



Title IV Needs Assessments and Evaluations

FY23 ESEA Consolidated Application

Division of Systems and Supports, K-12

Goals

1. Title IV-A Comprehensive Needs Assessment
2. Title IV-A Program Evaluation
3. Next Steps



Title IV-A Comprehensive
Needs Assessment

Understanding the Needs

The Elementary and Secondary Education Act (ESEA) requires local education agencies (LEAs) **receiving more than \$30,000 in Title IV funding** to conduct a comprehensive needs assessment to plan the program **once every three years**

Examine the needs to improve:

Access to and opportunities for a well-rounded education for all students

School conditions for student learning in order to create a healthy and safe school environment

Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology

What is the needs assessment process?

Establish a planning team

Identify data sources

Analyze the data to identify needs

Develop conclusions

Plan the Title IV program

Establishing a Needs Assessment Team

Designate the roles or team who will conduct the Title IV needs assessment, which may include:

- Academic officers
- Data managers
- Local school committees
- LEA leaders

Required Consultants to Develop the Application for Title IV application

- LEA leaders
- Paraprofessionals
- Parents/family members
- Principals and school leaders
- Specialized instructional support personnel (including social/emotional support staff)
- Students
- Teachers

Identifying Data Sources



Well-rounded Education

- Enrollment in non-math and ELA subjects
- Art and physical education offerings
- Program offerings (CTE, AP, IB, Dual Credit)
- Student support offerings (library, college and career counseling)
- Other measures specific to the LEA
- Student achievement results

Identifying Data Sources



Safe and Healthy Students

- Student engagement (attendance, drop out rates)
- Discipline (suspensions, expulsions)
- School climate survey
- Incident reports (fights, assaults, bullying)
- School-based service providers (nurses, counselors, social workers, psychologist)
- Other measures specific to the LEA

Identifying Data Sources



Effective Use of Technology

- Technology access inventory (Internet speed, connected devices, classroom tech)
- Use (blended learning courses/classrooms, online courses)
- Staff to support technology use
- Professional development and training in technology use
- Other measures specific to the LEA

Analyzing Data and Developing Conclusions

Questions to Consider

Which schools need to be prioritized for each category?

Which categories are showing the most need or gaps in access?

How will the desired outcomes be measured?

Is there an indication that the LEA should consolidate or transfer Title IV funds to another program?



Title IV-A Program Evaluation

Why Evaluate?

Continuous Improvement

- Change the prioritization of schools or categories for funding
- Determine success of the prior years' Title IV program
- Decide to consolidate or transfer Title IV funds

Required by ESSA

- Objectives and intended outcomes of the Title IV program activities are described in the application
- LEAs must evaluate the effectiveness of the Title IV activities periodically (at least once every three years)(Sec. 4106(e)1(E))

What is the Evaluation Process?

Establish the evaluation team

Determine the type of evaluation
and make a plan

Gather and analyze the data

Determine if the program was
successful

Who will perform the Title IV program evaluation?

Designate the role or team who will perform the annual evaluation as part of their duties

- Academic officers
- Grant managers
- Local school committees
- Data managers

The evaluation team can be similar to the needs assessment team by including the following required consultants:

- LEA leaders
- Paraprofessionals
- Parents/family members
- Principals
- Specialized instructional support personnel (including social/emotional support staff)
- Students
- Teachers

Determine the Type of Evaluation

Types

Process evaluations measure the effectiveness of the activities and the fidelity of the implementation. **Ask: Was the intended plan put into place?**

Impact evaluations determine if the program goals are being met by the plan activities. **Ask: Was this the right plan?**

Outcome evaluations determine if the program goals are being achieved. **Ask: Did the plan work?**

Create an Evaluation Plan

Format

- Will the evaluation generate a data analysis, a report or a memo?
- Is the Title IV evaluation process incorporated into other end-of-year reports?

Timeline

- How long will the evaluation take?
- When will the evaluation happen in relation to the needs assessment (if required) and the submission of the ConApp?

Documentation

- How will the evaluation be recorded?
- Who in the LEA needs to see the evaluation for decision-making?

Gather and Analyze the Data

Inputs

- Gather data related to the Title IV activities for the time period to be evaluated

Outcomes

- Student and/or school results related to the Title IV program
- Student and/or school results related to the needs identified in the most recent Title IV needs assessment

Conclusions

- Does the data indicate the intended outcomes were achieved?
- Were the goals of the Title IV program met?

Make Determinations

Reach conclusions

- Should the activities continue or be replicated in other schools?
- Should the priority be shifted to the other Title IV categories?

Inform the next Title IV program plan

- Do the intended outcomes need to be adjusted?
- Should the budget for each Title IV category shift?



Next Steps

Next Steps

1. Determine if your LEA is required to do a needs assessment every three years (>\$30,000)
2. Determine if the Title IV program is due for a periodic evaluation (at least once every three years)
3. Determine who will be on each team
4. Collect school and student data related to each Title IV category
5. Develop the plan for Title IV funding in the 2021-22 school year, based on the evaluation and/or needs assessment
6. Collect documentation of the processes

Resources

- [ESEA – Law](#)
- [OSSE’s FY21 Consolidated Application Webpage](#)
- [OSSE’s ESSA Guidance for LEAs Webpage](#)
- [Title IV, Part A Technical Assistance Center \(T4PA Center\) Needs Assessment Tool](#)

Contacts

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