# Site:

The BTE Site Evaluator Checklist outlines the key roles and responsibilities of the BTE Site Evaluator; it is an easy reference tool for the standard evaluation protocol. See the site-specific [Evaluation Agreement](https://www.bridge2employment.org/toolkit/toolkit-detail/?id=5956) for detailed logistics, key contacts, and due dates.

*Tip! All current BTE evaluation materials, including the evaluation protocol, data templates, instructions, guidelines, and surveys, can be downloaded from the BTE Website. Please use the current versions with March 2021 date at the bottom of the page.*

# Prior to Program Launch

*The following steps must occur a minimum of 30 days prior to program launch:*

* Complete [Evaluation Agreement](https://www.bridge2employment.org/wp-content/uploads/2015/12/Evaluation-Agreement-Template-April-2021.xlsx) with FHI 360 and local BTE partners.
* Customize [Common Survey Instruments](https://www.bridge2employment.org/toolkit/toolkit-detail/?id=2011).
	+ Ensure that questions are culturally competent and contextually relevant (i.e. grades, grade range, types of higher education institution, etc.). Please match gender options to local context.
		- If revisions are necessary, they should be minimal and maintain the integrity of the original question.
		- FHI 360 must approve all site-specific questions prior to distribution.
	+ Add site-specific references for clarity (e.g. names of specific institutions of higher education).
	+ Develop additional site-specific questions, if needed.
		- **Do not change the numbering of the original survey.** If additional site-specific survey questions are proposed, they must be placed at the end of the survey. Data from site-specific questions do not need to be provided to FHI 360 unless specifically requested.
	+ Translate surveys into native language, if necessary, and upload to the FHI 360 team.
* Review and finalize Academic and BTE Master Template (Excel spreadsheets), if needed.
	+ Ensure that the [BTE Academic Template](https://www.bridge2employment.org/wp-content/uploads/2015/12/Academic-Data-Template-22-SEPT-2015.xlsx) (Excel spreadsheet) aligns with the academic data identified for collection on the Evaluation Agreement.
		- If any FHI 360-requested Academic Data is not available at the local site, **do not delete the column in the Academic Template;** simply indicate that it is not required (i.e. add NA and shade/blackout the column).
		- If additional, site-specific academic data will be collected, **insert columns at the end of the Academic Data Template.**
	+ Ensure that the [BTE Master Data Template](https://www.bridge2employment.org/wp-content/uploads/2017/12/BTE-MASTER-Template-1.13.17-1.xlsx) (Excel spreadsheet) aligns with the academic data identified for collection on the Evaluation Agreement and the surveys, if customized.
		- If site-specific questions were added to the Survey, **add a column at the end of the BTE Master Template.**
* Distribute Evaluation Materials and provide guidance to:
	+ BTE School Contact:
* [Academic Data Template and Instructions](https://www.bridge2employment.org/toolkit/toolkit-detail/?id=1978)
* BTE [Comparison Group Baseline Survey](https://www.bridge2employment.org/wp-content/uploads/2017/07/Comparison-Group-Student-Baseline-Survey-12.21.16.pdf), *if applicable* (give appropriate number of hard copies and [Survey Administration Instructions](https://www.bridge2employment.org/wp-content/uploads/2015/12/BTE-Survey-Administration-Instructions-9-sept-2015.pdf))
	+ BTE Site Coordinator:
* [Participant List Template and Instructions](https://www.bridge2employment.org/toolkit/toolkit-detail/?id=2014)
* [Survey Administration Instructions](https://www.bridge2employment.org/wp-content/uploads/2015/12/BTE-Survey-Administration-Instructions-9-sept-2015.pdf)

  [BTE Participant Entry Survey](https://www.bridge2employment.org/wp-content/uploads/2017/07/BTE-Participant-Baseline-Survey-12.21.16.pdf) (give appropriate number of hard copies)

* Obtain BTE Participant List from the BTE Site Coordinator. The “Enrollment” worksheet of the BTE Participant List Template identifies BTE participants by their unique identification number, *not by name.*

# Program Launch

* Obtain “baseline” Academic Data Template (Excel spreadsheet) from the BTE School Contact (or Site Coordinator); ensure that all required academic data for BTE Participants and Comparison Group (if applicable) is provided in the “baseline” sheet.

*Obtain baseline academic data within 30 days of BTE program launch.*

* Obtain the BTE Participant Entry Surveys from the BTE Site Coordinator. Note: the Site Coordinator administers the survey to the BTE Participants prior to or in conjunction with the first BTE activity. The BTE Site Evaluator should:
	+ Check in with Site Coordinator to ensure the implementation is on schedule and be available for any questions.
	+ Provide the appropriate number of hard copies of the survey for distribution.
	+ Collect (in person or via mail) original copies of all completed surveys from the Site Coordinator immediately following completion.

 *Obtain the surveys within 30 days of the start of the school year.*

* *If the site has a Comparison Group*, obtain BTE Comparison Group Baseline Surveys from the BTE School Contact. Note: the BTE School Contact administers the survey to the Comparison Group within the first 30 days of the school year. The BTE Site Evaluator should:
	+ Check in with BTE School Contact to ensure the implementation is on schedule and be available for any questions.
	+ Provide the appropriate number of hard copies of the survey for distribution.
	+ Collect (in person or via mail) original copies of all completed surveys from the BTE School Contact immediately following completion.

 *Obtain the surveys within 30 days of the start of the school year.*

* Upload the Master Template to the Bridge to Employment website: <https://www.bridge2employment.org/>
	+ Copy all raw data from the Academic Data Template (baseline worksheet) to the BTE Master Template
	+ Record BTE Participant and Comparison Group (if applicable) entry/baseline survey responses in the BTE Master Template (baseline worksheet)

*Provide raw, baseline data (BTE Master Template) to FHI 360 within 45 days of program launch.*

# Year 1 and Year 2

*All of the following items should be completed in accordance with the timeframe indicated on the most up-to-date Evaluation Agreement. The BTE Site Evaluator ensures all deadlines are met and may need to remind other responsible parties of the specific tasks and due dates. The BTE Site Evaluator should offer guidance on the evaluation protocol and support when needed. On a yearly basis:*

* Review the Evaluation Agreement, meet with BTE partners and make any updates needed.
* Distribute Evaluation Materials and provide guidance to:
	+ BTE School Contact:
* Academic Data Template and Instructions
* BTE Survey Administration Instructions
* BTE Comparison Group Annual Survey, *if applicable*. Provide appropriate number of hard copies.
	+ BTE Site Coordinator:
* Participant List Template and Instructions (if needed)

 *Provide materials a minimum of 60 days prior to the end of each school year.*

* Conduct the annual Focus Groups with *all* BTE Participants. Work with the Site Coordinator to schedule the discussions with groups of 6-12 participants each if possible.

*Hold prior to the end of program Year 1 / Year 2 (i.e. as part of the last BTE Activity each year) and in conjunction with the administration of the BTE Participant Annual Survey if possible.*

* Administer the [BTE Participant Annual Survey](https://www.bridge2employment.org/wp-content/uploads/2018/05/BTE-Participant-Annual-Survey-revised-12.20.16.docx) to all BTE Participants in Year 1 / Year 2.
* Obtain Participant List Template. The BTE Site Coordinator completes the BTE Participant List Template, which identifies the status of each participant by his/her unique identification number.

 *Obtain from the coordinator within 30 days of the end of the BTE program Year 1 / Year 2.*

* Hold a Focus Group Debriefing with the Site Coordinator and FHI 360 (at a minimum) immediately following the focus groups each year to discuss key findings, prompting quick action and Work Plan revisions, if necessary, to improve the BTE program.

*Hold the 30-minute debriefing telephone call no more than 2 weeks following the focus*

 *groups.*

* *If the site has a Comparison Group*, obtain BTE [Comparison Group Annual Survey](https://www.bridge2employment.org/wp-content/uploads/2017/07/Comparison-Group-Student-Annual-Survey-12.21.16.docx) from the BTE School Contact. Note: the BTE School Contact administers the annual survey to the Comparison Group prior to the end of the school year (i.e. BTE programmatic Year 1 / Year 2) and coinciding with the BTE Participant Survey administration. The evaluator should:
	+ Check in with the BTE School Contact to ensure the survey administration is on schedule and be available for any questions.
	+ Provide the appropriate number of hard copies of the survey for distribution.
	+ Collect (in person or via mail) original copies of all completed surveys from the BTE School Contact immediately following completion.

*Obtain the surveys within 30 days of the end of the Year 1 / Year 2 school year.*

* Obtain the Academic Data Template (Excel spreadsheet) from the BTE School Contact or Site Coordinator per the Evaluation Agreement; ensure that all required academic data for BTE Participants and Comparison Group (if applicable) is provided in the “Year 1 or Year 2” worksheet, as appropriate.

*Obtain academic data within 30 days of the end of the school year (i.e. the end of the BTE programmatic Year 1 / Year 2).*

* Upload the Master Template to the Bridge to Employment website: <https://www.bridge2employment.org/>
	+ Copy all raw data from the Academic Data Template (Year 1 / Year 2 worksheet) to the BTE Master Template
	+ Record BTE Participant and Comparison Group (if applicable) annual survey responses in the BTE Master Template (Year 1 / Year 2 worksheet)
	+ Upload the BTE Master Template to the Bridge to Employment website: https://www.bridge2employment.org/

*Provide Year 1 / Year 2 raw data (BTE Master Template) to FHI 360 within 45 days of the end of the BTE programmatic year.*

* Upload the [Annual Evaluation Report](https://www.bridge2employment.org/wp-content/uploads/2015/12/Annual-Evaluation-Report-Guidelines-Sept-2019.pdf) to the Bridge to Employment website: <https://www.bridge2employment.org/> This report details the site-specific findings. Distribute the report to the BTE Champion, and Site Coordinator (at a minimum). *Provide written report within 60-days of receipt of academic data and survey data (i.e. end of BTE programmatic Year 1 or Year 2).*

*Tip! See Annual Evaluation Report Guidelines on the BTE Website.*

# End-of-Program (Year 3)

* Review the Evaluation Agreement with the BTE partners and make any updates needed.
* Distribute Evaluation Materials and provide guidance to:
	+ BTE School Contact:
* Academic Data Template and Instructions
* BTE Survey Administration Instructions
* BTE Comparison Group Exit Survey (if applicable). Provide appropriate number of hard

 copies for distribution.

 o BTE Site Coordinator:

* Participant List Template and Instructions (if needed)

*Provide materials a minimum of 60 days prior to the end of the school year.*

* Conduct the final Focus Group with BTE Participants. Work with the Site Coordinator to schedule the Focus Groups.

*Hold prior to the end of program (i.e. as part of the last BTE Activity or immediately prior to the Graduation Event) and in conjunction with, or at a time close to, the administration of the BTE Participant Exit Survey.*

* Administer the [BTE Participant Exit Survey](https://www.bridge2employment.org/wp-content/uploads/2017/07/BTE-Participant-Exit-Survey-2.27.17.docx) to all BTE Participants.
* Obtain Participant List Template. The BTE Site Coordinator completes the BTE Participant List Template, which identifies the status of each participant by his/her unique identification number.

*Obtain from the coordinator within 30 days of the end of the BTE program.*

* *If the site has a Comparison Group*, obtain BTE [Comparison Group Exit Survey](https://www.bridge2employment.org/wp-content/uploads/2017/07/Comparison-Group-Student-Exit-Survey-12.21.16.docx) from the BTE School Contact. Note: the BTE School Contact administers the exit survey to the Comparison Group prior to the end of the school year (i.e. BTE programmatic Year 3). The evaluator should:
	+ Check in with the BTE School Contact to ensure the implementation is on schedule and be available for any questions.
	+ Provide the appropriate number of hard copies of the survey for distribution.
	+ Collect (in person or via mail) original copies of all completed surveys from the BTE School Contact immediately following completion.

*Obtain the exit surveys within 30 days of the end of the school year.*

* Obtain the Academic Data Template (Excel spreadsheet) from the BTE School Contact (or Site Coordinator); ensure that all required academic data for BTE Participants and Comparison Group (if applicable) is provided in the “Exit-Year 3” sheet, as appropriate.

*Obtain academic data within 30 days of the end of the school year (i.e. the end of the BTE programmatic Year 3).*

* Upload the Master Template to the Bridge to Employment website: <https://www.bridge2employment.org/>
	+ Copy all raw data from the Academic Data Template (Year 3 worksheet) to the BTE Master Template
	+ Record BTE Participant and Comparison Group (if applicable) exit survey responses in the BTE Master Template (Year 3 worksheet)

*Provide Year 3 raw data (BTE Master Template) to FHI 360 within 45 days of the end of the BTE programmatic year.*

* Upload the Final Evaluation Report to the Bridge to Employment website: https://www.bridge2employment.org/ This report details the site-specific findings. Distribute this report to the BTE Champion, and Site Coordinator (at a minimum). *Provide this written report within 60-days of receipt of academic data and survey data (i.e. end of BTE programmatic Year 3).*

*Tip! See* [*Annual Evaluation Report Guidelines*](https://www.bridge2employment.org/wp-content/uploads/2015/12/Annual-Evaluation-Report-Guidelines-Sept-2019.pdf) *on the BTE Website.*