

INSTRUCTIONAL GUIDE

# Title I-D Evaluation Report



IDAHO STATE DEPARTMENT OF EDUCATION  
FEDERAL PROGRAMS | TITLE I-D

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## INTRODUCTION

This instructional guide was developed to assist LEAs with completing the Neglected, Delinquent, and At-Risk Youth; Title I-D, Evaluation Report. This report is to be submitted only for those facilities that receive Title I, Part D funds.

Data quality begins at the facility level and all managers at both the LEA and facility level involved need to have an opportunity to review the data that they submit to be sure the data is complete, and plausible.

The importance of this is that federal funding for Title I-D programs are contingent upon demonstrating student progress and the data reported from this evaluation accumulates to appear in a number of important federal reports, e.g., *Annual Performance Reports*, *Program Assessment Rating Tool (PART)*, and the *Report to Congress*.

## LANDING PAGE

The Title I-D evaluation web app is housed on the State Department of Education (SDE) web page at <http://www.sde.idaho.gov/> under the federal program, Title I-D: Neglected, Delinquent, or At-Risk tile. Here you will log in and select the institution you will be submitting data for. After you login in you will see the year you are reporting data for, and the link to the evaluation on the left navigation bar. Select this link to begin your evaluation.

## PAGE ONE

### Contact Info

This page shows the heading, LEA and institution name. You should see a small table with Contact Info and your institution type. Begin by clicking the Contact Info link. Here you will enter contact information for the LEA and the Institution. We need to know who to contact if we have questions and who is the primary contact at the facility level. Do not leave any cells blank. If you do, a red highlight will appear around the required data. Click save and select the Evaluation link on the left tool bar to return to page one.

## Institution (Neglected, Delinquent or At-Risk)

Please classify your facility type is correct in the table under “Section” based on which definition below predominates most and the most relevant to the population served. Here are definitions of the possible categories for your facilities:

### At-Risk Program

“At-risk Programs” (operated through LEAs) target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, have limited English proficiency, are gang members, have dropped out of school in the past, or have a high absenteeism rate at school.

### Neglected Programs

“Neglected programs” are institutions for children and youth who are neglected and are in public or private residential facilities, other than a foster home, that are operated primarily for the care of children who have been committed to the institution or voluntarily placed under applicable state law due to abandonment, neglect, or death of their parents or guardians.

### Delinquent (Juvenile Detention)

Delinquent, “Juvenile Detention” programs are shorter term institutions that provide care to children who require secure custody pending court adjudication, court disposition, execution of a court order or that provide care to children after commitment.

### Juvenile Corrections

An institutional facility for children and youth who are delinquent and is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision.

If you need to make a change to your facility/institution type, please contact the state coordinator.

Click on the facility link to begin entering your data.

## GENERAL INFO TAB

This tab will display the evaluation year, institution name, and LEA name. Please check that all is correct before moving on to the next tab. Click the save button and click the next tab.

## FACILITIES TAB

Enter the program enrollment total for the year. This count can be based on a duplicated student count because students with multiple visits would be counted for each stay. Enter the number of days your program operated for the year.

Click the save button and click the next tab.

## DEMOGRAPHICS TAB

On this tab you will report demographic data on students who received Title I-D services.

Enter a total unduplicated count of students. An unduplicated count is one that counts each student only once, even if the student was admitted to a facility or program more than once within the reporting year.

Enter the number of long-term students. Long-term students are those who have been enrolled in an institution's program for 90 or more consecutive calendar days from July 1<sup>st</sup> to June 30<sup>th</sup>.

Continue to enter data for Subgroups, Race/Ethnicity, Age, and Gender. The totals for each of the last three categories should match the unduplicated total.

Click the save button and click the next tab.

## OUTCOMES TAB

Here you will indicate whether you are able to track student outcomes after leaving the program or facility by entering Yes or No. If no, provide a short comment in the text box below.

Please provide the unduplicated count of students receiving transition services that specifically target planning for further schooling and/or employment. Note: this should be all youth served as transition is required by law.

### Academic and Vocational Outcomes

In these tables, provide the unduplicated number of students who attained academic and vocational outcomes *while enrolled* in the LEA program/facility and the unduplicated number of students who attained academic and vocational outcomes within 90 calendar

days after exiting. If a student attained an outcome in both situations, that student may be counted once in each table.

- Enter the number of students who remain enrolled in local district schools *while in* the program.
- Enter the number of students who earned transferable high school course credits *while enrolled* in the program.
- Enter the number of students who enrolled in a program or course designed specifically to help students pass the GED *while enrolled* in the program. The GED course need not be run by the program itself for students to be counted for this item.
- Indicate the number of students who earned a GED *while enrolled* in the program
- Enter the number of students who earned a high school diploma *while enrolled* in the program
- Enter the number of students who were accepted into and subsequently enrolled in post-secondary programs *while enrolled* in the program
- Note: Enrollment and/or attendance at the post-secondary institution is *not* required for this item. Post-secondary education refers to students who apply to and are accepted into an independent post-secondary program. It does not refer to taking individual college-level courses as part of a program.
- Indicate the number of students who enrolled in external job training programs (such as Job Corps, Youth Build, Home Builders, and culinary or other vocational schools) that are part of a 2- or 4-year postsecondary degree program (which should be reported). External means that the postsecondary program is not associated with the LEA program/facility. Enrollment may have occurred while the student was enrolled in the facility or program.

The next table refers to the academic outcomes of students within 90 days after exit.

- Enter the number of students who returned to or enrolled in local district schools (but external to the juvenile justice system) upon leaving the program within 90 days after exit.
- Enter the number of students who earned high school course credits upon leaving the program within 90 days after exit.
- Enter the number of students who enrolled in a program or course designed specifically to help students pass the GED upon leaving the program within 90 days

after exit. The GED course need not be run by the program itself for students to be counted for this item.

- Indicate the number of students who earned a GED upon leaving the program within 90 days after exit.
- Enter the number of students who earned a high school diploma upon leaving the program within 90 days after exit.
- Enter the number of students who were accepted into and subsequently enrolled in post-secondary programs upon leaving the program within 90 days after exit. Enrollment is defined as the student's acceptance of an offer by a post-secondary institution.

**NOTE:** *This number of students enrolled should be less than the number accepted into post-secondary education and any item's student count should be less than the total unduplicated count indicated earlier in the report for each particular program type.*

- Indicate the number of students who enrolled in external job training programs (such as Job Corps, Youth Build, Home Builders, and culinary or other vocational schools) that are part of a 2- or 4-year postsecondary degree program upon leaving the program within 90 days after exit. External means that the postsecondary program is not associated with the LEA program/facility. Enrollment may have occurred while the student was enrolled in the facility or program.
- Enter the number of students who received job offers upon leaving the program within 90 days after exit

## ACHIEVEMENT TAB

Here you will report the unduplicated number of long-term students served by Title I, Part D who participated in reading and math testing. Long-term students are considered students who have been enrolled at least part of the reporting school year for 90 or more consecutive days. However, if they enrolled over different reporting school years they should not be double counted across reporting years. You will complete Reading first then Math.

- First row you will report the number of students who tested below grade level upon entry based on their pre-test. A post-test is not required to answer this question.
- Second row report only students who participated in both pre- and post-testing. Remember this is long-term students.

Of the students reported as completing a pre- and post-test you will now report the achievement in only one of the five categories. This is to be an unduplicated count of students. Report only information on a student's most recent testing data.

Assessments used for collection of this data should be appropriate for pre- and post-test use. Standardized, statewide assessments are only appropriate if they are administered more than once during a school year. Test results can be collected and/or converted to grade-level equivalents.

- Indicate the number of students who showed negative grade-level change from the pre- to the post-test exam.
- Enter the number of students who showed no change in grade level from the pre- to the post-test exam.
- Enter the number of students who showed improvement of up to one full grade level from the pre- to post-test exams.
- Enter the number of students who showed improvement of more than one full grade level from the pre- to post-test exams.

If the number of Long-Term Students Served in Demographics tab does not match the number of Long-Term Students Served who have completed pre and post test results, please explain in the text box provided at the bottom of the tab.

## **SUBMISSION**

After you have completed all tabs and sections of the evaluation, you will find the Submit button on the first page of the evaluation. To get back to that page you will select the Evaluation link on the left navigation bar.

If you would like to print your evaluation you may do that on the Achievement tab. In the upper left of the page you will see "Print Preview" button. Select to print.

Thank you for helping provide the U.S. Department of Education with quality data!