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| Appointment | Nov. 1 or 6th at The Center for Child and Family Services in Hampton, Virginia. |  |  |
| Stakeholders | Mackenzie Boothe | Lauren White |  |
| Level of Involvement | Engagement levels of possible needed resources to improve the overall agency while conducting the evaluation/planning process. |  |  |
| Time Length | 1 hour and 15 minutes | 4:00 p.m.-5:15 p.m. | I will be collecting data and information during the evaluation using the data collection method, as it will help me analyze how the program may be benefitting participants and families at the agency. I will also be using the summative evaluation method to gain an understanding of the outcomes of the programs and activities being held at the Center for Child and Family Services. At the end of the evaluation and interview, I will develop a checklist to ensure consistency and progress with programs held at the agency. |

Evaluation Process

 Prior to conducting the evaluation, I informed The Director of Behavioral Health Services and the Executive Director of the steps and purposes in preparing for the evaluation. I will be conducting my evaluation at The Center For Child and Family Services using the providers of service data collection method. The evaluation will be held for an hour and 15 minutes, as I will observe the agency by taking notes as to how the agency assess participant’s needs, skills, or improvements. I will also monitor how instructional goals are given and how objectives are being met for the participants. The sources of data evaluation method I will be using is talking with the stakeholders and using observations. The Center for Child and Family Services also has checklists to use during Safe Harbor sessions to ensure they know what to work around with participants. During my evaluation, I will develop a checklist to ensure consistency and progress with programs at the agency. Although the Director and Executive agreed on being interviewed for the evaluation, I have not established a designated date to conduct it. I will also be conducting interview questions during the evaluation.