

FOLLOW UP TASK	OBJECTIVE	ACTION FY 02-03
<i>Homework Centers Program (HCP-Blueprint)</i>		
1. Parent input into evaluation survey	1a. To implement parent satisfaction component in overall HCP evaluation for FY 2002-03.	a. Parent Surveys will be distributed on Feb. 14, 2003. Forms are due on April 1, 2003. Data will be analyzed and reported to City Council offices by June 15, 2003. Report will have information from Staff, Teacher and Youth surveys.
2. Process for identification of what is working at HCP sites	2a. Implement continuous improvement program in HCP 2b. HCP will implement site-monitoring visits to program sites to document best practices in FY 2002-03. 2c. Identify and replicate best practices for after school programs.	a. Site monitoring visits have been implemented since November 2002 by evaluation team from Community Crime Prevention Associates. b. Preliminary site monitoring report based on a sample of sites will be reported to all sites during the week of February 14, 2003. A comprehensive report will be included with the June report to Council. c. Best practices will be drawn from the site monitoring visit report as well as from surveys implemented in March. Findings will be incorporated with evaluation report and reported to City Council Offices by June 15, 2003.

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<p>3. Assist City Council in developing objectives for consistent and fair allocation of dollars</p>	<p>Assist with Application review and funding recommendations through</p> <p>3a. Development of performance measures for HCP to align with stated purpose of HCP and to evaluate all sites using consistent performance measures.</p> <p>3b. Implementation of Youth, Staff, Teacher and Parent Survey for evaluation of youth developmental assets and customer satisfaction.</p> <p>3c. Development of application review criteria to achieve consistency in the review and funding recommendations. Provide Council office with comprehensive understanding of the programs offered at each school site in their district through a written information memo.</p> <p>3d. Applications due in PRNS office.</p> <p>3e. Review of site performance by Advisory group and PRNS staff.</p> <p>3f. Analysis and recommendations regarding the HCP sites in their Council districts to be submitted to each Council Office through a written information memo.</p> <p>3g. Provide additional technical assistance to each Council Office regarding the HCP sites in their Council district.</p> <p>Documents to be used in review criteria:</p> <p>3h. Application narrative that includes current year’s performance and next year’s program description.</p> <p>3i. Site Monitoring reports.</p> <p>3j. Sampling of grades</p> <p>3k. Data collection Sheets – Program outputs</p> <p>3l. School-based collaboration and leverage of resources with community based organizations, schools, and the City of San José.</p>	<p>February 2003 – June 2003 (All components are in place at this time)</p> <p>a. Completed</p> <p>b. February 14, 2003 – April 01, 2003</p> <p>c. March, 2003</p> <p>d. April 10, 2003</p> <p>e. May 2003</p> <p>f. June 2003</p> <p>g. Ongoing</p> <p>All documents due in PRNS office by May 01, 2003</p>

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<p>5. Link the Digital Divide to more defined outcomes (cont.)</p>	<p>5e. Convene Technical Advisory Committee to review progress and identify areas for improvement in the 2nd year action plan.</p> <p>5f. Work with Technical Advisory Committee to define transitional outcomes (1-2 yrs) and measures that contribute to strategic long term outcomes.</p> <p>5g. Begin defining Blueprint Best Practices and priority services (eligible services) that link directly to the outcomes.</p> <p>5h. Develop a reporting format linking service activities to the outcomes.</p> <p>5i. Report to the All Children Achieve Committee in June to present the 2003-04 action plan.</p>	<p>e. Convene in March</p> <p>f. Working sessions late March – May</p> <p>g. Working sessions late March – May</p> <p>h. Working sessions late March – May</p> <p>i. Present to ACA in June</p>