15, 2017	April 1, 2017 – September 30, 2017

I. The programmatic/evaluative reports shall describe programmatic and partnership activities, as well as evaluation activities and outcomes consistent with the Scope of Work described in **Attachment A** found in your contract. Further, the following questions need to be specifically address:

- a) Update on Collaborative
- b) Success Stories
- c) Challenges and Barriers
- d) Update on securing Match commitment

II. The monthly budget expenditure reports shall provide a comparison of actual expenses against the approved program budget in **Attachment B** found in your contract. Each financial report shall document all actual allowable costs, projected costs, Program Income, and Non-Federal Matching Share amounts. A general ledger detail report generated directly from your fiscal agent, in addition to, your background check tracking spreadsheet (**Attachment D** found in your contract) is required to be submitted with your monthly budget expenditure reports (see **Attachment C** found in your contract).

III. All quarterly reports are due fifteen (15) calendar days after the end of the calendar quarter and shall be completed online through Nebraska Children’s online portal system. If Sub-recipient anticipates any delay in submitting reports, it should contact Nebraska Children’s Community Investment Manager as soon as possible, but in no event after the required deadline for each report.

IV. Time and Effort Reporting

In tandem with its quarterly financial and programmatic reports, Sub-recipient must submit corresponding time and effort activity reports, consistent with the rules set forth in the applicable Federal Cost Principles, for each employee who is supported in whole or in part with funds under this Agreement (including by Non-Federal Matching Share funds).



DEFINITIONS

Intake: The first time a young person works with a coach to access ANY of the resources that are part of CYI (i.e. Opportunity Passport, youth leadership, or CYI support services) The receipt and processing of a referral form by the Central Navigator including the initial process of referring the youth for coaching services, youth leadership, opportunity passport or a brief contact.

Central Navigator: The collaborative contracted designee who serves as a hub for entry into the CYI through receiving, validating of eligibility where needed and the processing of referrals. The Central Navigator also maintains the up to date collaborative database through communication with coaches and services, oversees the dispensing and documentation of gift cards for surveys at intake and in April and October, and when required convenes meetings with youth and providers to assure a youth led common plan.

Coach: Coach is a generic term applied to persons whose job responsibility within their own agency is to support youth in moving to adulthood.

Community or Agency Partner or Provider: Any community organization or individual who is part of ongoing planning and implementation for CYI collective impact is a community partner. Community or agency providers are those who offer a specific service accessed by youth as part of CYI.

Other Referral Source: A referral that comes from outside of the local collective impact CYI community partners. Outside referrals may come from an individual or organization who knows about CYI but does not participate in the ongoing development or from a someone outside of the service area.

Current Status Definitions (also listed in the Youth Database):

1. **Brief contact:** youth contacted the CN for one purpose for one time such as need-based funds for foster care youth
2. **Active:** youth seen past 6 months and has received any coaching, supported services, Opportunity Passport, or Leadership
3. **Inactive:** 24 or younger and have received services but not in the last 6 months
4. **Aged Out:** youth reaches 25th birthday
5. **Transferred:** youth transferred to another community
6. **Other:** youth moved to another state, or is deceased, or enters long-term care
7. **Ineligible:** youth does not meet eligibility requirements for the program