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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul K. Leather
Deputy Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

August 14, 2015

Her Excellency Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Sole Source

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education, Bureau of Special Education, Office of Student Wellness, to enter into a **Sole Source** contract with Evergreen Evaluation and Consulting, Inc., Jericho, VT (Vendor Code 172191) to conduct the evaluation of the Now Is The Time (NITT) Project Advancing Wellness and Resilience in Education (AWARE) State Education Agency (SEA) grant for the period effective upon Governor and Council approval through June 30, 2016 in an amount not to exceed \$169,648.00. **100% Federal Funds.**
2. Subject to Governor and Council approval of Item 1 above, authorize the Department of Education to include a contract renewal option for up to two (2) additional fiscal years, subject to the contractor's acceptable performance of the terms herein.

Funds to support this request are anticipated to be available in the following account in FY 2016 upon the availability and continued appropriation of funds in the future operating budget, Project AWARE Grant:

06-56-56-562510-59990000-102-500731	<u>FY 2016</u>
Contracts for Program Services	\$169,648.00

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EXPLANATION

The New Hampshire Department of Education received a \$9,749,959.00 NITT Project AWARE SEA Grant from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). This request is **Sole Source** because New Hampshire was awarded the grant with the provision that the partners identified in the proposal would be funded to assist the Department of Education in meeting the goals and objectives of the grant. These partners were required to be highly qualified entities already engaged in professional development in the grant areas and in agreement to expand these services. The United States Department of Health and Human Services required partners and their services, as detailed in the grant, to include Evergreen Evaluation and Consulting Inc., therefore, no competitive bid process was established.

The NITT Project AWARE grant is aimed at fostering new, integrated and inclusive systems that promote child safety and mental health. Project AWARE will develop and sustain a formal, collaborative, interagency structure at the state level; providing school faculty and staff with the capacity to identify mental health issues in children and youth, and to take appropriate action. Project AWARE takes steps to encourage and sustain local resources that can address mental health and substance abuse issues; creates lines of communication and organizational relationships that greatly increase the likelihood that mental health and substance abuse issues will also be dealt with appropriately, and in a way that will result in outcomes as positive as possible.

The U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) requires a comprehensive evaluation detailed within the grant that measures the short-term, intermediate and long-term outcomes and impacts of the grant initiatives. The evaluation assesses the degree to which the New Hampshire Project AWARE meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

Evergreen Evaluation and Consulting, Inc. is a small northeast evaluation business well versed in the evaluation of projects in the field of special education. Evergreen Evaluation and Consulting, Inc. has been the evaluator for Vermont's State Personnel Development Grant, is the contracted evaluator for the NHDOE Office of Safe Schools and Healthy Students Grant, and has served as an evaluation specialist for the Northeast Regional Resource Center.

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Evergreen Evaluation and Consulting, Inc. will bring to this grant the research, knowledge and expertise to conduct the following grant activities:

- Develop and review evaluation plan and logic models with grant leadership and management teams;
- Develop and implement evaluation instruments for collection of data;
- Develop data management system for tracking implementation and intervention fidelity;
- Provide training to coaches and partners on use of fidelity instruments;
- Collect baseline grant performance indicator data and student outcome data;
- Collect and analyze data on a routine basis for reporting;
- Develop system for providing feedback of data for use with decision making;
- Attend grant Management & Leadership team meetings and provide oral evaluation reports as needed;
- Provide written quarterly evaluation reports on progress towards the accomplishment of grant goals, objectives and activities.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

VMB:TLS
Attachments

Subject: NITT PROJECT AWARE SEA GRANT PROJECT EVALUATOR

FORM NUMBER P-37 (version 1/09)

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH State Department of Education, Bureau of Special Ed		1.2 State Agency Address 101 Pleasant Street, Concord, New Hampshire 03301	
1.3 Contractor Name Evergreen Evaluation and Consulting, Inc.		1.4 Contractor Address 16 Bradley Road, Jericho, Vermont 05465	
1.5 Contractor Phone Number 802-434-7644	1.6 Account Number see Exhibit B	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$169,648.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator, Bureau of Special Ed		1.10 State Agency Telephone Number 603-271-6693	
1.11 Contractor Signature <i>Patricia H. Mueller</i>		1.12 Name and Title of Contractor Signatory Patricia H. Mueller, President	
1.13 Acknowledgement: State of <u>Vermont</u> , County of <u>Chittenden</u> On <u>8/15/15</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <i>[Signature]</i> [Seal]		CHRISTOPHER H. JARVIS Notary Public, State of Vermont My Commission Expires Feb. 10, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace [Blank]			
1.14 State Agency Signature <i>Virginia M. Barry</i>		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>[Signature]</i> On: <u>8/27/15</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

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Date 4/15/15

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials AM
Date 4/15/15

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A
Services to be Provided

Evergreen Evaluation & Consulting, Inc. will provide the following services under the contract:

NITT PROJECT AWARE SEA GRANT Project Evaluator

for the period: upon Governor and Council approval, whichever is later, through June 30, 2016.

- Develop and implement an evaluation plan for collecting and reporting data as required by the *Common Data Platform (CDP)*, in particular the *Youth Mental Health First Aid* and the *Government Performance and Results Act (GPRA)* performance measures. The comprehensive evaluation plan will outline method(s)/process(s) for collecting and reporting all State and local performance measures, both quantitative and qualitative (including survey development and implementation), and project process and outcomes assessment. Specifically, the evaluation plan will:
 - Support the NHDOE to report quarterly on the following performance measures using the Common Data Platform (CDP):
 - The number of individuals who have received training in prevention or mental health promotion.
 - The number of people in mental health and the related workforce who are trained in mental health related practices and activities that are consistent with the goals of the grant.
 - The number of individuals referred to mental health or other related services.
 - Support the LEAs to collect data and report to the state at least annually on the following three GPRA measures:
 - The total number of school-aged youth served as a result of implementing strategies identified in the Coordination and Integration Plan.
 - The total number of school-aged youth who received school-based mental health services.
 - The percentage of mental health service referrals for school-aged youth which resulted in mental health services being provided in the community.
 - Collect data on the following specific outcomes questions:
 - What was the effect of the strategic planning process and implementation of selected intervention(s) on key outcome goals?
 - What program/contextual/cultural factors were associated with State and LEA and local community outcomes?
 - What factors were associated with outcomes, including race/ethnicity/sexual identity (sexual orientation/gender identity) and age of the child?
 - How effectively did the project reach populations at high risk for mental, emotional, and behavioral disorders and violence?
 - What were the barriers to interagency collaboration, partnership development, and shared decision-making and how were they addressed?
 - What factors were associated with the development of the comprehensive plan?
 - Include or outline a process for developing NHDOE and local district required/requested specific tools and surveys that will be used to collect data related to project outcomes. Tools and surveys must adhere to National Culturally and Linguistically Appropriate Services (CLAS) Standards.
 - Be responsible for collecting, cleaning, analysis, and reporting of Child and Adolescent Needs and Strengths for Youth with Mental Health Challenges (CANS – MH) for three Local Education Agencies (LEAs) quarterly (every three months) to be transferred and reported to SAMHSA.

Initials Patton
Date 4/15/15

Services to be Provided (Cont'd)

- Inform continuous quality improvement through CANS – MH data, use of State performance measures, and GPRA data.
- Provide aggregate data back to participating schools and the Core Management Team in each LEA on a regular basis to inform mid-course corrections in implementation of Evidence Based Practices.
- Include an established tracking system to guide school behavioral health staff to conduct follow-up assessments and will use evaluation reports to monitor program implementation and improve processes as needed.
- Provide technical assistance to three LEAs and providers in participating schools from the evaluation team to integrate GPRA data collection into their electronic health record (EHR), when applicable, and into their typical student and system data collection procedures.
- Collect information from various information systems that collect and report State education outcome data on bullying, suspensions, and expulsions, and other data points as needed.
- Support three LEAs in collecting Youth Risk Behavior Survey data throughout the New Hampshire Safe Schools and Healthy Students effort.
- Provide technical assistance to three LEAs and providers in participating schools around meeting, assessment process, and school behavioral health services to be provided to students, youth and families.
- Provide technical assistance to three LEAs in method(s)/process(s) for obtaining consent for participation and HIPAA authorization to participate in the evaluation and obtainment of transfer data from each youth/caregiver.
- Provide sample/template information for three LEAs and providers to use/share with youth/caregivers about the evaluation, the purpose of, degree of participation needed, potential risks and benefits of participation, confidentiality of the data and all other issues related to informed consent.
- Process for obtaining IRB approval for consent, HIPAA, and disclosure forms prior to the start of the evaluation effort.
- Provide sample consent form and assent form that details the study procedures, risks and benefits, alternatives to treatment, and participation rights and confidentiality.
- Providing security of data both electronically and in hard copy format.
- Annual Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of the twelfth (12) month of the fourteen (14) month contract period that include strategies for improvement a comprehensive overview of the project to date. The submission and acceptance of this report is required for NHDOE consideration of a two (2) year additional contract for evaluation services to be provided.

Initials *AM*
Date *4/15/15*

EXHIBIT B

Budget and Payment Method

General Expenses:

Budget (period ending June 30, 2016)

Account: 06-56-56-562510-59990000-102-500731

Description of Services	FY'16
Project Director	\$ 16,365.00
Project Staff	\$129,282.00
Admin/IT	\$ 18,001.00
Travel	\$ 6,000.00
Total	\$169,648.00

Limitation on Price:

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$ 169, 648.00.

Method of Payment:

Payment will be made on the basis of monthly invoices received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

Terry Stafford
NH Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

Initials DJM
Date 4/15/15

EXHIBIT C

Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, will recognize the NHDOE, Bureau of Special Education as a sponsor. All documents created shall be the property of the Bureau of Special Education.

Initials DHM
Date 4/15/15

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Evergreen Evaluation & Consulting Inc. doing business in New Hampshire as Evergreen Evaluation, a(n) Delaware corporation, is authorized to transact business in New Hampshire and qualified on June 5, 2012. I further certify that all fees and annual reports required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 28th day of April, A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Corporate Resolution

I, David J. Merves, Secretary/Treasurer of
Evergreen Evaluation & Consulting, Inc., a corporation organized under the laws of
the State of Delaware, hereby certify that the following is a full and
true copy of a resolution adopted at a meeting of the Board of Directors of said company,
duly held on the 15th day of April, 2015:

“RESOLVED that Patricia H. Mueller is hereby authorized to
make, execute and approve on behalf of this company, any and all
contracts and to execute and approve on behalf of this company other
instruments, a part of or incident to such contracts; effective until
otherwise ordered by the Board of Directors.

AND I DO FURTHER CERTIFY that the above resolution has not been in any way
altered, amended or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affix the corporate seal of
said Evergreen Evaluation & Consulting, Inc. this 15th day of April,
2015.


Title: Secretary / Treasurer

(Seal)

Mission Statement

Evergreen Evaluation & Consulting, Inc. (EEC) is a woman-owned firm located in Jericho, Vermont and was founded in 1990 by Dr. Patricia Mueller.

EEC's expertise is primarily in the area of education program evaluation and professional development. EEC has conducted evaluations of State and Local Education Agency programs, Technical Assistance and Dissemination Centers and Institute of Higher Education, including their personnel preparation programs and other grants. EEC employs two full-time evaluators and doctoral level sub-contracted evaluation and research specialists to augment capacity. In addition, EEC employs a part-time administrative assistant and a part-time IT specialist. EEC is a large enough company to have several experienced evaluators, yet small enough to be highly responsive to client needs.

EEC uses a collaborative approach to program evaluation and will conduct all activities in close coordination with the client. EEC prides itself on developing timely, flexible and culturally responsive evaluation logic models and evaluation plans that provide the foundation for successfully moving a program forward to meet its goals and objectives.

Overview of Evergreen Evaluation & Consulting Inc.

EEC employs a systematic approach to evaluation that incorporates “best practice” evaluation theory and strategies. These elements are evident in all EEC projects and have been found to yield the data and information necessary for clients to make informed, data based decisions for programming purposes and to provide formative and summative reports to key stakeholders.

Theoretical Approach to Evaluation: EEC employs the strategy of ongoing, formative evaluation as a key element in making data based decisions and mid-course corrections, if warranted. To this end, EEC employs an evaluation approach that includes: *process evaluation* (quality of the content, design and delivery/implementation); *outcome evaluation* (value of outcomes); *lessons learned* (barriers/enablers, nuances, surprises, causal explanations); *overarching questions* about the value/worth of the program; and *forward/outward focused evaluation questions* (e.g., replication, sustainability, threats, opportunities) (Davidson, 2009). EEC uses a Participatory Evaluation approach that seeks input from stakeholders at multiple levels and program managers to build capacity and more accurately interpret evaluation findings (Preskill & Catsambas). In order to benefit from this approach, it is essential to have high quality data that are available in a timely manner. Bernhardt (2004) stressed that comprehensive reform activities are dependent on data that address the interactions between and among stakeholders, stakeholder perceptions, the actual intervention, and the results. EEC ensures that only the data that is “treasured” is measured.

Logic Model Development: EEC evaluators value the development of a clear, sequential logic model that demonstrates the causal linkages from the onset of the project through goal attainment. The logic model illustrates the theory of change, using program impact theory (Donaldson, 2007), by linking the project objectives with the organizations and individuals working together to achieve them, to the outputs of the project activities and, in turn, to the short-term, intermediate, and long-term outcomes associated with the project (Frechtling, 2007). EEC evaluators create draft logic models for client review and revision. When this review and revision process occurs at the beginning of a project, clients and evaluators start the work “on the same page.”

Evaluation Plan Development: Once the client and evaluators agree on the logic model or models, if there are multiple initiatives, EEC evaluators develop the evaluation plan. Typically, evaluation plans include overarching questions, critical outputs, short-term, intermediate and long-term outcomes. Evaluation plans also outline data sources, methods and timelines for collection, analysis and reporting. The client then reviews the plan for accuracy and coherence with the program goals, objectives and activities. The final plan serves as the roadmap for the evaluation and is reviewed at least annually for multi-year projects and revised as needed.

Methodology: EEC uses a mixed-methodology approach to most evaluation projects, incorporating both quantitative and qualitative strategies to collect, analyze and report data. Typical evaluations include: development of surveys, interview and observation protocols, and focus group items. Fidelity of implementation data sets and end-user outcome data are analyzed and incorporated into formative and summative reports to gauge project progress, value and effectiveness. All instruments and procedures are developed, tested, and implemented in accordance with standard evaluation protocols (Fowler, 2008; Dillman, 2008; Krueger & Casey, 2000; Ruhe and Zumbo, 2009; Wholey et. al., 2010). Instruments are created

in a collaborative manner so that EEC evaluators utilize the content expertise of project staff. EEC's philosophy is to conduct all program evaluations in a non-intrusive manner. Data collection strategies include face-to-face interviews, focus group and online/web-based methods. EEC evaluators will request access to student or client level data if warranted by the evaluation plan.

Tasks, Timeline and Management: Once the evaluation plan is in final form, EEC staff develop a task/timeline chart to manage the evaluation. Typical task/timeline charts include scheduling of ongoing meetings with clients, instrument development, data collection, data analysis, interim reports to clients and summative reporting. This process serves to keep the projects on time and on target in accordance with the client's and funding agency's expectations.

Reporting and Communication with Clients: EEC is committed to an ongoing dialogue with clients. During project start-up, we expect several face-to-face meetings with the client to develop a solid working relationship. After the initial meetings, EEC has the capacity for participation in key management team meetings via video conferencing or phone. Interim and summative reports are tailored to address the stakeholder audience(s) and delivered to the agreed upon project timelines. EEC evaluators are familiar with federal reporting requirements and assist clients in annual and final submissions of their Continuation Reports (e.g., 524B). Sample reports are available upon request.

Evaluation Ethics: EEC work is aligned with the American Evaluation Association (AEA) "Guiding Principles for Evaluators" (<http://www.eval.org>) and the Program Evaluation Standards of Utility, Feasibility, Propriety and Accuracy. All EEC project personnel are expected to conduct their work in accordance with these principles and standards.

Board of Directors

Patricia H. Mueller, Ed.D.

David Merves, MBA, C.A.S

No Compensation

List of Personnel

Patricia H. Mueller Ed D. - Principal Investigator

Education

1997 Ed.D., Educational Leadership and Policy Studies, University of Vermont

1986 M.Ed., Special Education, University of Vermont Certificate of Advanced Study (C.A.S.), Administration and Planning

1981 M.Ed., Special Education, University of Vermont

1978 B.S., Elementary and Special Education, University of Vermont

Professional Experience

1989 – *Principal Evaluator*

Present President, Evergreen Evaluation & Consulting, Inc. Jericho, VT.
www.evergreenevaluation.net

Performs formative and summative Special Education program evaluations to include: conducting needs assessments; development of logic models and comprehensive evaluation plans; data collection and analysis; and reporting of findings with recommendations. Clients include State Departments of Education, Local Education Agencies, OSEP Technical Assistance & Dissemination Centers and non-profit and parent organizations.

2004- *Senior Researcher*

2007 The Study Group, Inc., Kill Devil Hills, NC

Performed special education research and literature reviews, developed comprehensive evaluation plans, created data collection instruments and engaged in data collection activities using a variety of methods.

1999- *Evaluation Specialist in Special Education"* Northeast Regional Resource Center

2004 (NERRC), Learning Innovations at WestEd, Williston, VT

Developed, planned, and coordinated evaluation of special education technical assistance activities provided by NERRC Staff development of progress and annual reports and in OSEP external evaluations.

Grants/CONTRACTS Awarded (since 2006)

2013- External Evaluator. Center for Technology & Disability (CTD); FHI360

Present Washington, DC.

2013- Sub-Contracted External Evaluator. Center for Parent & Information Resources;

Present (CPIR). Washington, DC. Role is to assist lead external evaluator.

2013- **External Evaluator.** Early Childhood Personnel Center (ECPC); University of
Present Connecticut (UCEDD), Farmington, CT.

2013- **External Evaluator.** Early Childhood Technical Assistance Center (ECTA); Frank
Present Porter Graham Child Development Institute, UNC at Chapel Hill.

2013- **External Evaluator.** The Center for IDEA Early Childhood Systems (DaSy Center);
Present SRI International.

2013- **External Evaluator.** Center for Applied Special Technology (CAST); Center on Present
Emerging Technologies (CET).

2013- **External Evaluator.** AL, DE & NH State Personnel Development Grants
Present (SPDG); AL, DE & NH Departments of Education.

2013- **Co-Coordinator.** VT State Personnel Development Grant, VT
Present Department of Education, Special Education, Montpelier, VT.

2012 **SPDG Grant Proposal Development.** AL, DE, NH, ND, & VT State Personnel
Development Grant (SPDG); AL, DE, NH, ND & VT Departments of Education.

2012- **Summative Evaluator.** National Center on Educational Outcomes (NCEO).
Present

2010- **External Evaluator.** MS State Personnel Development Grant (SPDG), MS
Present Department of Education, Special Education, Jackson, MS.

2010- **External Evaluator.** Think College-VT Program. Center for
Present Disability & Community Inclusion (UCEDD), University of Vermont, Burlington, VT.

2009- **External Evaluator.** Vermont Early Intervention/Early Childhood Special Education
Present Masters Program. Early Childhood Special Education, Department of Integrated
Professional Studies and UCEDD, University of VT, Burlington, VT.

2010- **External Evaluator.** Michigan's Office of Special Education, Department of
2013 Education.

2010- **Formative Evaluator.** Six Regional Resource Centers (RRCP- National Program).
2012

2007- **Co-Coordinator.** VT State Personnel Development Grant, VT
2012 Department of Education, Special Education, Montpelier, VT.

2007- **External Evaluator.** NH State Personnel Development Grant (NH RESPONDS), NH
2012 Department of Education, Bureau of Special Education, Concord, NH.

2010 **SPDG Grant Proposal Development.** WY State Personnel Development Grant (SPDG), WY Department of Education.

2009- **External Evaluator.** Granite State College, NH. 325T Grant Award.
2012

2007- **External Evaluator.** MS State Personnel Development Grant (SPDG), MS
2010 Department of Education, Special Education, Jackson, MS.

2010- **External Evaluator.** National Inclusive Education Initiative. Institute on Disability
2011 (UCEDD), University of New Hampshire, Durham, NH.

Selected Publications and Presentations

Mueller, P., Lynch, K., & Rewey, K. (2012, October). *Evaluating Programs Targeted for Populations with Disabilities.* Presentation at the American Evaluation Association Conference, Minneapolis, MN.

Mueller, P., Merves, D., & Bourexis, P. (2012, October). *The 3 R's of an Evaluation Business. Relevance, Responsibilities and Relationships.* Presentation at the American Evaluation Association Conference, Minneapolis, MN.

Mueller, P., Merves, D., & Bourexis, P. (2011, November). *Growing Your Business in the Current Economic Climate.* Presentation at the American Evaluation Association Conference, Anaheim, CA.

Hurley, J. & Mueller, P. (2011, July). *Preparing Early Interventionist Educators to work in a refugee resettlement community.* Poster session at the OSEP Project Director's Conference, Washington, DC.

Mueller, P. & Merves, D. (2011, May). *Growing Your Business in the Current Economic Climate.* Presentation at the Eastern Evaluation Research Society Conference. Absecon, NJ.

Frasier, J., Mueller, P., & Romero, C. (2010, November,). *Capturing fidelity of implementation in NH RESPONDS State Personnel Development Grant (SPDG).* Panel presentation at the American Evaluation Association Conference, San Antonio, TX.

Steenwyk, B. & Mueller, P. (2010, July). *Leveraging system resources: Alignment & integration to achieve education's priorities.* Presentation at the OSEP Project Director's Conference, Washington, DC.

Mueller, P., Reedy, K., & Diefendorf, M. Co-presenters. (2009, July). *Evaluation of a collaborative TA&D initiative: Implications for TA providers.* Presentation at the OSEP Project Director's Conference, Washington, DC.

Mueller, P. (2008, November). *Vermont's pilot project on Response to Intervention (RtI).* Panel presentation at the American Evaluation Association Conference, Denver, CO.

Mueller, P. & Garrett, B. (2008, July). *Evaluating Integrated Intervention Models: Response to Intervention (RtI) & Positive Behavioral Interventions and Supports (PBIS)*. Presentation at the OSEP Project Director's Conference, Washington, DC.

Professional Development Activities

Annual participation at the American Evaluation Association (AEA) Conference since 1999.

AEA Pre-Conference Workshops (sample):

- Developing & Implementing a High Quality Performance Measurement System- Courtney Brown & Mindy Hightower King
- Intermediate Consulting Skills for Evaluators- Gail Barrington
- Evaluating Organizational Collaboration- Rebecca Gadja
- Conducting Online Surveys - Lois Ritter & Valerie Sue
- Real World Evaluation: Conducting Evaluations with Budget, Time, Data and Political Constraints - Michael Bamberger & Jim Rugh

Claremont Graduate University Sample Workshops (Summer 2007 & 2008):

- Building Evaluation Capacity- Hallie Preskill
- Evaluation Use, Influence & Consequences- Melvin Mark
- Creating Effective Surveys for Applied Research- Jason Siegel
- Qualitative Research Methods- Michelle Bligh
- Evaluation & Applied Research Methods- Stewart Donaldson & Christina Christie
- Designing Qualitative Evaluation & Research Studies - Sharon Rallis

Additional Workshops (2001 -Present):

- Developmental Evaluation- Michael Quinn Patton
- Results & Performance Accountability- Mark Freidman
- Qualitative Evaluation- Patricia Rogers
- The Success Case Method- Robert Brinkerhoff

Professional Affiliations

American Evaluation Association (AEA); Proposal Program Chair for the Disability and Other Vulnerable Populations Population Topical Interest Group (2009 to 2012)
Council for Exceptional Children (CEC)

Judy M. Lee, Ph.D- Senior Evaluator

Education Columbia University, School of Social Work, New York, NY
Doctor of Philosophy (Ph.D.) in Social Planning and Policy Analysis, October 2001
Dissertation: "The Relationship between Parenting and Child Well-Being: A Child-Centered Policy Analysis of Urban Families"

University of California, Davis, Davis, CA
Master of Science in Community Development, June 1994
Thesis: "The Controversy of Cultural Matching: Its Significance within a Mentoring Framework"

Duke University, Durham, NC
Bachelor of Arts, May 1990
Majors: Comparative Area Studies; Human Development Certificate Program

Professional

- 12/13-present University of Massachusetts Donahue Institute, Hadley, MA. *Consultant*
- Serve as Research Project Manager for a mixed methods study of the Completion Incentive Grant Fund (CIGF) pilot program.
 - * Obtain IRB approval across 11 colleges and universities in the State of MA.
 - * Conduct key informant interviews with Department of Higher Education and campus administrators, as well as focus groups with college students.
 - * Design online survey measuring student satisfaction and experience with CIGF program.
 - * Analyze all qualitative and quantitative data, and develop recommendations for improved program administration and student outcomes.
 - * Present evaluation plan, methodology, findings and recommendations in comprehensive PowerPoint and executive summary for State Department of Higher Education.
- 10/13-present Evergreen Evaluation & Consulting, Inc. Jericho, VT. *Consultant*
- Provide evaluation services to three national technical assistance centers funded by the Office of Special Education Programs (OSEP): Early Childhood Personnel Center, The Center for IDEA Early Childhood Systems, and Early Childhood Technical Assistance Center.
 - * Develop structured individual interview protocols and online surveys measuring client satisfaction with technical assistance services, systems framework development and collaboration.
 - * Assist with project management tasks including participation in monthly evaluation team meetings, collaborative reviews of tool development, reporting, and client management.
 - * Administer online surveys, conduct interviews, analyze, and report quantitative and qualitative data.
 - * Conduct extensive literature review on measuring collaboration among partners.
 - * Assist with other evaluation related tasks such as Requests for Proposals, website analysis for the National Center on Educational Outcomes, and professional conference presentations.
- 7/13-present DMA Health Strategies, Lexington, MA. *Consultant*
- * Assist with development of the evaluation plan for the State of MA, Department of Children and Families Title IV-E waiver, Caring Together-a collaborative redesign of the state's congregate care system involving the Departments of

- Children and Families and Mental Health.
 - * Write and revise five-year implementation and outcome evaluation plan, including reformation of logic model, fidelity assessment plan, and identification of output and outcome measures.
 - * Develop work plan, timeline, and qualitative data collection tools involving individual and focus group interview protocols, survey, network monitoring and utilization management tracking tools.
 - * Work collaboratively with evaluation team to develop, refine and implement evaluation plan.
- 6/13-11/13 **Casey Family Programs, Seattle, WA. *Consultant***
- * Contributed to State of Maine's 2020 Goals to support parents and families by evaluating current parenting programs and services and making recommendations to guide statewide expansion.
 - * Assessed needs of Maine families through semi-structured interviews and focus groups with key stakeholders including directors of the Office of Child and Family Services, the State Commissioner, and other state partners, provider agencies, and consumers.
 - * Evaluated current family support contracts by cataloging all programs, identifying duplicative services across state departments, and ensuring that specific components would be maintained in future contracts.
 - * Reviewed evidence-based practices on family support programs to inform statewide implementation of Family Stabilization Program.
- 7/13-9/13 **The Annie E. Casey Foundation, Baltimore, MD. *Consultant***
- * Supported the development of the Juvenile Justice Deep End Initiative Request for Proposals by reviewing drafts and providing timely substantive and grammatical edits.
 - * Reviewed and rated proposals submitted in response to finalized Request for Proposals.
- 6/13-9/13 **James Bell Associates, Arlington, VA. *Consultant***
- * Provided technical evaluation assistance to discretionary grantees of the Children's Bureau (under Administration on Children, Youth, and Families, U.S. Department of Health and Human Services) implementing Title IV-E waiver demonstration projects focused on child welfare populations.
 - * Reviewed grantee applications and captured information in summary profiles and cluster matrices comparing project approaches, implementation, and child and family outcome evaluation activities.
 - * Evaluated grantee evaluation documents and materials, including logic models, client assessment tools and data analysis plans.
 - * Conducted literature review for technical assistance webinar on evaluation of systems change.
 - * Researched and wrote evaluation briefs on building evaluation capacity and reporting and presenting evaluation findings.
- 12/05-3/13 **Casey Family Services, The Annie E. Casey Foundation, New Haven, CT. *Consultant***
- * Designed with Research Director a multi-state implementation and outcome evaluation of an agency-wide new approach to permanency planning for foster care youth.
 - * Developed, pilot tested, and refined interview schedules for use with social workers, training consultants, agency leaders and administrators, and permanency team participants.
 - * Conducted confidential data collection through in-person and telephone interviews.
 - * Managed all data entry, coding, and cleaning.
 - * Analyzed data qualitatively and quantitatively; provided interim progress

reports; and presented findings, recommendations and lessons learned to agency management.

- * Developed logic model for Lifelong Families, fidelity assessment plan and measurement tools.
- * Collaborated on related foster care and permanency teaming projects at The Annie E. Casey Foundation, including conference presentations and article publications.

3/10-9/10 East End House (EEH) Youth Mentoring Program, Cambridge, MA. Consultant

- * Refined program logic model with program managers and CEO.
- * Developed implementation and outcome evaluation methodology, identifying appropriate measures for use with EEH's youth population.
- * Prepared extensive literature review on best practices in mentoring, after school programs, and evaluation of programs serving middle-school youth.
- * Assisted in proposal development for OJJDP funds for strategic enhancement to mentoring programs.

7/04-8/05 State of Connecticut, Probate Court Administration, West Hartford, CT. Consultant

- * Designed two-phase, multi-method evaluation of the New Haven Regional Children's Probate Court, which developed as a pilot effort in response to the statewide study conducted for Casey in 2002-03.
- * Executed implementation and outcome evaluation involving: 1) interviews with Judges, Probate Court staff, social workers and supervisors of State Department of Children and Families, attorneys, and families utilizing the court; 2) observations of court hearings, family conferences, and staff meetings; 3) review of case files and court records; and 4) follow-up on cases post-placement.
- * Developed tracking and case data forms for ongoing use by court's Management Information System.
- * Validated and strengthened pilot program through study findings and recommendations, resulting in Children's Probate Court receipt of 2006 Innovation Award from Council of State Governments.

2/04-12/08 Casey Family Services, New Haven, CT. Consultant

- * Reviewed foster care case records in four states using a structured case review instrument that assessed child demographics, health, behavior, psychosocial and academic functioning, education, trauma, placement history, birth family history, permanency plans, and family contact.
- * Reviewed foster family case records using a structured instrument that assessed family composition, childhood and personal history, parenting, and allegations of abuse/neglect.

**Publications,
Reports, &
Presentations**

- Kerman, B., Lee, J.M. & Frey, L.F. (Fall 2013). *Family Teaming to enhance engagement and opportunity for more families in Child Welfare*. Center for Advanced Studies in Child Welfare's CW360° The intersection of child welfare and disability: Focus on parents.
- Lee, J.M., Kerman, B. & Kindler, D. (July 2012). *Establishing an EBP: A research endeavor with benefits and implications for practice*. Workshop presentation at Foster Family-based Treatment Association (FFTA) Annual Conference on Treatment Foster Care, Atlanta, GA.
- Kerman, B., Lee, J.M. & Brenner, E. (June 2012). *Implementing family teaming for success in Child Welfare: Strategies for organizational change that support integrate, and standardize social work practice*. Roundtable discussion at American Humane Association Conference on Family Group Decision Making, Orlando, FL.

- Kerman, B., Lee, J.M. & Brenner, E. (June 2012). *Creating a Family Engagement evidence-based practice using practice-based evidence: Development of the Lifelong Families Foster Care model*. Workshop presentation at American Humane Association Conference on Family Group Decision Making, Orlando, FL.
- Kerman, B., Freundlich, M., Lee, J.M. & Brenner, E. (2012). Learning While Doing in the Human Services: Becoming a Learning Organization through Organizational Change. *Administration in Social Work*, 36(3), 234-257. Bearman, S.K., Kerman, B., & Lee, J.M. (Sept 2011). *Addressing the challenges of defining and measuring fidelity in child welfare practice models*. Roundtable proposal accepted for presentation at National Child Welfare Evaluation Summit, Washington, DC. [canceled due to Hurricane Irene]
- Kerman, B., Lee, J.M., Ross, E., & Carlson, P. (Sept 2011). *Developing an evidence-based practice using practice based evidence: Implementing and evaluating a Permanency Foster Care Model*. Panel proposal accepted for presentation at National Child Welfare Evaluation Summit, Washington, DC. [canceled due to Hurricane Irene]
- Lee, J.M., Kerman, B., & Lahti, M. (June 2009). *Getting inside the black box of teaming: Lessons & challenges from the evaluation of the Casey's Move to Greater Permanence*. Presentation at American Humane Association Conference on Family Group Decision Making and Other Family Engagement Approaches, Pittsburgh, PA.
- Lee, J.M. (November 2008). *Policies, pressures, and expectations: Managing relationships during a multifaceted implementation evaluation*. Presentation at American Evaluation Association Annual Conference, Denver, CO.

Additional

Knowledge of SPSS statistical programming package; Member of American Evaluation Association (AEA); Reviewer, Society for Social Work and Research (SSWR) and Child and Family Social Work; Thesis accepted into ERIC database & AHA's Leadership Institute Annotated Bibliography; CASA Mentor 1993-96, Team Leader 1994-96

Al Stein-Seroussi, Ph.D. - Co Project Manager

Proposed: Evaluation Director

Pacific Institute for Research and Evaluation

Career Summary

Alan D. Stein-Seroussi, Ph.D., (PIRE) has been with PIRE since 1992 and has served as the Center Director for PIRE's Chapel Hill Center since January 2011. In Dr. Stein-Seroussi's role as Center Director, his responsibilities include business development, technical leadership, financial management, and staff development.

In his role as a Senior Program Evaluator, Dr. Stein-Seroussi is responsible for directing and collaborating on multi-faceted evaluation studies and assisting state and local agencies evaluate and monitor their substance abuse prevention initiatives.

Education

- Ph.D., Psychology, University of Texas at Austin, 1990
- B.A. Psychology, Brandeis University, 1986; Robert Jay Silver Award; Magna Cum Laude and Phi Beta Kappa

Relevant Professional Experience

Pacific Institute for Research and Evaluation (PIRE), Chapel Hill, NC
1992 to present

- Center Director (2011-present). Oversee all activities related to the Chapel Hill Center and act as the primary liaison between Center staff and PIRE Executive Management.
- Senior Program Evaluator (2000-present). Directs and/or collaborates on studies focusing on assisting state and local agencies evaluate and monitor their substance abuse prevention interventions.

United States General Accounting Office, Program Evaluation and Methodology Division

9/1990 to 10/1992

- Social Science Analyst. Managed and administered research projects that evaluated the effectiveness of federal programs for elderly and minority populations. Responsibilities included surveying and interviewing federal, state, and local officials; gathering, synthesizing, and analyzing quantitative and qualitative data from diverse sources; composing congressional testimonies and writing reports; and briefing members of Congress and their staff and participating in testimonies before Congressional committees.

Selected Project Experience

Pacific Institute for Research and Evaluation

South Carolina Strategic Prevention Framework State Incentive Grant (2014 to present)- Evaluation Director. Leading an evaluation of South Carolina's substance abuse prevention efforts, funded by the U.S. Center for Substance Abuse Prevention. Responsibilities include

conducting a multi-site evaluation of communities that implement evidence-based prevention practices.

Evaluation of the California Community College Student Mental Health Program (2012 – present)-Member of the evaluation team. Collaborating on a project to assess the effectiveness of mental health training, technical assistance, and Campus-Based Grants.

New York Strategic Prevention Framework State Incentive Grant (2010 to present) -*Evaluation Director*. Leading an evaluation of New York's substance abuse prevention efforts, funded by the U.S. Center for Substance Abuse Prevention. Responsibilities include developing and conducting a multi-site evaluation of communities that implement evidence-based prevention practices.

Little Traverse Bay Band of Odawa Indians Strategic Prevention Framework State Incentive Grant (2010 to present)-*Evaluation Director*. Providing guidance on an evaluation of LTBB's substance abuse prevention efforts, funded by the U.S. Center for Substance Abuse Prevention. Responsibilities include developing and conducting a multi-site evaluation of communities that implement evidence-based prevention practices.

NC Health and Wellness Trust Fund Child Mental Health Project. (2010 to 2011)-*Evaluation Director*. Led an evaluation of a project that sought to increase integration of behavioral health services (e.g., screening and tele-psychiatry) into rural pediatric practices in North Carolina.

Randolph County Schools (NC) Safe Schools/Healthy Students Grant (2009 to 2013) — *Evaluation Director*. Leading an evaluation of a system-wide, comprehensive program to increase safety, prevent violence and substance abuse, and increase mental health services in Randolph County Schools.

National Cross-Site Evaluation of the Strategic Prevention Framework State Incentive Grant. (2005 to 2013)-*Team Member*. Part of the team that is conducting the national SPF SIG cross-site evaluation. Primary responsibilities include developing an instrument to assess changes in state-level prevention infrastructure, and using that instrument to conduct interviews with state-level prevention stakeholders.

Southeast Center for the Application of Prevention Technology, Service to Science Academy (2005 to present)-*Faculty Member*. Co-facilitated workshops for community-based prevention providers on the basics of prevention evaluation, including developing logic models, identifying and defining constructs and measures, data collection, and analysis. Provided follow-up technical assistance to workshop participants.

Selected Reports, Publications and Presentations

Reports

Stein-Seroussi, A., & Edwards, J., Hanley S. (2013). *Pender County Schools, Safe Schools/Healthy Students Initiative, Final Evaluation Report*. Report to Pender County Schools. Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Stein-Seroussi, A., & Edwards, J., Hanley S. (2013). *Project CONNNECT: Randolph County Schools, Safe Schools/Healthy Students Initiative, Final Evaluation Report*. Report to Randolph County Schools. Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Pankratz, M., Stein-Seroussi, A., & Hanley, S. (2013). *LINKS Student Survey Findings: 2009 to 2012*. Report to the Rowan-Salisbury School System. Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Stein-Seroussi, A. (2011). *NC Health and Wellness Trust Fund, Child Mental Health Project: Final Report*. Report to the NC Health and Wellness Trust Fund. Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Stein-Seroussi, A., Currey, D., Grabarek, M., & Edwards, J. (2010). *MI SPF SIG: Final Report*. Report to the Michigan Department of Community Health (Bureau of Substance Abuse and Addiction Services). Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Stein-Seroussi, A., Currey, D., Grabarek, M., & Edwards, J. (2009). *MI SPF SIG: Annual Progress Report (2009)*. Report to the Michigan Department of Community Health (Office of Drug Control Policy). Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Stein-Seroussi, A., Bradish, P., & Abney, P. (2008). *Virgin Islands Prevention State Incentive Grant: Final Evaluation Report*. Report to the Virgin Islands Department of Health, Division of Mental Health, Alcoholism, and Drug Dependency Services. Chapel Hill, NC: Pacific Institute for Research and Evaluation.

Presentations

Stein-Seroussi, A. & Edwards, J. (2013). *State Infrastructure and Sustainability: Findings From the SPF SIG National Cross-site Evaluation*. Paper presented at the AEA 27th annual research meeting, Washington, DC.

Flewelling, R. & Stein-Seroussi, A. (2012). *Evaluating the SPF-SIG at the State Level: Methods and Findings from Two States*. Paper presented at the NPN 25th annual research meeting, Pittsburgh, PA.

Stein-Seroussi, A. (2010). *Evaluation for Program Implementation and Management*. Invited presentation at the Safe Schools/Healthy Students Evaluation Training and Technical Assistance Conference. Bethesda, MD.

Abney, P. & Stein-Seroussi, A. (2008). *Results of the Virgin Islands State Incentive Grant*. Poster presented at the 136th Annual APHA Conference. San Diego, CA.

Bradish, P. & Stein-Seroussi, A. (2007). *Comparison of substance use trends and consequences among Virgin Islands public high school students and their US mainland counterparts: Results of the 2006 Virgin Islands Youth Risk Behavior Survey*. Paper presented at the 135th Annual APHA Conference. Washington, DC.

Stockton, L. & Stein-Seroussi, A. (2006}. Safe Schools/Healthy Students in Alamance County, North Carolina: Lessons Learned from a Program-Evaluation Collaboration. Paper presented at the Annual Conference of the American Evaluation Association. Portland, OR.

Publications

Edwards, J.M., Stein-Seroussi, A., Flewelling, R.L., Orwin, R.G., & Zhang, L. (under review). Sustainability of state-level substance abuse prevention infrastructure after the completion of the SPF SIG.

Orwin, R.G., Stein-Seroussi, A., Edwards, J.M., Landy, A.L., & Flewelling, R.L., (in press). Effects of the Strategic Prevention Framework State Incentives Grant (SPF SIG) on state prevention infrastructure in 26 states. *Journal of Primary Prevention*.

Piper, D., Stein-Seroussi, A., Flewelling, R., Orwin, R.G., & Buchanan, R. (2012). *Assessing state substance abuse prevention infrastructure through the lens of CSAP's Strategic Prevention Framework*. *Evaluation and Program Planning*, 35, 66-77.

Stein-Seroussi, A., Stockton, L., Bradish, P., & Meyer, M. (2009). *Randomized Controlled Trial of the ACTION Smoking Cessation Curriculum in Tobacco-Growing Communities*. *Addictive Behaviors*, 34(9), 737-743.

Cook, J.A., Heflinger, C.A., Hoven, C., Kelleher, K., Paulson, R., Stein-Seroussi, A., Fitzgibbon, G., Burke, & J., Williams, M. (2005). Medicaid Managed Behavioral Health Care for Children with Severe Emotional Disturbance. In M. Epstein, K. Kutash, & A. Duchnowski (Eds.), *Outcomes for Children and Youth with Emotional and Behavioral Disorders and Their Families: Programs and Evaluation Best Practices (Second Edition)*, Austin, TX: Pro-Ed, Inc.

Cook, J.A., Fitzgibbon, G., Burke-Miller, J., Mulkern, V., Grey, D.D., Heflinger, C.A., Paulson, R., Hoven, C., Stein-Seroussi, A., & Kelleher, K. (2004}. Medicaid Behavioral Health Care Plan Satisfaction and Children's Service Utilization. *Journal of Health Care Financing Review*, 26(1) 43-55.

David J Merves, MBA – C.A.S. – Co Project Manager

Executive Summary

Experienced with: 1) Evaluation theory, Logic model development and mixed methodology evaluation plans; 2) instrument and survey development; 3) data collection/ analysis; 4) dissemination/communication technologies for evaluation and applied research; 5) measuring collaboration; and 6) strategic planning.

Education

2010 Claremont Graduate University, Claremont, CA. Certificate of Advanced Study in Evaluation
1984 Loyola University, Chicago, IL. Master's Degree in Business Administration
1975 Connecticut College, New London, CT., Bachelor's Degree in Asian History

Work Experience

Evergreen Evaluation & Consulting, Inc. Jericho, VT 2007 – Present

Grants/Contracts Awarded

2013 to present	External Evaluator. Center for Technology & Disability (CTD); FHI360 Washington, DC.
2013 to present	Project Lead/External Evaluator. Early Childhood Personnel Center (ECPC); University of Connecticut (UCEDDL Farmington, CT).
2013 to present	Project Lead/External Evaluator. Early Childhood Technical Assistance Center (ECTA); Frank Porter Graham Child Development Institute, UNC at Chapel Hill.
2013 to present	Project Lead/External Evaluator. The Center for IDEA Early Childhood Systems (DaSy Center); SRI International.
2013 to present	External Evaluator. Center for Applied Special Technology (CAST); Center on Emerging Technologies (CET).
2013 to present	Project Manager/Co-lead evaluator. DE State Personnel Development Grant (SPDG); DE Department of Education, Dover, DE.
2012 to present	Project Manager/Co-lead evaluator. NH State Personnel Development Grant (SPDG); NH Department of Education, Bureau of Special Education, Concord, NH.
2010 2013	Project Manager/Lead Evaluator. Michigan Office Of Special Education-Mandated Activities Projects (MAPS); MI Department of Special Education, Lansing, MI.

2009 to 2012	Lead Evaluator. Granite State College, NH. 325T Grant Award; Keene, NH.
2010 to 2011	Project Manager/Lead Evaluator. Rehabilitative Engineering and Assistive Technologies Society of North America (RESNA); Arlington, VA.
2010 to 2012	Co-Lead Evaluator. Regional Resource Center Program (RRCP); Southeast Regional resource Center, Auburn University, Montgomery, AL.
2008 to 2011	Research Associate/Lead Evaluator. Supporting Faculty to Teach All Students: A Universal Design Consulting Team Model; Center for Disability & Community Inclusion (UCEDD), University of VT, Burlington, VT.
2007 to 2012	Research Associate. NH State Personnel Development Grant (SPDG- NH RESPONDS); NH Department of Education, Bureau of Special Education, Concord, NH.
2008to 2010	Research Associate. Research, Grant Development & Data Organization/Management; Center for Disability & Community Inclusion (UCEDDL University of VT, Burlington, VT.

Presentations and Publications

Frey, B., & Merves, D. (2014, April 24). *Deciding when Enough Collaboration is Enough: Measuring Collaboration for Understanding and Improvement* [Webinar]. In *TACC's Webinar Series*. Retrieved from <http://measuringcollaboration.events.tadnet.org/pages/782> :

Merves, D. (2012). *The 3 R's of an Evaluation Business: Relevance, Responsibilities and Relationships*. Presentation at the American Evaluation Association Annual Conference, Minneapolis, MN

Merves, D. (2011). *Growing Your Evaluation Business in Today's Economic Climate*. Presentation at the American Evaluation Association Annual Conference, Anaheim, CA.

Merves, D. (2011). *Using Social Network Analysis to Understand and Improve Collaboration Among Michigan's Integrated Improvement Initiatives and Center for Educational Networking*. Presentation at the American Evaluation Association Annual Conference, Anaheim, CA.

Merves, D. (2010). *Fidelity Instruments and School Burden*. Presentation at the American Evaluation Association Annual Conference, San Antonio, TX.

Merves, D. (2010) *UDL@UVM: Supporting Faculty to Teach All Students- A Universal Design Consulting Team Model*. Presentation at the American Evaluation Association Annual Conference, San Antonio, TX.

Merves, D. (2009) *Hosting a Statewide Virtual Conference*. Presentation at the Office of Special Education Programs Project Director's Conference, Washington, DC.

Program Evaluation Professional Development

2008 *Advanced Seminar in Evaluation Theory, Practice and Research*. Claremont Graduate University. The Certificate Program of Advanced Study in Evaluation. Taught by Drs. Stewart Donaldson and Christina Christie.

Advanced Seminar in Evaluation Methods. Claremont Graduate University. The Certificate Program of Advanced Study in Evaluation. Taught by Dr. Hallie Preskill and Dr. Rebecca Eddy.

Using Technology to Enhance Applied Research and Evaluation. Claremont Graduate School. Taught by Dr. Stewart Donaldson and Dr. Tarek Azzam.

Empowerment Evaluation. Claremont Graduate University. Taught by Dr. David Fettermen.

Beyond the Basics and the Traditional: Designing Qualitative Evaluation for Applied Research Studies. Claremont Graduate University. Taught by Dr. Sharon Rallis.

Logic Models for Program Evaluation and Planning. Claremont Graduate University. Taught by Tom Chapel (CDC).

Advanced Qualitative Evaluation. Claremont Graduate University. Taught by Dr. Sandra Mathison.

2007 *Utilization-Focused Evaluation*. Taught by Dr. Michael Quinn Patton. American Evaluation Association Profession Development Workshop.

Introduction to Evaluation. Taught by Dr. John McLaughlin. American Evaluation Association Profession Development Workshop.

The Logic of Evaluation. Claremont Graduate University. Taught by Dr. Michael Scriven.

Using Randomized Control Trials to Improve Educational Research and Evaluation. Claremont Graduate University. Taught by Dr. Tiffany Berry and Dr. Rebecca M. Eddy.

Considering Culture in Evaluation and Applied Research. Claremont Graduate University. Taught by Dr. Rodney K. Hopson.

The Logic of Evaluation and Causality: What Makes What Works Work? Claremont Graduate University. Taught by Dr. Michael Scriven

Introduction to Applied Quantitative Analysis. Claremont Graduate University. Taught by Dr. Dale E. Berger.

Professional Affiliations

North American Council for Online Learning (iNACOL)
International Society for Technology in Education (ISTE)
American Evaluation Association (AEA)
American Educational Research Association (AERA)

Teaching Experience

Adjunct Faculty, Fairleigh Dickinson University
Visiting Instructor, Cornell University
Adjunct Instructor, Boston University

Howard Edelstein - PAD Database Systems Provider

Education:

Section 508 Compliance Courses: Designing Accessible Web Sites, Section 508 Coordinators, and Additional Accessibility & Usability Concerns, March 2011

B.S. In Computer Science, University of Maryland, August 1988

B.S. In Agriculture, University of Maryland, May 1981

Work Experience:

Pacific Institute for Research and Evaluation

(April 2000- Present)

- Design websites using ASP, PHP, ColdFusion and JavaScript, which interact with databases.
- Create online surveys that store and retrieve information from a database.
- Design databases in MS SQL, MySQL, and Microsoft Access for maintaining information, which is often submitted or retrieved from a website.
- Maintain inner office and project related websites.

The Humane Society of the United States, Gaithersburg, MD

(June 1992- March 2000)

- As Network Administrator, I maintained a Novell WAN system that consists of six Novell 411 and 5.0 servers in Maryland and Washington, D.C.
- Maintain Windows NT server that is used for our Alta Vista Firewall. This allows for our Internet connectivity, as well as our tunnel connection into the network.
- Troubleshoot hardware and software problems for PCs and Macintosh computers in our main offices, and in our ten regional offices throughout the United States.
- Responsible for writing database programs in Clipper and Microsoft Access.
- Run software training seminars for staff.
- Responsible for the supervision of two technicians.
- Wrote and maintained two web sites.

PRC, Inc., Mclean, VA

(June 1991- June 1992)

- As a computer programmer, I created programs using Clipper for manipulating and tracking data for the Environmental Protection Agency.
- In charge of managing the data for several databases.
- Technical support for employees using PCs.
- Maintained the Novell network.

People for the Ethical Treatment of Animals, Rockville, MD

(March 1988- June 1991)

- As a computer program, I created and modified programs and databases using dBase and FoxBASE.
- Maintained three Novell networks, as well as network cabling.
- Provided technical assistance, training and other support to users of PCs Macintosh computers and an IBM System 36 mainframe computer. Assistance was in the way of operating all systems, fulfilling requests for database information, and training employees on software applications and data entry.

Awards:

The Humane Society of the United States (HSUS)- Outstanding Job Performance, June 1998
U.S. Department of Agriculture- Outstanding Job Performance, November 1987

Volunteer Work:

Poplar Spring Animal Sanctuary- Care and maintenance of animals and facility.

Shepherds Table Soup Kitchen- Serve meals to those in need.

United Animal Nations Animal Disaster Relief- Assists in animal rescue and care during disasters.

The Washington Humane Society (www.washhumane.org)- maintain website

Monroe County Animal League (www.mcal.petfinder.org)- maintain website

Michele Mitchell- Administrative Assistant

Michele Mitchell has been with EEC since its inception and provides part-time administrative and organizational support related to budgets, invoicing, preparation of grant proposals and general office maintenance. Total FTE for both staff is .02 FTE.

Holden Lewis- IT Specialist

Holden created and maintains EEC's website as well as the Mac-based technology systems utilized by EEC staff. He assists with trouble-shooting technical issues and recommends upgrades to EEC's systems to ensure efficient operations.