

# How to Conduct an Evaluation

Albany • Binghamton • Rochester • New York City • Long Island

May 2017



How to  
Conduct an Evaluation

TRAINING



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](http://evalalbany.eventbrite.com)
- Binghamton, NY (Wednesday, May 10<sup>th</sup>) – [evalbinghamton.eventbrite.com](http://evalbinghamton.eventbrite.com)
- Rochester, NY (Thursday, May 11<sup>th</sup>) – [evalrochester.eventbrite.com](http://evalrochester.eventbrite.com)
- New York City, NY (Wednesday, May 17<sup>th</sup>) – [evalnewyork.eventbrite.com](http://evalnewyork.eventbrite.com)
- Ronkonkoma, NY (Thursday, May 18<sup>th</sup>) – [evallongisland.eventbrite.com](http://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](mailto: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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# Training At a Glance

## How to Conduct an Evaluation

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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

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### 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 4<sup>th</sup>) – [evalalbany.eventbrite.com](http://evalalbany.eventbrite.com)
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  - Ronkonkoma, NY (Thursday, May 18<sup>th</sup>) – [evallongisland.eventbrite.com](http://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.

### Cancelation 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](mailto:blake.kush@ovs.ny.gov) or (518) 485-2761. Any other questions regarding this training should be directed to your OVS contact.