

WIOA *Quick Start* Action Planner (QSAP)

Evaluation Readiness Assessment

Section 1		Evaluation Culture and Awareness					
		<i>Do agency staff and partners understand the benefits of evaluation, use evidence-based results to inform decisions, and plan to conduct evaluations to add to the existing evidence base?</i>					
Ratings:	1—Not at all	2—Making progress, but a long way to go	3—Have some of this, sometimes	4—Yes, in place now	5—In place and exceeding		
Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. Agency staff and partners are familiar with available resources for evidence-based research and evaluation and regularly review recent reports to inform decisions.							Sections 1.1, 1.2, 1.3, 2.1; Pages 1-11
2. Agency staff work strategically to cultivate cross-agency relationships and support for evaluation from the Governor’s office, State Workforce Boards, agency heads, and State Legislative staff.							Sections 1.1, 1.2, 1.3, 2.1; Pages 1-11
3. The agency promotes partnerships with universities, foundations, or other entities that have the capacity to conduct evaluation							Sections 1.1, 1.2, 1.3, 2.1; Pages 1-11
4. When planning to implement new or revamped programs and services, agency staff and partners regularly consider effective evaluation strategies.							Sections 1.1, 1.2, 1.3, 2.1; Pages 1-11

Section 2		Funding Strategies					
		Does the state or region actively pursue funding for and invest in evaluations?					
Ratings:	1—Not at all	2—Making progress, but a long way to go	3—Have some of this, sometimes	4—Yes, in place now	5—In place and exceeding		
Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The state or region uses the Governor’s statewide set-aside funds strategically to conduct evaluations of Title I core programs, as required by WIOA. ¹							Section 2.1 Pages 11-12
2. The state or region uses (or has used) discretionary grants from the DOL Workforce Data Quality Initiative (WDQI) or ED State Longitudinal Data System (SLDS) to develop data infrastructure.							Section 2.1 Pages 11-12
3. The state or region pursues additional funding for evaluation through competitive grant programs administered by DOL and other agencies.							Section 2.1 Pages 11-12
4. The state or region incorporates evaluation requirements into funding opportunity/competitive procurement requirements.							Section 2.1 Pages 11-12

¹ As required by § 682.200(d), States must use funds reserved by the Governor for statewide activities to conduct evaluations of activities under the WIOA title I core programs in order to promote continuous improvement, research and test innovative services and strategies, and achieve high levels of performance and outcomes.

Section 3		Data Management					
		Does the agency have adequate operational capacity, IT infrastructure, and policies and procedures for collecting and using data for evaluations?					
Ratings:	1—Not at all	2—Making progress, but a long way to go	3—Have some of this, sometimes	4—Yes, in place now	5—In place and exceeding		
Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The agency has access to cross-agency longitudinal administrative data that cover a range of public programs, including Unemployment Insurance (UI) wage record data.							Section 2.1; Pages 13-15
2. There is a centralized entity in the state or region which maintains data across agencies and there are clear, streamlined procedures for processing data requests.							Section 2.1; Pages 13-15
3. The state or region has data sharing agreements to facilitate interstate exchange of UI wage record data for both WIOA reporting and evaluation.							Section 2.1; Pages 13-15
4. The agency leverages other federal data collection efforts to support evaluation activities. ²							Section 2.1; Pages 13-15

² Examples include the Integrated Post-Secondary Education Data System (IPEDS), Federal Statistical Research Data Centers (FSRDCs), and the Center for Administrative Records Research and Applications (CARRA).

Section 4

Staff Skills, Capacity and Knowledge

Does the agency have sufficient staff with the skills, knowledge and experience needed to conduct or oversee third-party evaluations?

Ratings:

1—Not at all

2—Making progress, but a long way to go

3—Have some of this, sometimes

4—Yes, in place now

5—In place and exceeding

Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The agency has an in-house research and evaluation unit.							Section 5.1, 5.2; Pages 44-46
2. In the absence of an in-house research and evaluation unit, the agency has designated—and allocated resources to—staff to lead evaluation activities internally (or serve as liaison to a third-party evaluator).							Section 5.1, 5.2; Pages 44-46
3. Agency staff are familiar with the major evaluation types and understand the relative advantages and disadvantages of each.							Section 3.1, 3.2; Pages 18-26
4. Agency staff know how to select the most appropriate evaluation design based on the primary research questions and other practical considerations.							Section 3.1, 3.2; Pages 18-26
5. Agency staff know how to conduct market research to identify third-party evaluators with the necessary qualifications, capabilities and experience.							Section 5.1, 5.2, 5.3, 5.4; Pages 44-48
6. Agency staff can identify and clearly articulate key personnel requirements such as education level, evaluation experience, and subject matter expertise.							Section 5.1, 5.2, 5.3, 5.4; Pages 44-48
7. Agency staff can develop reliable labor effort estimates that accurately reflect the scope of the evaluation.							Section 5.1, 5.2, 5.3, 5.4; Pages 44-48

Section 5

Strategic Planning

Does the state have a comprehensive strategic plan that includes evaluation as an integral part of the plan?

Ratings:

1—Not at all

2—Making progress, but a long way to go

3—Have some of this, sometimes

4—Yes, in place now

5—In place and exceeding

Statement	Rating (Choose One)					Notes	Evaluation Toolkit References
	1	2	3	4	5		
1. The state has a process for involving all key agencies in the development of a plan that includes evaluation goals, study priorities, funding mechanisms, and roles/responsibilities.							Section 2.2; Pages 15-16
2. The state has developed an 'evidence portfolio' on particular subject areas of interest that includes evidence reviews and descriptive research using existing data.							Section 2.2; Pages 15-16