

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO
PROBATION DEPARTMENT AND APPLIED SURVEY RESEARCH**

THIS AGREEMENT, entered into this ____ day of _____, 20____,
by and between the COUNTY OF SAN MATEO **PROBATION DEPARTMENT**
hereinafter called "County," and **APPLIED SURVEY RESEARCH**., hereinafter called
"Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing a safe and structured environment where youth on probation in San Mateo County can access resources they need to improve attendance, behavior on campus and use of resources on campus. Families will also be assessed in order to provide the most appropriate intervention

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A-Description of Services

Exhibit B-Payment Schedules

Exhibit C-Program Monitoring

Exhibit-D- 504 Compliance

Exhibit E-Contractor's Declaration Form

Exhibit F-Conflict of Interest Requirements

Attachment I — ASR JPCF Evaluation Scope of Work

Attachment II — ASR San Mateo County JPCF Evaluation Plan/Methods

Attachment III — San Mateo Probation JPCF Evaluation Required Data Items

Attachment IV — ASR Job Descriptions

- Summary
- Project Manager
- Senior Research Analyst
- Senior Data Analyst

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed **ONE HUNDRED THIRTY FIVE THOUSAND, (\$135,000).**

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from **July 1, 2008 through October 31, 2011.**

This Agreement may be terminated by Contractor, the Chief Probation Officer or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of outside funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. Hold Harmless

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of

the work of this Agreement.

- (2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability \$1,000,000
- (b) Motor Vehicle Liability Insurance \$1,000,000
- (c) Professional Liability \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. Compliance with laws; payment of Permits/Licenses

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. Further, Contractor certifies that the Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

In the event of a conflict between the terms of this agreement and State, Federal, County, or

municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance

11. Non-Discrimination and Other Requirements

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
 - i) termination of this Agreement;
 - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
 - iii) liquidated damages of \$2,500 per violation;
 - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employees' regular pay the fees received for jury service.

13. Retention of Records, Right to Monitor and Audit

(a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

14. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

15. Controlling Law and Venue

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

16. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

In the case of County, to:

San Mateo County Probation Department, Juvenile Division
Anessa Farber, Management Analyst, Juvenile Services
222 Paul Scannell Drive
San Mateo, CA 94402
650.655.6230

In the case of Contractor, to:

Applied Survey Research
Lisa Colvig-Amir, Dir. Of Evaluation Services
991 West Hedding Street., Suite 102
San Jose, CA 95126
408.247.8319

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Mark Church, President
Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Applied Survey Research

Contractor's Signature

Date: _____

**Applied Survey Research (ASR)
Description of Services
July 1, 2008 through October 31, 2011**

In consideration of the payments set forth in Exhibit “B”, Contractor shall provide the following services:

I. Description of Services to be Performed by the Contractor

- A. Data Collection and Evaluation for JPCF-Funded Programs: During fiscal year (FY) 2008-09, FY 2009-10 and FY 2010-2011, Contractor will work with identified staff of the Probation Department of the County of San Mateo and four community-based organizations providing prevention and early intervention programs that are funded by Juvenile Probation and Camps Funding (JPCF) Program, contained in the JPCF Plan and approved by the San Mateo County Board of Supervisors to implement and maintain data collection in order to measure outcomes. These JPCF funded programs include: 1) Youth Services Bureau of the YMCA of San Francisco, Peninsula Family YMCA Branch; 2) Youth and Family Enrichment Services (YFES); 3) Pyramid Alternatives; 4) Cabrillo Unified School District (CUSD); 5) Probation’s Risk Prevention Program (RPP)/Diversion efforts; and 6) Probation’s Parenting Programs.
- B. Contractor will provide the following Objectives:
- **Objective 1:** Finalize the evaluation design to measure effectiveness of individual grantee services as well as the JPCF initiative overall.
 - **Objective 2:** Create or refine overarching and grantee-specific evaluation tools and Systems.
 - **Objective 3:** Provide ongoing support of contractors during implementation.
 - **Objective 4:** Review and/ or collect evaluation data.
 - **Objective 5:** Analyze and report data in a meaningful manner.
 - **Objective 6:** Attend as needed Juvenile Justice Coordinating Council meetings and provide regular updates to Probation’s JPCF Coordinator.
- C. For specific services to be provided by the Contractor, refer to Attachment I, ASR JPCF Evaluation Scope of Work, and Attachments II and III for ASR’s San Mateo County-specific JPCF Evaluation Plan/Methods and Required Data Items.
- D. Contractor will provide staffing as follows:
- For year 1, contractor will provide 10% of the Project Director, 28% of a Project Manager, 20% of a Senior Research Analyst, and 3% of a Senior Data Analysts to complete the described services for the aforementioned participants.
 - For each of year 2 and 3, contractor will provide 8% of the Project Director, 28% of a Project Manager, 20% of a Senior Research Analyst, and 5% of a Senior Data Analysts to complete the described services for the aforementioned participants. These services will extend over the 40-month contract period (July 1, 2008-October 31, 2011). See Attachment IV for specific job descriptions.

- E. Any data the Contractor collects for the purpose of JPCF, regardless of data collection methods or type of information cannot be used by the Contractor for any purpose other than for JPCF-approved activities unless specifically agreed to with the Probation Department and the specific JPCF-funded programs.
- F. Contractor shall integrate the process for gathering data as closely as possible into routine program operations to minimize additional cost/workload associated with the effort
- G. Any creation or modifications of tools for use by this project shall be the property of Consultant, who holds or will hold the copyright to such works. Contractor shall acknowledge the County of San Mateo Probation Department (SMCOP)/JPCF in any new or modified research tool made as a result the County of San Mateo Probation Department's use of the tool, or the County of San Mateo Probation Department's direct input which results in any tool creation or modifications. Contractor shall indicate in any and all materials referencing the research tool, including the research tool itself, that tool creation or modifications were made in collaboration with the County of San Mateo Probation Department (in collaboration with and/or funded by SMCOP/JPCF). The County of San Mateo Probation Department has unlimited right to use the tool and any modifications beyond the term of this Agreement, so long as Contractor is notified of such intent to use. Notification shall include intended target population, sample (i.e. type of sample, sample size), inferences to be made/purpose, and administration procedures. Any other work product, including reports, but not including the above referenced research tool, created by Contractor as a result of this Agreement shall be the property of the County of San Mateo Probation Department, who has the non-exclusive right, with no further permission required and without charge, to publish, disclose, distribute, reproduce, modify or otherwise copy or use, in whole or in part, such work products developed pursuant to this Agreement. Any proceeds from the sale of such work products will be the property of the County of San Mateo Probation Department which also reserves the right not to use any work product developed under this Agreement.
- H. Contractor will review and report in writing to the JPCF Plan Coordinator, at earliest possible time but within 30 days from when they are aware of any inaccuracies, errors, or deficiencies in outcome measure data submitted to Contractor by the programs through the San Mateo County Probation Department.
- I. Contactor will provide data as available and needed within 30 days of a request by the San Mateo County Probation Department.
- J. Contractor will synthesize and analyze all data submitted by the six JPCF-funded programs. Contractor will provide to the JPCF Plan Coordinator aggregated evaluation data for each of the programs in the following three reports:
 - a. Progress Report shall mean: Snapshots of program data showing aggregated descriptive statistics of client demographics, units of service (client and program level, including year-to-date clients served per program), and outcome measures as available.
 - b. CSA Semi-Annual Progress Report shall mean: Semi-annual snapshots of the number of clients entering and terminating each program as well as CSA exit reasons.

- c. Annual Report shall mean: Year-end narrative report presented to the Juvenile Justice Coordinating Council that includes theoretical evaluation framework, evaluation protocols for the JPCF-funded programs, relevant external and internal benchmarks, aggregated program data such as in the Progress Report above, in-depth analysis of all program data along with discussion of outcome results and recommendations. Reports will be submitted to the JPCF Plan Coordinator based on the following schedule:

Data Collection Period	Report Type	Submission Date
July 1-December 31, 2008	Progress Report	2/20/2009
	CSA Semi-Annual Progress Report	1/30/2009
January 1-June 30, 2009	CSA Semi-Annual Progress Report	7/30/2009
	Data Section of Annual Report	8/21/2009
	Draft of full Annual Report	9/25/2009
	Final Annual Report	10/30/2009
July 1-December 31, 2009	Progress Report	2/19/2010
	CSA Semi-Annual Progress Report	1/29/2010
January 1-June 30, 2010	CSA Semi-Annual Progress Report	7/30/2010
	Data Section of Annual Report	8/20/2010
	Draft of full Annual Report	9/24/2010
	Final Annual Report	10/29/2010
July 1-December 31, 2010	Progress Report	2/18/2011
	CSA Semi-Annual Progress Report	1/28/2011
January 1-October 31, 2011	CSA Semi-Annual Progress Report	7/29/2011
	Data Section of Annual Report	8/19/2011
	Draft of full Annual Report	9/23/2011
	Final Annual Report	10/28/2011

- d. Contractor will submit at the earliest possibility but within 30 days when requested by the San Mateo County Probation Department, a digital or paper copy of any or all data collected during the period of the contract. Contractor will not delete or destroy any database information acquired or generated by data received under this contract, either during or after the expiration of the contract, until mutually agreed by both the Contractor and the San Mateo County Probation Department, or five years has passed from contract termination.

**Applied Survey Research (ASR)
Payment Schedules
July 1, 2008 through October 31, 2011**

In consideration of the services provided by the Contractor pursuant Exhibit A of this Agreement and subject to the provisions of paragraph 3 of this Agreement herein, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Chief Probation Officer or his designee. Contractor's invoices will include the following information for FY 2008-09, FY 2009-10 and FY 2010-11.

- A. Contractor will submit actual invoice for program expenditures, supporting salary and benefit documentation, ASR actual staff time spent to objective versus projected time (see Attachment I, page 4-8), and the quarterly summary to: Anessa Farber, Management Analyst, Juvenile Services, 222 Paul Scannell Drive, San Mateo, CA 94402.
- B. A quarterly summary of program service highlights, identified problems, solutions, and goals.
- C. Payments to Contractor will be made upon receipt of invoices, appropriate supporting documents, and quarterly summary as follows:

1. FY 2008-09 (July 1, 2008 through June 30, 2009)

- (a) Upon execution of the Agreement, Contractor will submit to the County an invoice for actual expenditures with supporting documents as described above, incurred in the first 3 quarters of FY 2008-09 (July 2008 through March 2009). Invoices to be sent to Anessa Farber, Management Analyst, Juvenile Services, 222 Paul Scannell Drive, San Mateo, CA 94402.
- (b) Invoices for actual expenditures for the fourth quarter (April-June 2009) along with supporting documents as described above are **due October 15, 2009**. Payment will not be made until the final annual report is submitted to Anessa Farber, Management Analyst, Juvenile Services at 222 Paul Scannell Drive, San Mateo, CA 94402.

2. FY 2009-10 (July 1, 2009 through June 30, 2010)

- July-September 2009 (Invoice due October 15, 2009)
- October-December 2009 (Invoice due January 15, 2010)
- January-March 2010 (Invoice due April 15, 2010)
- April-June 2010 (Invoice due October 15, 2010) Payment will not be made until the final annual report is submitted to Anessa Farber, Management Analyst, Juvenile Services at 222 Paul Scannell Drive, San Mateo, Ca 94402

3. **FY 2010-11 (July 1 2010, through June 30, 2011)**

- July-September 2010 (Invoice due October 15, 2010)
- October-December 2010 (Invoice due January 15, 2011)
- January-March 2011 (Invoice due April 15, 2011)
- April-June 2011 (Invoice due October 15, 2011) Payment will not be made until the final annual report is submitted to Anessa Farber, Management Analyst, Juvenile Services at 222 Paul Scannell Drive, San Mateo, Ca 94402

- C. The maximum amount County shall pay the Contractor shall not exceed **ONE HUNDRED THIRTY FIVE THOUSAND DOLLARS (\$135,000) for the term of the Agreement.**
- D. All payments under this Agreement must directly support services specified in this Agreement. County may withhold all or part of Contractor's total payment if the Chief of Probation or his designee determines reasonably that Contractor has not satisfactorily performed the services described in Exhibit B.
- E. Payment for services provided is contingent upon the availability of County, State or Federal funds. In the event the State or the Federal government does not appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever, including but not limited to, payments that are based on County funds. The County may terminate this Agreement for unavailability of Federal, State or County funds.

**Applied Survey Research (ASR)
Program Monitoring
July 1, 2008 through October 31, 2011**

1. Contractor will facilitate with San Mateo County Probation to address local and state programming requirements. Relevant intended outcome, objectives and other evaluation measures will be discussed and measured.
2. Contractor to submit to Anessa Farber, 222 Paul Scannell Drive, San Mateo, CA 94402 the following documents on a quarterly basis for the first three quarters of each contract year; the fourth quarter reports should be submitted, along with invoices, by October 15th:
 - a) Supporting salary and benefit documentation for each JPCF-funded staff and receipts for all operational costs. ASR actual staff time spent to objective versus projected time, and the quarterly summary **to: Anessa Farber, Management Analyst, Juvenile Services, 222 Paul Scannell Drive, San Mateo, CA 94402.**
 - b) A quarterly summary of program service highlights, identified problems, solutions, and goals.

Documentation is due as follows:

FY 2008-09

- June 30, 2009 for Quarter 1,2, and 3
- October 15, 2009 for Quarter 4

FY 2009-10

- October 15, 2009 Quarter 1
- January 15 2010 Quarter 2
- April 15, 2010 Quarter 3
- October 15, 2010 Quarter 4

FY 2010-11

- October 15, 2010 Quarter 1
- January 15, 2011 Quarter 2
- April 15, 2011 Quarter 3
- October 15, 2011 Quarter 4

3. County Responsibilities

1. Coordinate with ASR to review and monitor all correspondence and reports submitted by Contractor.
2. Meet with Program Directors and staff as requested.
3. View sites as needed during the term of this Agreement.
4. Assure Probation participation in evaluation subcommittee work.

**(Required only from Contractors who provide services
directly to the Public on the County's behalf.)**

**Assurance of Compliance with Section 504 of the
Rehabilitation Act of 1973, as Amended**

The undersigned (hereinafter called the "Parties") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulations, and all guidelines and interpretations issued pursuant thereto.

The Parties gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Parties recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Parties, it's successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Parties.

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person

Applied Survey Research

Name of Contractor(s)

991 W Hedding, Suite 102

Street Address

San Jose, CA 95126

City, State, Zip

I certify that the above information is complete and correct to the best of my knowledge.

Date

Signature and Title of
Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in it existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

**County of San Mateo
Contractor's Declaration Form**

I. CONTRACTOR INFORMATION

Contractor Name:	Applied Survey Research	Phone:	408-247-8319
Contact Person:	Lisa Colvig-Amir	Fax:	408-260-7749
Address:	991 W Hedding, Suite 102 San Jose, CA 95126	lisa@appliedsurveyresearch.org	

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
 - offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
 - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
 - the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature

Name

Date

Title

CONFLICT OF INTEREST REQUIREMENTS

Contractor shall:

- I. Comply with the California Corporations Code on Non-Profit Corporations.
- II. Not permit any member of Contractor's governing board to have or acquire, directly or indirectly, any personal financial interest in the performance of the Agreement, as by providing goods or services for compensation, or otherwise, without having the first disclosed the same to the governing board.
- III. Disclose to County in writing, within fourteen (14) days of the occurrence of any of the following circumstances:
 - A. When any of the following persons or organizations performs for compensation any administrative or operational functions for Contractor with respect to the performance of this contract (including, but not limited to, fiscal accounting or bookkeeping functions).
 1. Any member of Contractor's governing board.
 2. Any person who is related by blood or marriage to a manager or a member of Contractor's governing board.
 3. Any organization in which any person who is related by blood or marriage to a manager or member of Contractor's governing board has a substantial personal financial interest.
 - B. When Contractor enters into any agreement for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market.
- IV. If the Chief Probation Officer or his authorized representative reasonably determines that any activity constitutes a conflict of interest which is detrimental to participants, program implementation, or program functioning, County may require Contractor to cease said activity.
- V. If Contractor does not cooperate with any of the provisions of Paragraphs I-IV of this section, County may withhold payment with justification in writing to Contractor.

ASR JPCF Evaluation Scope of Work

Objective	Major Activities	Completion Date
Objective 1: Finalize the evaluation design to measure effectiveness of individual grantee services as well as the JPCF initiative overall	A. Attend two meetings with probation staff to clarify ASR’s scope of work	July 2008
	B. Form and convene evaluation sub-committee meeting #1 to gather information from each grantee about a) program description (“logic model”), b) evaluation priorities, and c) anticipated challenges	July 2008
	C. Meet with each of the six grantees to confirm a) logic model b) evaluation priorities and c) evaluation plan (“measurables”)	Sept 2008
	D. Finalize individual grantee logic models as well as overarching logic model	Nov 2008
	E. Finalize grantee evaluation plans as well as overarching evaluation plan	Nov 2008
	F. Meet by phone with each grantee to review their final eval plans, indicating which items (measurables) they will be responsible for collecting and reporting on their own, and which items will be covered by ASR's evaluation	Nov 2008
	G. Hold Eval Subcommittee meeting #2 to review final evaluation design for the initiative as well for as for each grantee, a review of each of the overarching the data collection methods (client db, survey, SASI, probation data), and a sample table of contents of the final evaluation report	Nov 2008
Objective 2: Create or refine evaluation tools and systems: <i>Overarching</i> <ul style="list-style-type: none"> • Client DB • Youth Survey • SASI school data • Probation data <i>Grantee-specific</i> <ul style="list-style-type: none"> • RPP/DIVERSION • Parenting • Cunha • YFES • YMCA • Pyramid 	A. CLIENT DATABASE: Create Excel-based Client Database for each grantee (3 hrs per grantee) that captures client entry date, client demographics, client contact (units of service), exit date/ reasons.	Nov 2008
	B. Distribute Client Database and train agency staff on how to use. They will use this db to begin collecting data from Oct 1 forward. If possible, they migrate July-Sept data into it, or send to ASR and ASR will do this for them.	Nov 2008
	C. YOUTH SURVEY: Create draft Youth Survey to be used across all six grantees, including common questions as well as grantee specific questions or ‘modules’, where applicable. Includes literature review of predictive constructs and tools used around the country	Nov 2008
	D. Finalize Youth survey draft; pilot test tool with a) 20 low risk youth and b) 20 high risk youth to ensure concurrent validity of the tool (ask grantee to help, pick a day to come on campus, distribute survey, collect, enter data, analyze); finalize draft accordingly	Nov–Dec 08
	E. Hold conference call with Evaluation Subcommittee to decide pre and post intervals (fixed times per year, or client –specific intervals), which youth will be sampled, an identification system for matching each youths’ pre and post surveys, and a distribution strategy (where/ how they will reach the intended respondents to complete the survey). Intended window of initial PRE survey completion: two weeks in January 12th -23rd , given to any youth participant who has been in the targeted intervention less than 10 hrs. Any new participant coming into the intervention before end of February can also ‘pre’ed.	Dec 09
	F. Design a data entry tool for survey entry (e.g. Survey Monkey) for each grantee, on an ASR account ; monitor grantee entry of PRE surveys; Trouble shoot administration of youth surveys in the field; remind grantees when Post survey period approaches (3 months after PRE)	Feb – May 09
	G. SASI SCHOOL DATA: Draft the specific data request to be sent to districts (core body of the request letter); draft and obtain support letters from County Counsel, County Office of Education, and Chief of Probation	Nov-Dec 09
	H. Gain district consent, by sending blanket mailing of the letters to all districts impacted by the request, including a ‘fax-back’ form indicating their consent to the request; Follow up calls as needed (ASR will try up to 3 times per district)	Jan –Feb 09
	I. Create on excel file from our Client database listing all JPCF youth clients served in the Fall of 2009. List should include youth first, middle, last name, date of birth, and school of attendance.	Feb 09

Objective	Major Activities	Completion Date
	J. Once consent is gained, ASR will contact each District Analyst to obtain the 07-08 data records of fall 09 JPCF youth clients (2 hrs per district)	Feb 09
	K. PROBATION DATA: Draft the 'spec's of the data request to be made of probation, including what constitutes "entry", what constitutes "reentry", "successful completion of terms", required identifiers, and how data can be shared with ASR. Finalize the 'specs' with Probation staff.	Dec 08
	L. RPP/DIVERSION: Provide approximately 17 hours of technical assistance throughout the year, including: assistance with collecting process / client data by student, as well as by day	Nov-Jun 09
	M. Parenting: Provide approximately 17 hours of technical assistance throughout the year, including assistance with capturing extent to which groups continue on after 10 wks, and review/ make modifications to youth/ parent relationship survey as needed; develop a data entry template; trouble shoot data entry where needed	Nov- Jun 09
	N. Cunha: Provide approximately 17 hours of technical assistance throughout the year, including: assistance with collecting process / client data by student, ensure capture of number of SAB projects created/ completed; whether all 3 of their youth surveys are needed; streamline/ omit if possible; finalize method of data entry and data transfer to ASR	Nov- Jun 09
	O. YFES: Provide approximately 17 hours of technical assistance throughout the year, including: agree on method of transferring process/s client data from ETO to ASR; create log for Path 2 to track needs/ referrals/ follow up; coordinate with YFES to get Urine Analysis results, decide whether their parent and youth Satisfaction survey is still needed; ensure BDI BAI assessments are entered into ETO, and method of data transfer to ASR	Nov- Jun 09
	P. Pyramid: Provide approximately 17 hours of technical assistance throughout the year, including review/ make modifications to youth/ parent / teacher surveys as needed; develop a data entry template; trouble shoot data entry where needed	Nov- Jun 09
	Q. YMCA: Provide approximately 17 hours of technical assistance throughout the year, including reviewing intake assessments given, feasibility of re-administering them at post, OR create a clinician's summative observation sheet, develop a data entry template; trouble shoot data entry where needed	Nov- Jun 09
Objective 3: Provide ongoing support of contractors during implementation	A. Convene a February meeting of the Evaluation Subcommittee to review a) experience/ lessons learned with rolling out youth survey, and b) challenges/ feedback regarding the Client db.	Feb 09
	B. Provide ad-hoc support to each of the six grantees as needed as they implement their grantee-specific eval plans (3 hrs per grantee) (budgeted for in Objective 3)	Ongoing
Objective 4: Review and/or collect evaluation data	A. CLIENT DB: Collect grantee's process dbs by end of January (check); do quality check, get clarification as needed; Import into SPSS and conduct analysis of a) demographics b) Hrs per service component (dosage), c) reason for exit, d) shared clients across grantees	Jan- Feb
	B. YOUTH SURVEY: Import pre and post data into SPSS and analyze data by a) demographics, grantee, and overall	June
	R. SASI SCHOOL DATA: ASR will "test the request": run the initial data received to ensure integrity, and test the client matching process for holes/ improvements. Run the initial analysis of participant attendance, grades and behaviors prior to being part of the JPCF intervention(s).	Jun
	S. PROBATION DATA: ASR will "test the request": Ask Probation for names of every new entry, or re-entry, per month, in alpha order, and ASR matches to our client excel of Fall JPCF clients. Get final year end data in June and do the matching.	Feb, Jun
	T. RPP/Diversion: Collect primary data (key informant interviews) with 6 respondents at 2 to 3 schools to gauge impact of presence on school climate. Average cost \$500 each, which includes identifying respondents, schools, conducting interview, transcribing results, and writing 3 page brief of findings	April
	U. Parenting: Obtain survey data in Survey Monkey for analysis (cost covered above in Objective 3, general TA)	May 09

Objective	Major Activities	Completion Date
	V. Cunha: Obtain survey data (Survey Monkey?) for analysis <i>(cost covered above in Objective 3, general TA)</i>	May 09
	W. YFES: Obtain ETO evaluation data, by client, for analysis <i>(cost covered above in Objective 3, general TA)</i>	May 09
	X. Pyramid: Obtain survey data in Survey Monkey for analysis. <i>(cost covered above in Objective 3, general TA)</i>	May 09
	Y. Also, collect primary data (key informant interviews) with 6 respondents at 2 to 3 schools to gauge impact of presence on school climate. Average cost \$500 each , which includes identifying respondents, schools, conducting interview, transcribing results, and writing 3 page brief of findings	April 09
	Z. YMCA: Obtain clinician pre/ post data (entered into data entry template) for analysis <i>(cost covered above in Objective 3, general TA)</i>	May 09
Objective 5: Analyze and report data in a meaningful manner	A. Produce six month Process data report	February
	B. Year end report –due in October	July-September

Year 1: 2008-2009

Evaluation Planning		Hours	\$ 9,792
2 scope meetings/ Conf calls with Probation	July-Aug 08	6	
Form and convene evaluation sub-committee meeting #1 to gather information from each grantee about a) program description ("logic model"), b) evaluation priorities, and c) anticipated challenges	Aug-08	10	
Meet with each of the six grantees to confirm a) logic model b) evaluation priorities and c) evaluation plan ("measurables")	Sep-08	24	
Finalize individual grantee logic models as well as overarching logic model	Oct-08	6	
Finalize 6 grantee evaluation plans as well as overarching evaluation plan; communicate with each grantee about their eval plans, indicating which measurables they will be responsible for collecting/ reporting, and which will be covered by ASR's evaluation	Oct-08	6	
Meet by phone with each grantee to review their final eval plans, indicating which items (measurables) they will be responsible for collecting and reporting on their own, and which items will be covered by ASR's evaluation	Oct-08	6	
Hold Eval Subcommittee meeting #2 to review final evaluation design for the initiative as well for as for each grantee, a review of each of the overarching the data collection methods (client db, survey, SASI, probation data)	Dec-08	10	
Client Database (Process Data)			\$ 5,472
Development: Create Excel-based Client Database for each grantee (3 hrs per grantee) that captures client entry date, client demographics, client contact (units of service), exit date/ reasons.	Nov-08	6	
Training: Distribute Client Database and train agency staff on how to use. They will use this db to begin collecting data from Oct 1 forward. If possible, they migrate July-Sept data into it, or send to ASR and ASR will do this for them.	Nov-08	6	
Collect grantee's Client dbs by end of January (check); do quality check, get clarification as needed	Jan-09	6	
Conduct analysis of a) demographics b) Hrs per service component (dosage), c) reason for exit, d) shared clients across grantees	Jan-09	20	
Youth Survey			\$ 12,672
Conduct literature review for success predictors amongst at-risk youth, and for validated tools to measure youth change	Oct-08	8	
Construct a draft tool for grantees to use with their youth, pre and post, beginning in January: Tool with have some cross-cutting modules as well as some grantee-specific modules	Nov-08	25	
Share draft at Eval Subcommittee meeting for feedback (send to members in advance)	Dec-08		
Finalize draft survey; Pilot test tool with a) 20 low risk youth and b) 20 high risk youth to ensure concurrent validity (ask grantee to help, pick a day to come on campus, distribute survey, collect, enter data, analyze) ; enter data, analyze); finalize draft accordingly	Dec-08	21	
Hold conference call with Evaluation Subcommittee to decide pre and post intervals (fixed times per year, or client –specific intervals), which youth will be sampled, an identification system for matching each youths' pre and post surveys, and a distribution strategy (where/ how they will reach the intended respondents to complete the survey). Intended window of initial PRE survey completion: two weeks in January 12th -23rd , given to any youth participant who has been in the targeted intervention less than 10 hrs. Any new participant coming into the intervention before end of February can also 'pre'ed.	Dec-08	6	
Design a data entry tool for survey entry (e.g. Survey Monkey) for each grantee, on an ASR account ; monitor grantee entry of PRE surveys; Trouble shoot administration of youth surveys in the field; remind grantees when Post survey period approaches (3 months after PRE)	Jan - May 09	8	
Import pre and post data into SPSS and analyze data by a) demographics, grantee, and overall	Jun-09	20	
School Secondary data (SASI): Pilot with 1 district that has heavy saturation of JPCF funds			\$ 4,752
Draft the 'spec's of the data request from districts and core body of the request letter	Jan-09	5	
Prepare and obtain letter for County Counsel, COE, Probation	Jan-09	3	
Gain district consent, by sending blanket mailing of the letters to all districts impacted by the request, including a 'fax-back' form	Feb-09	4	

indicating their consent to the request; Follow up calls as needed (ASR will try up to 3 times)			
Create on excel file from our Client database listing all JPCF youth clients served in the Fall of 2009. List should include youth first, middle, last name, date of birth, and school of attendance.	Feb-09	4	
Once consent is gained, ASR will contact the District Analyst to obtain the 07-08 data files (2 hrs)	March-April 09	2	
ASR will "test the request": run the initial data to ensure integrity, and test the client matching process for holes/ improvements. ASR will perform data analysis on behaviors, attendance, grades, pre intervention	May-09	15	
General Coordination with Eval Subcommittee			\$ 1,152
Convene a February meeting of the Evaluation Subcommittee to review a) experience/ lessons learned with rolling out youth survey, and b) challenges/ feedback regarding the Client db.	Feb-09	8	
Key Informant Interviews / site visits			\$ 2,500
Develop protocol and sample for school key informant interviews; conduct or train grantees how to do it. If ASR does them, approximately 400 per interview, or 7 interviews. Grantees who have expressed interest include RPP/DIVERSION and Pyramid	Mar-09		
Grantee-Specific: RPP/DIVERSION			\$ 2,000
PROCESS DATA:			
Largely covered by ASR client database, above, with minor customization (svcs by day as well as by student)	Nov-08		
Grantee-Specific: Parenting			\$ 2,000
PROCESS DATA:			
Largely covered by ASR client database, with minor customization	Nov-08	2	
Create tracking sheet to log number of groups who continue after 10 wks session	Dec-08	1	
Agree with Parenting staff on how to collect data (phone call to each group 1 mo, 2mo, 3 mo etc after session ends)	Dec-08	1	
Parent and Youth Pre-Post Survey			
Review items on both surveys with staff; determine if any changes are needed.	Dec-08	2	
Develop data entry template for past data as well as 08-09 data to be entered	Dec-08	6	
Monitor data entry and assist with interpretation at year's end, as needed	Ongoing	6	
Grantee-Specific: YMCA			\$ 2,000
PROCESS DATA			
Largely covered by ASR client database, with minor customization	Nov-08	2	
Clinical pre and post assessments			
Meet with YWCA to review intake assessments given, feasibility of re-administering them at post, OR create a clinician's summative observation sheet, in which they provide an observation at pre/ post that summarizes youth level of wellbeing. Perhaps use YFES's BDI/ BAI?	Nov-08	8	
Create a data entry template for YWCA to enter and summarize youth changes from pre to post, based on their clinician's assessment.	Dec-08	6	
Monitor data entry and assist with interpretation at year's end, as needed	Ongoing	6	
Grantee-Specific: Pyramid			\$ 2,000
PROCESS DATA			
Largely covered by ASR client database, with minor customization	Nov-08	2	
Youth, Parent and Teacher Surveys			
Meet with Pyramid to decide if Y, P and T surveys provide additional value over and above what will be covered with rest of ASR eval (youth survey, SASI data, etc). Streamline/ omit if possible	Nov-08	4	

Create a data entry template for Pyramid to enter and summarize respondent changes from pre to post	Dec-08	6	
Monitor data entry and assist with interpretation at year's end, as needed	Ongoing	6	
Grantee-Specific: Cunha			\$ 2,000
PROCESS DATA			
Largely covered by ASR client database, with minor customization	Nov-08	2	
Add: log to track number of SAB projects created / completed	Nov-08	1	
Youth Survey			
Meet with CUNHA to decide if her PYDS youth surveys and other surveys provide additional value over and above what will be covered with rest of ASR eval (youth survey, SASI data, etc). Streamline/ omit if possible	Nov-08	4	
Create a data entry template for CUNHA staff to enter and summarize respondent changes from pre to post	Dec-08	6	
Monitor data entry and assist with interpretation at year's end, as needed	Ongoing	6	
Grantee-Specific: YFES			\$ 2,000
PROCESS DATA:			
Largely covered by ASR client database, with significant customization. Need to agree on ETO output (tables, raw data)	Nov-08	5	
Add: log of needs, referrals given, and at least one followed up (may be entered into ETO, but need a hard copy form for workers to complete). Need to agree on form of ETO output (tables, raw data) provided to ASR.	Nov-08	1	
Urine Analysis data			
Coordinate with YFES on how to capture and summarize client-level UA rpt data, per month.	Nov-08	2	
Monitor data entry into ETO and assist with interpretation at year's end, as needed. Need to agree on form of ETO output (tables, raw data) provided to ASR.	Ongoing	6	
Youth and Parent Program Satisfaction Survey			
Meet with YFES to decide if program satisfaction survey is needed (as of Oct 15, yes), and discuss draft of survey	Nov-08	4	
YFES sets up data entry in ETO. Need to agree on form of ETO output (tables, raw data) provided to ASR.	Nov-08	2	
Youth BDI and BAI assessments			
YFES sets up data entry in ETO, by participant name/ ID. Need to agree on form of ETO output (tables, raw data) provided to ASR.	Nov-08	2	
Reporting			\$ 4,334
Produce 6 CSA month process data report (Jan 09)	Jan-09	10.1	
Produce ASR progress report to Probation (Feb 09)	Feb-09	20	
<i>(Final 08-09 report is in FY 09-10 budget)</i>			
TOTAL			\$ 52,675

Year 2: July 2009 to June 2010

Evaluation Planning		Hours	\$ 4,896
Kickoff Year 2 meeting with Grantees, in which we review/ refine survey and administration procedures, review/ refine Client db	Jul-09	16	
Meet with each of the 6 grantees meetings to review Year 1, identify any changes that need to be done in Year 2 to their eval plan	July-Aug 2009	18	
Client Database (Process Data)			\$ 4,608
Collect grantee's process dbs by end of July and January (check); do quality check, get clarification as needed	July -09, Jan-10	12	
Import into SPSS and conduct analysis of a) demographics b) Hrs per service component (dosage), c) reason for exit, d) shared clients across grantees:	July -09, Jan-10	20	
Youth Survey			\$ 4,320

Monitor grantees to ensure data entry, and remind them when Posts need to be administered (3 mos after PRE)	Ongoing	10	
Import pre and post data into SPSS; analyze data by a) demographics, grantee, overall	Jun-10	20	
School Secondary data (SASI) – 4 most heavily impacted districts only			\$ 6,192
Send the request letter and supporting letters from County Counsel, COE, Probation to the 4 targeted districts	Jan-08	3	
Follow up calls as needed (we'll try up to 3 times per district)	Jan-10	4	
Create on excel file from our Client database listing all JPCF youth clients served in grant period. List should include youth first, middle, last name, date of birth, and school of attendance.	Feb-10	8	
Once consent is gained, ASR will contact each District Analyst to obtain the data regarding JPCF participants (2 hrs per district)	Mar-April 2010	8	
ASR will perform data analysis on behaviors, attendance, grades, pre and post intervention	Jun-10	20	
Probation Data on Entry, Re-entry			\$ 5,040
Draft the 'spec's of the data request from probation, including what constitutes entry, what constitutes reentry, successful completion of terms, required identifies, and how data can be shared with ASR ; Finalize specs of the request with Probation	Sep-09	10	
"Test the request": Ask Probation for names of new entry, or re-entry, per month, in alpha order, and ASR matches to client db	Oct-09	15	
Get data for 08-09 participants (year 1); run analysis	Nov-09	10	
Key Informant Interviews			\$ 1,440
Develop protocol and sample for school key informant interviews; train grantees how to do it. Interested: RPP/Diversion, Pyramid	Mar-10	10	
General Coordination & Support			\$ 1,440
Convene a February 2010 meeting of the Evaluation Subcommittee to review a) experience/ lessons learned with rolling out youth survey, and b) challenges/ feedback regarding the Client db.	Feb-10	10	
Grantee-Specific: RPP/DIVERSION			\$ 720
5 hours of general technical assistance	Ongoing	5	
Grantee-Specific: Parenting			\$ 720
5 hours of general technical assistance	Ongoing	5	
Grantee-Specific: YMCA			\$ 720
5 hours of general technical assistance	Ongoing	5	
Grantee-Specific: Pyramid			\$ 720
5 hours of general technical assistance	Ongoing	5	
Grantee-Specific: Cunha			\$ 720
5 hours of general technical assistance	Ongoing	5	
Grantee-Specific: YFES			\$ 720
5 hours of general technical assistance	Ongoing	5	
Reporting			\$ 8,928
Produce 6 CSA month process data report	Jul09, Jan 10	12	
Produce ASR 08-09 annual report to Probation (Oct 09)	Oct-09	40	
Produce ASR progress report to Probation (February 10)	Feb-10	10	
TOTAL			\$ 41,184

Year 3: July 2010 to June 2011

Evaluation Planning		Hours	\$ 4,896
Kickoff Year 3 meeting with Grantees, in which we review/ refine survey and administration procedures, review/ refine Client db	Jul-11	16	

Meet with each of the 6 grantees meetings to review Year 2, identify any changes that need to be done in Year 3 to their eval plan	July-Aug 2011	18	
Client Database (Process Data)			\$ 4,608
Collect grantee's process dbs by end of July and January (check); do quality check, get clarification as needed	July -10, Jan-11	12	
Conduct analysis of a) demographics b) Hrs per service component (dosage), c) reason for exit, d) shared clients across grantees:	July -10, Jan-11	20	
Youth Survey			\$ 4,320
Monitor grantees to ensure data entry, and remind them when Posts need to be administered (3 mos after PRE)	Ongoing	10	
Import pre and post data into SPSS and analyze data by a) demographics, grantee, and overall	Jun-11	20	
School Secondary data (SASI) 4 most heavily impacted districts only			\$ 5,184
Create on excel file from our Client database listing all JPCF youth clients served in grant period. List should include youth first, middle, last name, date of birth, and school of attendance.	May-11	8	
ASR will contact each District Analyst to obtain the data files	May-June 2011	8	
ASR will perform data analysis on behaviors, attendance, grades, pre and post intervention	July -Aug 2011	20	
Probation Data on Entry, Re-entry			\$ 3,600
Ask Probation for names of every new entry, or re-entry, per month, in alpha order, and ASR matches to our client excel db?	Mar-11	15	
Get data for 09-10 and 10-11 participants; conduct analysis	May-11	10	
Key Informant Interviews			\$ 1,440
Develop protocol and sample for school key informant interviews; train grantees how to do it. Interested: RPP/Diversion, Pyramid	Mar-11	10	
General Coordination & Support			\$ 1,440
Convene a February 2011 meeting of the Evaluation Subcommittee to review a) experience/ lessons learned with rolling out youth survey, and b) challenges/ feedback regarding the Client db.	Feb-11	10	
Grantee-Specific: RPP/DIVERSION			\$ 288
Two hours of general technical assistance	Ongoing	2	
Grantee-Specific: Parenting			\$ 288
Two hours of general technical assistance	Ongoing	2	
Grantee-Specific: YMCA			\$ 288
Two hours of general technical assistance	Ongoing	2	
Grantee-Specific: Pyramid			\$ 288
Two hours of general technical assistance	Ongoing	2	
Grantee-Specific: Cunha			\$ 288
Two hours of general technical assistance	Ongoing	2	
Grantee-Specific: YFES			\$ 288
Two hours of general technical assistance	Ongoing	2	
Reporting			\$ 13,925
Produce 6 CSA month process data report	July 10, Jan 11	12	
Produce ASR 09-10 annual report to Probation	Oct 10	30	
Produce ASR progress report to Probation	Feb11	10	
Produce ASR 10-11 three year eval report to Probation	Oct 11	44.7	
TOTAL			\$ 41,141

ASR San Mateo County JCPF Evaluation Plan/Methods

	RPP/Diversion	Parenting	YMCA	Pyramid	Cunha	YFES
Grantee-specific Methods	- Officer providing presentations, Diversion cm, Truancy contract support, and ad-hoc support	- Parent ed series – 10 wks for parents whose child is supervised by probation?	- School Safety Advocates officer who does 1 time wkshps, takes referrals, does assessments, makes case plan, provides ind and fam counseling, runs thematic groups	- Strengthen Our Youth – on site counselor: 1 time presentations, takes referrals, does assessments, case plan, provides indiv, group or family therapy, referrals to Early int/ treatment svcs	- Student Advisory Board - Out of School Time afterschool program	- Path 1: Youth Advisory Board - Path 2: 3 to 4 sessions of assmt, referrals - Path 3: assessment and clinical work with ind, groups and families about AOD
	Process log of student contact– - Suggest use ASR process log instead? Their worksheet is good but aggregated by day, not student.	Process data - # of groups who continue to meet after 10 wk session ends - can be covered by Process DB, below, with minor customization	Process data - can be covered by Process DB, below, with minor customization	Process data - can be covered by Process DB, below, with minor customization	Process data - # of SAB projects created/ completed - rest can be covered by Process DB, below, with minor customization	Process data - PATH 2: log of needs identified vs referrals provided - the rest are covered by Process DB, below Urine Analysis report - Path 3 only – Reduced AOD Use
		Parent and Youth pre-post survey - increased parenting skills - improved-parental youth connection (see if applicable to rest of grantees too) - improved school attendance, performance - decrease risky behaviors (gangs, AOD use)	Clinical pre and Post Assessment - decrease in depressive symptoms, anxiety, stress, aggressive behavior, high risk behaviors (cutting, risky sexual behaviors, etc)	Youth, parent and teacher surveys - Decreased reported use of AOD - Decreased reports of violence	Youth Survey - PYDS - Improvement in the five CNYD standards: meaningful engagement, Caring adults, skill building, community involvement, safety	Youth and/ or Parent Survey - Path 1: Youth survey on extent to which they feel valued by school? - Path 2: Needs a brief parent survey of whether participant has increased knowledge of resources/ how to get help - Path 3: Needs a youth and parent survey - improved understanding of family dynamics, improved communication / relationships within family, increased acknowledgement / self disclosure (of AOD issues?),
	Key Informant Interviews / site observation - satisfaction with RPP officer, perceived value add to school environment			Key Informant Interviews - change in staff and teacher understanding of risk flags, causes of, and ability to respond to needs of at-risk youth		
Cross-cutting evaluation methods <i>Note: A grantee’s measurable is put in this section only if it is probably applicable to other grantees</i>	Process DB - # youth & parents referred - % of youth who’s parents also participate (ASR added this) - students on diversion / Completion of program (diversion) - # students on truancy contract, # complete - # of youth who hear a presentation - parent attend / compl parenting class.	Process DB - # of parents referred, - # who enroll/ complete -	Process DB - # youth & parents referred - % of youth who’s parents also participate (ASR added this) - #/type of assessments completed - case plans created - services recvd - parent services provided - engagement in pro-social activities	Process DB - youth & parents referred - % of youth who’s parents also participate (ASR added) - Participation in key svc doorways (Early Intervention or Treatment) - # of youth who hear a presentation	Process DB - # of SAB students who provide outreach events - # of students who attend outreach events - # of SAB projects created/ completed - # of students attending OST program - # who complete OST?	Process DB - PATH 1: # of YAB members, attendance at YAB meetings, # of students who attend TAB’s peer ed mtgs - Path 2: family assessments, counseling and group sessions, case management contacts - PATH 3: intakes, referral/ attendance/completion of Ind and group counseling, program completion/ termination, compliance with court order
	Youth Survey - improved connection to school / commitment to education (“do you think you will graduate”) - improved connection to peers - Increased connection with adult - Improved relationship with parent - improved understanding of consequences (of committing crime)	Youth Survey - (from above) improved-parental youth connection (see if applicable to rest of grantees too)	Youth Survey - improved connection to school (“I want to be here”) - improved connection to peers - engagement in pro-social activities - (from above) decrease in depressive symptoms, anxiety, stress, aggressive behavior, high risk behaviors	Youth Survey - improved relationship with peers - improved connection to school - improved relationship with family - improved knowledge/ attitude of AOD - (frm abv) Decreased reported use of AOD - increase conflict resolution skills - (frm abv) Decreased reports of violence	Youth Survey - Reduced engagement in risky behaviors - (frm abv) Perhaps the PYDS survey elements	Youth Survey Path 1: - increased self efficacy, relationship with a caring adult Path 3: - perhaps include from above- improved understanding of family dynamics, improved communication / relationships within family - relationship with a caring adult; avoidance of high risk situations, decreased AOD use,
	SASI school data: - improved attendance - reduced behavioral referrals	SASI school data: - improved attendance - improved academic performance - decrease risky behaviors (gangs, AOD use)	SASI school data: - reduce behavioral referrals (decrease in aggressive behavior)	SASI school data: - increased connection to school (grades, attendance) - reduced behavioral referrals (violence)	SASI school data: - improved academics - Reduced engagement in risky behaviors	SASI school data: - Path 1: increased school attendance - Path 3: reduced behavioral referrals (avoidance of high risk situations) , esp for AOD use
	Probation data: - prevent first contact with juv justice, OR - reduced recidivism	Probation data: - prevent first contact with juv justice, OR - reduced recidivism	Probation data: - prevent first contact with juv justice, OR - reduced recidivism	Probation data: - prevent first contact with juv justice, OR - reduced recidivism	Probation data: - prevent first contact with juv justice, OR - reduced recidivism	Probation data: - prevent first contact with juv justice, OR - reduced recidivism

San Mateo Probation JPCF Evaluation

– Required Data Items –

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CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
Client ID (project assigned)		
First Name (or initial)		Space for the full name will be included in the ASR database though ASR will only export initials of first and last name. If not using the ASR database please provide first and last initials. Parenting Program will enter name and demographics of parent/guardians here. If two parents are participating enter each separately.
Last Name (or initial)		“
Date of Birth		This is required as ASR will use to match surveys, SASI. Use MM/DD/YYYY format.
Date of entry		Use MM/DD/YYYY format.
Project Component	<p>CUNHA:</p> <ul style="list-style-type: none"> • Student Advisory Board • Out of school time • Alternative programming • Summer program • Non-JPCF <p>RPP</p> <ul style="list-style-type: none"> • Diversion • Truancy Contract • Prevention Contract <p>Pyramid</p> <ul style="list-style-type: none"> • Youth Advisory Board • SOY <p>Parenting</p> <ul style="list-style-type: none"> • Parenting Project • Strengthening Families <p>Parenting</p> <ul style="list-style-type: none"> • Path 1: Youth Advisory Board • Path 2: At-Risk Youth • Path 3: Insights <p>YMCA</p> <ul style="list-style-type: none"> • SSA 	Indicate which of your projects this enrollment is for. Will need to provide separate entry dates, exit dates, and reason for exit for each component a youth participates in.
Date of assessment		Use MM/DD/YYYY format.
Referral source	Self Friend Family/Parent Class presentation School (teacher, counselor) Probation Police Drug Court Traffic Court HSA/CPS RPP Officer Other: (explain)	

CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
Mother's Initials		
Address		Street address is not required by the evaluation and will not be exported. It is in the ASR database for your convenience.
City		This is helpful to understand where people who are being served reside.
Zip Code		
Gender	Male Female	
Ethnicity	African American/Black Latino/Hispanic Filipino/Pacific Islander Asian Caucasian/White Native American Multi-Racial Other	
Refused consent for evaluation	Refused Did not refuse	Indicate if parent/guardian of client refused for youth to participate in evaluation (survey and SASI lookup)
School attending		For Parenting Program enter school of minor.
School district		
Student ID#		If known
Justice involved at intake (youth)	Yes No Don't know	Justice involved is defined as "Had a law offense and was assigned a probation officer." For Parenting Program enter this information for minor.
Justice involved at exit (youth)	Yes No Don't know	
JMIS# (youth)		If known
Date of program exit		Use MM/DD/YYYY format
Reason for exit	Completed Program Failed/Program violation Failed/New Offense Moved/Terminated for Other Reason	Explain if reason is "other."
Number of other family members served		Exclude client in this count.
Parent/Caregiver referred to program?	Yes No	Primarily used by Parenting Program
Parent/Caregiver participated in program?	Yes No	All programs complete this at exit.

CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
<i>For Parenting Program Only</i>		
Youth First Name		Parenting program only will enter names of parents as main client above. In addition youth name, first and last initial and DOB is required for SASI match.
Youth Last Name		
First and last initial		
Youth Date of birth		
CLIENT SERVICES/CONTACTS/ACTIVITIES (This captures services and activities for enrolled clients)		
Data Item	Values	Explanation
Client ID		
Date of service/contact		
Units of service(length of time)		1 unit=1hour
Service type	Prevention presentation (attend) Assessment Case plan created Crisis prevention Crisis intervention Case management Referral/Linkages Individual counseling/Supervision/ /Contact Family counseling/therapy Collateral contact (teacher, PO, etc.) Mentoring session Topic specific group/activity Parent Education Home visit Field Trip Training/Education Session Youth Advisory Board meeting Peer/Community Education Student advocacy Public speaking	This list represents the variety of services provided by all JPCF funded programs. You will report on the services that your project provides. Before using the category "other" please check with ASR to see if what you are providing fits into one of the many other categories.
Topic of group	Optional	You may enter the name of the group for topic specific groups (e.g., robotics, anger management, AOD support group)
Project Component	CUNHA: <ul style="list-style-type: none"> • Student Advisory Board • Out of school time • Alternative programming • Summer program • Non-JPCF RPP <ul style="list-style-type: none"> • Diversion 	Indicate which of your projects this service is for.

CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
	<ul style="list-style-type: none"> • Truancy Contract • Prevention Contract Pyramid <ul style="list-style-type: none"> • Youth Advisory Board • SOY Parenting <ul style="list-style-type: none"> • Parenting Project • Strengthening Families Parenting <ul style="list-style-type: none"> • Path 1: Youth Advisory Board • Path 2: At-Risk Youth • Path 3: Insights YMCA <ul style="list-style-type: none"> • SSA 	
REFERRALS FOR CLIENTS & THEIR FAMILIES		
Data Item	Values	Explanation
Client ID		
Date referral made		Use MM/DD/YYYY format
Who is referral for	Client Parent Sibling	
Project Component	CUNHA: <ul style="list-style-type: none"> • Student Advisory Board • Out of school time • Alternative programming • Summer program • Non-JPCF RPP <ul style="list-style-type: none"> • Diversion • Truancy Contract • Prevention Contract Pyramid <ul style="list-style-type: none"> • Youth Advisory Board • SOY Parenting <ul style="list-style-type: none"> • Parenting Project • Strengthening Families Parenting <ul style="list-style-type: none"> • Path 1: Youth Advisory Board • Path 2: At-Risk Youth • Path 3: Insights YMCA <ul style="list-style-type: none"> • SSA 	Indicate which of your projects this referral is for.
Service to be provided	AOD treatment Mental health/ Counseling	

CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
	Financial support Employment Education/ tutoring Housing Recreation Legal assistance Other (explain)	
Provider Organization		Write in organization
Outcome of referral	Receiving services On waiting list Not eligible Client did not follow-through Client refused services	Indicate the final outcomes. For example, if a week after making the referral the client has not followed through but with encouragement does call and begins receiving services you may change the outcome to receiving services.
Date services began	(if known)	This is mandatory for CUNHA and optional for other programs
PROGRAM LEVEL ACTIVITIES (This captures ad hoc, outreach, prevention or other activities not for enrolled participants)		
Data Item	Values	Explanation
Date of activity		Use MM/DD/YYYY format
Who conducted event	Project staff Youth participants	
Event type	Presentation to parents Presentation to students Presentation to community Presentation to school staff Meeting with teacher/school staff Other school event Incident/Crisis Intervention Home visit Campus supervision Peer education Other	Home visit and crisis intervention is for youth who are not enrolled and receiving ongoing services. Peer education may be delivered by an enrolled client. The purpose here is to count recipients of that education who are not enrolled in the program.
Number attending		For example, number <u>receiving</u> peer education, students attending a presentation, school staff in a meeting, or students in an incident/crisis intervention (RPP). Do not count staff or youth providing the service.
Length of time (minutes)		Length of time spent on this activity.
School	(If applicable)	Enter school on behalf of which or where event or activity took place.

CLIENT INTAKE AND EXIT		
Data Item	Values	Explanation
PROJECT SPECIFIC OUTCOMES		
Data Item	Values	Explanation
<i>YFES (Pathway 3)</i>		
Date of urinalyses		Use MM/DD/YYYY format.
Outcome of urinalysis	Positive Negative Inconclusive	Or results that the test reports.
Substance (if positive)	Alcohol Other drug	Or provide information that test reports
BDA (pre and post)	Total score	
BDI (pre and post)	Total score	
<i>YMCA</i>		
Anxiety Rating by clinician of youth (pre and post)	Score	ASR will work with YMCA to create a five-point scale.
Depression Rating by clinician of youth (pre and post)	Score	ASR will work with YMCA to create a five-point scale.
<i>Probation Parenting Program</i>		
Parent Survey (pre and post)		ASR will create tool with staff and provide a data entry template.
Parenting Program groups which continue in self-help model		ASR will work with Parenting staff to create tracking and follow-up system.
<i>Pyramid</i>		
Health class AOD prevention presentations survey (pre and post)		ASR will work with Pyramid to develop a short survey and will create a scannable test form. To be administered to sample of students.



Hierarchy of Critical Functions and Staff Positions

SUMMARY

Distinguishing aspects of ASR's staff positions

Project Director

- ❑ Identifies the needs/ opportunities and **defines the general direction** of the project, and strategic phases within them...**the project roadmap.**
- ❑ Ultimately responsible for quality of project.
- ❑ Forecasts and **directs** resources
- ❑ **Prevents problems**, or solves them if they arise

Project Manager

- ❑ Further defines or operationalizes the course/direction of the project
- ❑ **Oversees implementation to** ensure that project is executed according to plan.
- ❑ Ensures transition from one phase to the next of the project.
- ❑ Has the **navigational abilities and instincts** needed to know when a mid-course correction is needed. Clears that re-adjustment with director.
- ❑ Forecasts and **anticipates**; learning to be an effective delegator
- ❑ **Manages problems**, offers solutions; beginning to be able to forecast and prevent problems from arising in the first place

Senior Research Analyst (Project Coordinator)

- ❑ **Implements** the project, under the guidance of manager and director.
- ❑ Responsible for timely, quality completion of tasks within each phase of project.
- ❑ **Responds/ reacts** to requests, needs, issues
- ❑ **Identifies problems** as they arise; beginning to be able to offer solutions

Senior Data Analyst (Project Assistant)

- ❑ **Helps complete tasks** within a phase of a project



Job Description

Project Manager

Location:	Evaluation Services Office, 991 W Hedding, San Jose, Ca. 95126
Hours:	Full time position – 9:00 to 5:30 pm, five days per week.
Supervisor:	Lisa Colvig-Amir
Type:	Full-time Permanent

Job Profile:

Project Managers at ASR manage **four to six** evaluation projects simultaneously. The successful PM is one that has the right blend of a philosophical approach to research that matches ASR's, conceptual skills, technical skills, work style and commitment to quality, including:

- You want to apply your research skills to directly improve the lives of our most at-risk community members such as children, domestic violence victims, and the homeless
- You enjoy working with clients with find the right research designs for them, and facilitating them through the research process
- You have strong qualitative and quantitative research skills, including proficient SPSS skills
- You can toggle effectively between abstract concepts and thinking (e.g. research design, community change), and the precision required of tool development, data cleaning and data analysis
- You can design, launch and lead primary data collection methods
- You enjoy distilling the results of their research into actionable messages, and presenting those messages to clients
- You enjoy taking on challenges and helping finding tenable solutions
- You are tenacious and a self-starter
- You provide creative contributions to the success of the whole team's work
- You approach your work with just the right blend of confidence and humility
- You have excellent people skills

In sum, the project manager:

- Works with the project director to further define or operationalize the course/direction of each project
- **Oversees implementation** to ensure that project is executed according to plan.
- Ensures transition from one phase to the next of the project.
- Has the **navigational abilities and instincts** needed to know when a mid-course correction is needed. Clears that re-adjustment with director.
- Forecasts and **anticipates**; is learning to be an effective delegator
- **Manages problems**, offers solutions; beginning to be able to forecast and prevent problems from arising in the first place

Core Responsibilities:

ASR's Project Managers **manage** all phases of the evaluation project life cycle, including:

1. **Development:** Develop new projects including writing proposals, meeting with new clients, helping determine evaluation needs, drafting logic models;
2. **Planning:** Refine scopes of work, finalize evaluation questions and designs, facilitate planning meetings, transcribe notes, communicate by phone or email to clients as appropriate, identify key variables for measurement and appropriate sample from whom data shall be collected
3. **Implementation:** Draft survey instruments or other protocol according to evaluation design and variables of interest, manage or oversee launch of data collection activities, occasionally conduct key informant interviews, focus groups or observations, or coordinate other resources to do so;
4. **Analysis:** Manage or oversee collection of data, including cleaning and verification, help finalize data analysis requests according to original evaluation design/questions, oversee processing of data, analyze preliminary data, request additional analysis as appropriate, and synthesize multiple kinds of data to produce summaries/ key findings; and
5. **Reporting:** Draft evaluation reports and summaries, including visual charts, create PowerPoint presentations, and provide oral presentations to clients.

Project Managers are expected to average a **3.0 (fully proficient) on the critical skills assessed.**

Required Qualifications:

1. MA, MS, or PhD, in the social sciences
2. Minimum **five years** of experience working as an evaluator / researcher, coordinating multiple (3 to 5) evaluation/ research projects simultaneously
3. Experience designing, managing, conducting and analyzing data from **qualitative** research efforts
4. Experience designing, coordinating and analyzing **quantitative** research methodologies
5. Intermediate proficiency in **SPSS:** can establish data files, write code/ syntax and run analyses
6. Experience with creating **logic models** (logic frameworks), evaluation plans, and other analytical techniques needed to guide the research process
7. Experience facilitating client groups for at least **four years**, such as logic modeling, evaluation planning, design of protocols, focus groups, analysis of results, and running client meetings
8. Experience managing other at least one other staff, for at least **three years**
9. Excellent organizational and time management skills; you will be expected to allocate and manage your time, and anticipate and request support from other staff so that you can meet your deadlines
10. Excellent oral communication skills: successful candidates are confident and able to facilitate client meetings and present findings to clients
11. Excellent interpersonal skills: successful candidates can liaise with clients, make 'cold calls' to conduct literature/environmental scans, and be assertive yet courteous
12. Excellent written communication skills: successful candidates can write evaluation reports with minimal guidance from supervisor
13. Content knowledge regarding two or more of the following issue areas: housing and homelessness, domestic violence and child welfare, economic policies and public assistance, early and primary education, and children, youth or families that are at-risk or underrepresented.
14. Experience developing evaluation proposals or other means of business development
15. Demonstrated experience using Excel

Desired Qualifications, but not required

1. Advanced proficiency in **SPSS:** can establish data files, write code/ syntax and run analyses

2. Familiarity working with Institutional Review Boards (IRBs)
3. Experience seeking out and maximizing existing secondary data (Ca Department of Finance, Census Bureau, Ca Dept of Education, etc).
4. Experience designing and facilitating strategic planning processes
5. Familiarity with GIS software and mapping
6. Familiarity with Visio and other flowcharting software
7. Familiarity with relational databases (ACCESS) and their development

Salary and Benefits:

A competitive salary package will be provided that is commensurate with experience and qualifications. ASR offers a full package of employee benefits, including health, dental, [vision](#), 401k plan, [vacation](#), [sick and holiday time](#).



Job Description

Senior Research Analyst

Location:	Evaluation Services Office, 991 W Hedding, San Jose, Ca. 95126
Hours:	Full time position – 9:00 to 5:30 pm, five days per week.
Supervisor:	Lisa Colvig-Amir
Type:	Full-time Permanent

Job Profile:

Senior research analysts at ASR coordinate **four to six** evaluation projects simultaneously, and to provide ad-hoc support to other evaluation projects as needed. The SRA is an efficient 'do-er' as well as a critical thinker who is on the track toward project management. The successful SRA is one that has the right blend of a philosophical approach to research that matches ASR's, conceptual skills, technical skills, work style and commitment to quality, including:

- You want to apply your research skills to directly improve the lives of our most at-risk community members such as children, domestic violence victims, and the homeless
- You enjoy working with clients with find the right research designs for them, and helping facilitate them through the research process
- You have strong qualitative and quantitative research skills, including at least basic SPSS skills
- You can help design, launch and lead primary data collection methods
- You enjoy distilling the results of their research into actionable messages, and presenting those messages to clients
- You enjoy taking on challenges and helping finding tenable solutions
- You are tenacious and a self-starter
- You provide creative contributions to the success of the whole team's work
- You approach your work with just the right blend of confidence and humility
- You have excellent people skills

In sum, the Senior Research Analyst:

- **Coordinates/ Implements** the project, under the guidance of manager and director.
- Responsible for timely, quality completion of tasks within each phase of project, and sequencing from phase to phase
- **Responds/ reacts** effectively to requests, needs, issues
- **Identifies problems** as they arise; beginning to be able to offer solutions

Core Responsibilities:

ASR's Senior Research Analysts coordinate all phases of the evaluation project life cycle, including:

1. **Development:** Participate in the development of new projects including writing proposals, meeting with new clients, helping determine evaluation needs, drafting logic models;

2. **Planning:** Help refine scopes of work, finalize evaluation questions and designs, facilitate planning meetings, transcribe notes, communicate by phone or email to clients as appropriate, identify key variables for measurement and appropriate sample from whom data shall be collected
3. **Implementation:** Draft survey instruments or other protocol according to evaluation design and variables of interest, coordinate launch of data collection activities, occasionally conduct key informant interviews, focus groups or observations, or coordinate other resources to do so;
4. **Analysis:** Coordinate collection of data, including cleaning and verification, help finalize data analysis requests according to original evaluation design/questions, coordinate processing of data, help analyze preliminary data, request additional analysis as appropriate, and synthesize multiple kinds of data to produce summaries/ key findings; and
5. **Reporting:** Draft evaluation reports and summaries, including visual charts, create PowerPoint presentations, and provide oral presentations to clients.

Senior Research Analysts are expected to average **2.0 ('in progress')** on the critical skills assessed.

Required Qualifications:

1. MA, MS, or PhD, in the social sciences
2. Minimum **five years** of experience working as an evaluator / researcher, coordinating multiple (3 to 5) evaluation/ research projects simultaneously
3. Experience designing, managing, conducting and analyzing data from **qualitative** research efforts
4. Experience designing, coordinating and analyzing **quantitative** research methodologies
5. Intermediate proficiency in **SPSS**: can establish data files, write code/ syntax and run analyses
6. Experience with creating **logic models** (logic frameworks), evaluation plans, and other analytical techniques needed to guide the research process
7. Experience facilitating client groups for at least **four years**, such as logic modeling, evaluation planning, design of protocols, focus groups, analysis of results, and running client meetings
8. Experience managing other at least one other staff, for at least **three years**
9. Excellent organizational and time management skills; you will be expected to allocate and manage your time, and anticipate and request support from other staff so that you can meet your deadlines
10. Excellent oral communication skills: successful candidates are confident and able to facilitate client meetings and present findings to clients
11. Excellent interpersonal skills: successful candidates can liaise with clients, make 'cold calls' to conduct literature/environmental scans, and be assertive yet courteous
12. Excellent written communication skills: successful candidates can write evaluation reports with minimal guidance from supervisor
13. Content knowledge regarding two or more of the following issue areas: housing and homelessness, domestic violence and child welfare, economic policies and public assistance, early and primary education, and children, youth or families that are at-risk or underrepresented.
14. Experience developing evaluation proposals or other means of business development
15. Demonstrated experience using Excel

Desired Qualifications, but not required

1. Advanced proficiency in **SPSS**: can establish data files, write code/ syntax and run analyses

2. Familiarity working with Institutional Review Boards (IRBs)
3. Experience seeking out and maximizing existing secondary data (Ca Department of Finance, Census Bureau, Ca Dept of Education, etc).
4. Experience designing and facilitating strategic planning processes
5. Familiarity with GIS software and mapping
6. Familiarity with Visio and other flowcharting software
7. Familiarity with relational databases (ACCESS) and their development

Salary and Benefits:

A competitive salary package will be provided that is commensurate with experience and qualifications. ASR offers a full package of employee benefits, including health, dental, [vision](#), 401k plan, [vacation](#), [sick and holiday time](#).



Job Description

Senior Data Analyst

Location: Evaluation Services Office, San Jose, Ca. BUT candidate may work remotely from home or other location

Hours: Part time: 5-30 hours a week

Type: Contract position

Supervisor: Lisa Colvig-Amir, Lynne Mobilio

Job Profile:

The **senior data analyst** provides ad-hoc statistical support to our assessment and evaluation projects as needed. ASR uses SPSS, so strong skills with that software are a must. At present, **this is a contract position** with the potential to evolve into a full time data analyst position or expand into a more comprehensive position encompassing project coordination and or management. **The contract senior data analyst will likely work-off site (virtually)**, though this is subject to change. We prefer that the contractor resides within 1 hour of our San Jose office, as occasional in person meetings may be needed.

Core Responsibilities:

Senior data analysts manage all aspects of analysis, including:

1. Designing appropriate sampling technique, and drawing sample.
2. Coordinate processing and entry of data, including setting up columns and codes, numbering, coordinating entry, and importing entered data into SPSS (if entered in another program). On rare occasions, limited data entry may be required.
3. Prepare data for analysis: conduct cleaning and verification, match individuals across databases, migrate data, etc.
4. Work with project manager/ director to finalize data analysis needs according to original evaluation design/questions, and create syntax to carry out analyses.
5. Perform such analyses. Typical analyses include basic frequencies and percents, means, ANOVAs, ANCOVAs, correlation analysis, multiple regression, and factor analysis.
6. Conduct random proofs of all work to ensure high quality.
7. Import output into Word and apply minor formatting so output is suitable for clients.

Required Qualifications:

1. Strong knowledge of descriptive and inferential statistics, and research methodologies
2. MA, MS, or PhD, in the social sciences, or equivalent experience working in research settings
3. Minimum three years in a job in which primary duty is performing statistical analyses, preferably in SPSS.
4. Excellent organizational and time management skills
5. Familiarity with databases (ACCESS, Excel), their development, and importing data to and from such databases

6. Strong references

Additional Desired Qualifications:

8. Excellent written communication skills: successful candidates can write evaluation reports with minimal guidance from supervisor
9. Experience developing evaluation proposals
10. Experience designing research and evaluation studies (pre experimental to quasi-experimental)
11. Expertise with GIS
12. Content knowledge regarding housing and homelessness, domestic violence and child welfare, economic policies and public assistance, early and primary education, and children, youth or families that are at-risk or underrepresented.

Salary and Benefits:

This is contract position and as such, pay will be based on hourly rate, which will be commensurate with experience and qualifications.