Program Evaluation Report

*Insert Agency Name*

Date of Submission: *Insert Date*

**The contents of this report are considered sworn testimony from the agency director.**

**Agency Director**

Name:

Start Date:

Number of Years as Agency Head:

Number of Years at Agency:

Email:

**Primary Agency Staff Contact for Oversight Study**

Name:

Phone:

Email:

**Main Agency Contact Information**

Phone:

Email:

Mailing Address:

**Agency Online Resources**

Website address:

Online Quick Links:

*Please provide any links to the agency website agency representatives would like listed in the report for the benefit of the public.*

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# I. Agency Snapshot

##  Glossary of Terms

1. **Glossary of agency terms.**

|  |  |
| --- | --- |
| Term, Phrase or Acronym | Meaning of the Term, Phrase or Acronym |
|  |  |
|  |  |
|  |  |

## History

|  |  |  |
| --- | --- | --- |
| 1. **History of significant events related to the agency, from agency’s origin to the present.** When reference is made to a significant legislative action, please cite to the applicable act, if known.
 |  | * **Insert year**
	+ Insert significant events
* **Insert year**
	+ Insert significant events

***Continue utilizing format above when responding to this question and, when finished, delete this text*** |
| 1. **Agency directors and time of service.**
 |  |

|  |  |
| --- | --- |
| Name of Director | Time of Service |
|  |  |
|  |  |
|  |  |
|  |  |

 |

## Governing Body, Organizational Chart, and Related Entities

|  |  |  |
| --- | --- | --- |
| 1. **Agency’s governing body, as outlined in the enabling statute.**
 |  | Insert answer  |
| 1. **Qualifications and duties of the agency director and governing body, as specified in law.**
 |  | Insert answer  |
| 1. **(A) Organizational Units Details Chart.**

 |  | See attached Excel chart. |
| **(B) Has the agency ever conducted an employee engagement, climate, or similar survey? If yes, when was the last one and who conducted it?**  |  | Insert answer  |
| **(C) Does the agency conduct employee engagement, climate, or similar surveys on a regular basis? If yes, what is the frequency?** |  | Insert answer  |
| 1. **Role and responsibilities of the agency compared to its counterpart entities, if any, at the federal and local levels.**
 |  | Federal counterparts**Insert name of federal counterpart**Insert brief description of role and responsibilitiesLocal counterparts**Insert name of local counterpart**Insert brief description of role and responsibilities |

1. **Organizational Chart.**

## Successes and Issues

|  |  |  |
| --- | --- | --- |
| 1. **3-4 agency successes.**

Briefly describe 3-4 agency successes. |  | **Insert topic of first success**Insert brief description**Insert topic of second success**Insert brief description**Insert topic of third success**Insert brief description |
| 1. **3-4 agency challenges.** Briefly describe 3-4 agency challenges and preparations, if any, to address these issues.
 |  | **Insert topic of first challenge**Insert brief description**Insert topic of second challenge**Insert brief description**Insert topic of third challenge**Insert brief description |
| 1. **3-4 emerging issues.** Briefly describe 3-4 emerging issues anticipated to have an impact on agency operations in the upcoming five years and preparations, if any, to address these issues.
 |  | **Insert topic of first emerging issue**Insert brief description**Insert topic of second emerging issue**Insert brief description**Insert topic of third emerging issue**Insert brief description |

# II. Agency Records, Policies, and Risk Mitigation Practices

## Records and Policies Management

|  |  |  |
| --- | --- | --- |
| 1. **(A) Agency’s records management policy and the position or division responsible for managing this policy.**
 |  | See attached policyORThe agency does not have a records management policy |
| **(B) Agency’s status in regards to compliance with the records management policy and explanation for non-compliance, if the agency is non-compliant.**  |  | Insert answer |
| 1. **Agency’s schedule for regularly reviewing and updating, as necessary, all agency policies and explanation for lack of a schedule, if the agency does not have a schedule.**
 |  | Insert answer |

|  |  |  |
| --- | --- | --- |
| 1. **(A) Agency’s status in regards to compliance with S.C. Code Ann. §1-23-120(J) that requires agencies to conduct a formal review of its regulations every five years.**
 |  | Insert answer |
| **(B) Last time the agency conducted a formal review of its regulations.**  |  | Insert answer |
| **(C) Last time the agency submitted new or revised regulations to the General Assembly.**  |  | Insert answer |
| 1. **How the agency collaborates with other agencies to seek funding (e.g. grant and federal funding).**
 |  | Insert answer |
| 1. **Does the agency receive data from other state agencies, which require manual entry? If so, identify the state agencies and the associated data received.**
 |  | Insert answer |

## Internal Audit and/or Other Risk Mitigation Practices

|  |  |  |
| --- | --- | --- |
| 1. **(A) Agency's internal audit process and/or other risk mitigation practices.**
 |  | Insert answer |
| **(B) List of areas reviewed in agency internal audits during the last five years.** |  | Insert answer |

1. **Issues or recommendations from external reviews or audits conducted of the agency during the last five years, which the agency has not yet fully addressed or implemented.**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue or Recommendation | Agency’s Status in Addressing or Implementing | Date External Review or Audit completed | Entity Conducting the Audit or Review  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# III. Agency Spending

|  |  |  |
| --- | --- | --- |
| 1. **Finance Overview Chart.**
 |  | See attached Excel chart. |

# IV. Agency Deliverables

|  |  |  |
| --- | --- | --- |
| 1. **Deliverables Chart.**
 |  | See attached Excel chart. |

# V. Performance

|  |  |  |
| --- | --- | --- |
| 1. **Performance Measures Chart.**
 |  | See attached Excel chart. |

# VI. Agency Ideas and Recommendations for Law Changes

1. **Recommendations for changes in law.**

|  |
| --- |
| **LAW CHANGE #\_\_\_** |
| Law | Summary of Current Law(s) and Recommended Change(s) | Basis for Recommendation | Approval and Others Impacted |
|  | Current Law: Recommendation:  |  | Presented and approved by agency’s governing body: Other entities potentially impacted:If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:  |
| Current Law Wording | Proposed Revisions to Law Wording |
|  |  |

|  |
| --- |
| **LAW CHANGE #\_\_\_** |
| Law | Summary of Current Law(s) and Recommended Change(s) | Basis for Recommendation | Approval and Others Impacted |
|  | Current Law: Recommendation:  |  | Presented and approved by agency’s governing body: Other entities potentially impacted:If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:  |
| Current Law Wording | Proposed Revisions to Law Wording |
|  |  |

|  |
| --- |
| **LAW CHANGE #\_\_\_** |
| Law | Summary of Current Law(s) and Recommended Change(s) | Basis for Recommendation | Approval and Others Impacted |
|  | Current Law: Recommendation:  |  | Presented and approved by agency’s governing body: Other entities potentially impacted:If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:  |
| Current Law Wording | Proposed Revisions to Law Wording |
|  |  |

|  |
| --- |
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|  | Current Law: Recommendation:  |  | Presented and approved by agency’s governing body: Other entities potentially impacted:If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:  |
| Current Law Wording | Proposed Revisions to Law Wording |
|  |  |

# VII. Feedback (Optional)

Agency feedback

|  |  |  |
| --- | --- | --- |
| 1. **(A) Other questions that may help the Committee and public understand how the agency operates, budgets, and performs**
 |  | Insert answer |
| **(B) Best ways for the Committee to compare the specific results the agency obtained with the resources the agency invested**  |  | Insert answer |
| **(C) Changes to the report questions, format, etc., agency representatives would recommend.** |  | Insert answer |
| **(D) Benefits agency representatives see in the public having access to the information in this report.**  |  | Insert answer |
| **(E) Two to three things agency representatives could do differently next time (or it could advise other agencies to do) to complete the report in less time and at a lower cost to the agency.**  |  | Insert answer |
| **(F) Other comments or suggestions from the agency.** |  | Insert answer |