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| **Program Evaluation and Improvement (PEI) Self-Study**  **Please refer to companion document**  **“PEI Guidance and Indicators”**  **Organization will establish a self-study committee to assess and**  **rate the organization on the following:** | Supporting Documents Submitted: | Committee Decision | | |
| Fully Met | Partially Met | Not Met |
| 1. Agency has a Board-Approved Strategic Plan with goals, data/evidence to show progress/achievement, and timelines/responsible parties for each goal. |  |  |  |  |
| 1. Agency has a Program Needs Assessment report identifying the current program needs including those that are met and those that are unmet. |  |  |  |  |
| 1. Programmatic Processes: Agency has documentation describing program procedures including intake, assessment, individualized plan, scheduling, and data collection. |  |  |  |  |
| 1. Agency provided a narrative or chart on Program Delivery Monitoring.  (Please see categories in the indicators/guidance document.) |  |  |  |  |
| 1. Agency described the provisions for participation in evaluation of programs by staff, cooperating organizations, volunteers, and persons served. |  |  |  |  |
| 1. Agency provided a narrative describing how the organization makes needed modification to its administration and its programs based upon data coming from the program evaluations. |  |  |  |  |
| 1. Agency provided a narrative describing how the organization makes needed modification to its Strategic Plan’s short- and long-range goals, based upon data coming from its program evaluations, program delivery monitoring and input from its staff and the community. |  |  |  |  |
| 1. Evaluation and audit findings are summarized in writing and used in the organization’s planning, budgeting, staff considerations, as well as internal and public reporting activities. |  |  |  |  |
| Total Standards |  | /8 | /8 | /8 |

# **Required Documents**

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your Organization’s Program Evaluation System and Data Use for Improvements. Please provide sub-folders labeled for each of the following documents:

* Self-Study (above)
  + See Guidance and Indicators, below, for required attachments
  + Narrative to explain any standards you rated as partially met or not met.
  + Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: