



Comprehensive School Counseling Program (CSCP) Evaluation Data Collection Worksheet

School counselors, administrators, and other CSCP staff can use this worksheet to guide their annual program evaluation process and analysis. Use the column on the right side to type in your data.

Jump to a Section:	Process/Participation Data
	Perception Data/Mindsets & Behaviors Data
	Outcome Data
	Programmatic Processes

Process/Participation Data <i>What you did and for whom. Who participated in what activities through instruction, appraisal, advisement, interventions, counseling, and systems change efforts?</i>	
Tier 1 classroom lessons facilitated <i>Who received the lessons, what topics were covered, and when they were facilitated?</i>	Anti-bullying lesson - K-5 (500 students approx); Unit of 4 lessons; January - February 2024
Tier 1 Schoolwide programs/activities delivered <i>Who received these activities, what topics were covered, and when they were facilitated?</i>	[hyperlink this data or type it in here]
Tier 1 HS & Beyond Plan supports delivered <i>Who received these supports, what topics were covered, and when they were facilitated? (see HSBP Implementation Analysis Guide)</i>	[hyperlink this data or type it in here]
Tier 2 small groups/other interventions facilitated <i>Who received these interventions/supports, what topics were covered, and when they were facilitated?</i>	[hyperlink this data or type it in here]
Tier 3 supports provided <i>Who received these supports, what did the supports consist of, and when they were provided?</i>	[hyperlink this data or type it in here]
Number of student contacts/top reasons	[hyperlink this data or type it in here]
Number of family contacts/top reasons	[hyperlink this data or type it in here]
Other types of tiered supports delivered <i>Who received the supports, what topics were covered, and when they were delivered?</i>	[hyperlink this data or type it in here]
Systems change efforts <i>What advocacy actions were taken, who was involved, and when did these actions occur?</i>	[hyperlink this data or type it in here]

Perception Data/Mindsets & Behaviors Data

*How did students' Attitudes, Skills, and Knowledge shift as a result of what you did?
What ASCA Mindsets & Behaviors did students learn through participation in CSCP activities?*

Pre/post tests from Tier 1 classroom lessons <i>What did students learn from your Tier 1 CSCP lessons and how do you know? What do your pre/post results indicate needs to change in your practice to bring about the changes you want to see next time?</i>	[hyperlink this data or type it in here]
Pre/post tests from Tier 2 interventions <i>What did students learn from your Tier 2 CSCP interventions/supports and how do you know? (see the intervention evaluation tool). What do your pre/post results indicate needs to change in your practice to bring about the changes you want to see next time?</i>	[hyperlink this data or type it in here]
Other types of perception data	[hyperlink this data or type it in here]

Outcome Data

"So what?" How did students' attendance, behavior, and achievement shift as a result of what you did?

Evaluation of Attendance data shifts <i>What did attendance look like before you delivered services/supports and what did it look like after?</i>	Monthly Attendance rates for foster youth Sept 23 - 72%; March 24 - 82%
Evaluation of Behavior data shifts <i>What did student behavior look like before you delivered services/supports and what did it look like after?</i>	[hyperlink this data or type it in here]
Evaluation of Achievement data shifts <i>What did student achievement look like before you delivered services/supports and what did it look like after?</i> <i>Examples: Report Card Grades, GPA, Promotion Rates, Graduation Rates, Test Scores, College Enrollment Rates, Financial Aid Earned, FAFSA completion, postsecondary applications completed, course enrollment patterns, homework completion, student populations data</i>	[hyperlink this data or type it in here]

Programmatic Processes

To what degree are the adults well-organized and collaborating effectively and seamlessly to impact student outcomes?

Evaluation of the CSCP team's collaboration	
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<i>Examples: collaboration structures, regular meetings with agendas, team cohesion, shared accountability, partnership between admins/CSCP staff, 2-way communication between CSCP staff and the district (see the team functionality rubric)</i>	
Evaluation of processes that support CSCP staff efficiency and effectiveness <i>Examples: referral forms, processes for accessing CSCP staff, triage processes, flowcharts for which staff support which tasks and workstreams, crisis protocols, processes for who steps in when CSCP staff are not available, to what degree is the Plan-Do-Study-Act Cycle of Intervention being implemented with fidelity?</i>	
Evaluation of CSCP Staff's Use of Time <i>What adjustments were made to your practice/program as a result of what you learned from your time studies? What evidence can you provide? (See the sample time study debrief questions)</i>	
Other processes	