The NYS Office of Victim Services (OVS) is pleased to announce registration details for the upcoming *How to Conduct an Evaluation* training.

OVS is once again partnering with J.A. Strategies, LLC and Krieger Solutions, LLC to provide five one-day regional training sessions. This training will cover program evaluation and evaluation reporting, which is required under all existing victim assistance program (VAP) contracts with OVS.

OVS strongly encourages VAPs to send the person(s) responsible for writing their performance evaluation plan and evaluation reporting to this training. The training is free and open to multiple staff from each agency/organization who share evaluation responsibilities.

Registration for each regional session is processed online via Eventbrite and can be accessed at each training location’s individual page:

- Albany, NY (Thursday, May 4<sup>th</sup>) – evalalbany.eventbrite.com
- Binghamton, NY (Wednesday, May 10<sup>th</sup>) – evalbinghamton.eventbrite.com
- Rochester, NY (Thursday, May 11<sup>th</sup>) – evalrochester.eventbrite.com
- New York City, NY (Wednesday, May 17<sup>th</sup>) – evalnewyork.eventbrite.com
- Ronkonkoma, NY (Thursday, May 18<sup>th</sup>) – evallongisland.eventbrite.com
How to Conduct an Evaluation training information and registration guidelines are included in the attachments. This material is also available on our website at https://ovs.ny.gov/vap-training-all.

Please be aware that these training dates are tentative, pending certain final State approvals.

For more information or if you have additional questions about the registration process, please contact Blake Kush at blake.kush@ovs.ny.gov or (518) 485-2761. Any other questions regarding this training should be directed to your OVS contact.

Sincerely,

Blake Kush
Program Outreach Specialist 2

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Alfred E. Smith State Office Building
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The NYS Office of Victim Services (OVS) is pleased to offer training on How to Conduct an Evaluation. OVS has once again teamed-up with J.A. Strategies, LLC and Krieger Solutions, LLC to offer a full-day training on program evaluations and performance evaluation reporting, a requirement under all existing victim assistance program (VAP) contracts. Each session will feature training on the following topics:

- Types of Program Evaluations
- Designing Outcome-Based Evaluations
- Designing Logic Models
- Data Collection Strategies
- Data Analysis Strategies
- Evaluation Reporting

In addition, How to Conduct an Evaluation will provide an opportunity for program and organization leaders to begin performance evaluation reporting as required of all OVS funded programs.

OVS strongly encourages VAPs to send the person(s) responsible for their Performance Evaluation Plan and performance reporting measures to attend. The training is free and open to multiple staff from each agency/organization that shares these responsibilities.

Trainer Spotlight:

Founded in 2006, J.A. Strategies, LLC provides consulting services in strategic and business planning, interim management, fund development and training, working with nonprofit, government and private sector organizations throughout the New York. Jennifer Amstutz, founder and principal of J.A. Strategies, has more than 20 years of experience in nonprofit management and training.

Founded in 1992, Krieger Solutions, LLC provides consulting in team building, strategic planning and leadership; and conducts training in a wide range of leadership and people skills. Alan Krieger, founder of Krieger Solutions, LLC is a former Executive Director of a statewide non-profit and former supervisor for a NYS agency.
Registration Guidelines

How to Conduct an Evaluation
Albany • Binghamton • Rochester • Long Island • New York City
May 2017

General Information
The New York State Office for Victim Services’ (OVS) How to Conduct an Evaluation training is for the person(s) responsible for drafting and reporting results from their agency Performance Evaluation Plan, a requirement under all existing OVS victim assistance program contracts. This training is free and open to multiple staff from each agency/organization where evaluation responsibilities are shared.

Registration Information
- Registration for each regional session will be processed online via Eventbrite and can be accessed at each training location’s individual page:
  - Albany, NY (Thursday, May 4th) – evalalbany.eventbrite.com
  - Binghamton, NY (Wednesday, May 10th) – evalbinghamton.eventbrite.com
  - Rochester, NY (Thursday, May 11th) – evalrochester.eventbrite.com
  - New York City, NY (Wednesday, May 17th) – evalnewyork.eventbrite.com
  - Ronkonkoma, NY (Thursday, May 18th) – evallongisland.eventbrite.com
- Registration for all sessions opens on April 10, 2017 at 9:00am.
- Space is limited to 100 attendees per session.
- Attendees MUST choose one regional session only.

Cancellation Policy
Cancelations must be made no later than one week before the start date of each session.

Special Requests
If anyone attending the How to Conduct an Evaluation training needs special accommodations, this information must be noted during online registration in the Attendee Information section.

For more information or if you have questions about the registration process, please contact Blake Kush at blake.kush@ovs.ny.gov or (518) 485-2761. Any other questions regarding this training should be directed to your OVS contact.

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