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.

| 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 |

Examine the needs to improve:
What is the needs assessment process?

1. Establish a planning team
2. Identify data sources
3. Analyze the data to identify needs
4. Develop conclusions
5. 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?

1. Establish the evaluation team
2. Determine the type of evaluation and make a plan
3. Gather and analyze the data
4. 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

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<th>Types</th>
<th>Description</th>
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<td><strong>Process evaluations</strong></td>
<td>measure the effectiveness of the activities and the fidelity of the implementation. <strong>Ask: Was the intended plan put into place?</strong></td>
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<td><strong>Impact evaluations</strong></td>
<td>determine if the program goals are being met by the plan activities. <strong>Ask: Was this the right plan?</strong></td>
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<td><strong>Outcome evaluations</strong></td>
<td>determine if the program goals are being achieved. <strong>Ask: Did the plan work?</strong></td>
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# Create an Evaluation Plan

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<th>Format</th>
<th>Timeline</th>
<th>Documentation</th>
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| • 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? | • 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? | • 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

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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