The purpose of this policy is to outline the process for MCC program evaluation and further define the rules and guidelines that govern this process. Each year, the MCC engages in a process whereby each area of the center is required to collect metric data to help quantify the activity during the prior 6-month period. These data will be used to help drive strategic decision-making and report key metrics to the leadership of the MCC and other key stakeholders in the policy arena in which the MCC operates.

I. Definitions
   A. Evaluation metrics are an approved collection of data points designed to capture the activity and outcomes of a center area
   B. Evaluation periods are six months in length:
      1. January 1 - June 30
         a) Submission deadline for evaluation data: 7/31
      2. July 1 - December 31
         a) Submission deadline for evaluation data: 1/31
   C. Evaluation workbooks have been approved by MCC leadership and co-developed by MCC Operations, center area leaders, and key administrative contacts from each area.

II. Defining the Center Program Area
   A. Every six months, program areas should take the opportunity to review the goals, objectives and data definitions that have been developed for purposes of program evaluation

III. Monitoring and capturing of data during evaluation periods
   A. Each area is responsible for capturing data for metrics.
   B. MCC Operations will assist with developing methods for data collection and centralize efforts as appropriate
   C. Metrics are due 30 days from the end of the evaluation period
   D. Incomplete or missing data are the responsibility of each program area and MCC Operations will consult MCC Senior Leadership when data issues arise.

IV. Reporting Evaluation Metrics
   A. Evaluation workbooks will be used to report data.
   B. In addition to reporting data, each area is responsible for communicating data collection issues to MCC Operations.
C. When possible, MCC Operations will centrally collect data to ease the reporting process

V. Forms & Helpful Links
   A. Contact MCC Operations for Evaluation Workbook examples.