

Dear Colleague:

Please excuse any confusion. This *How to Conduct an Evaluation* training is new and separate from our recent *How to Develop a Strategic Plan* training.

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