

## How to Conduct an Evaluation WRAP-UP & SUBMISSION GUIDELINES



How to  
Conduct an Evaluation

TRAINING



**The NYS Office of Victim Services (OVS)** is pleased to share the overwhelmingly positive feedback from our recent state-wide *How to Conduct an Evaluation* Training. Approximately 140 participants attended from over 99 different organizations with 93% of attendees reporting an intention to use information gained at the training on their own performance evaluation plan report!

As a condition of all existing victim assistance program (VAP) contracts, programs are required to submit a report highlighting updates to the information submitted in each contract performance evaluation plan to OVS in response to the 2014 RFP. With regional trainings now complete, OVS is pleased to share the formal performance evaluation plan report submission guidelines:

### **Performance Evaluation Plan Report - Submission Guidelines**

- All OVS funded programs must submit a Performance Evaluation Plan Report by October 31<sup>st</sup>, 2017 to [ovsgrants@ovs.ny.gov](mailto:ovsgrants@ovs.ny.gov) and must copy their OVS contract contact.
- Agencies with multiple OVS funded contracts must submit a report for each individual contract.
- The report must include a description of results (statistical summary) from measures outlined in your Performance Evaluation Plan (submitted to OVS in response to the 2014 RFP).

- The report should also contain standard elements of evaluation reporting reviewed at this training and also featured in the attached *Evaluation at a Glance!* checklist.

Additional training information can be found on our *VAP Training* webpage at <https://ovs.ny.gov/vap-training-all>. There you will find handouts and resources from all of our state-wide training efforts.

If you have additional questions about these requirements and instructions, please contact your OVS contract contact.

Thank you,

**Blake Kush**

Program Outreach Specialist 2

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