

IDAHO 21ST CENTURY COMMUNITY LEARNING CENTERS CONTINUOUS IMPROVEMENT SITE MONITORING CHECKLIST

Grantee: _____ Round #: _____ REVIEWER(S): _____
 Date(s): _____

Elements of Success	Documentation Examples	Progress	Improvement Plan/Timeline
ABSOLUTE AND COMPETITIVE PRIORITIES			
The grantee is recruiting and serving the target population and their families as identified in the approved grant application reaching or exceeding projected number of students to be served. 4204(b)(2)(F)	Recruitment plans and activities Enrollment and attendance records (Creating Change Reports) Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
The grantee has integrated the identified coordinating groups, parents, community members, volunteers, and social services agencies/organizations, and has involved them in the 21 st CCLC Program as detailed in the approved grant application. 4204(b)(2)(C)	Meeting agendas and minutes Activity flyers Sponsorship agreements MOUs Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
PROJECT DESIGN – PLAN OF OPERATION TABLE			
A The program activities reflect the goals and objectives outlined in the approved grant application. 4204(b)(2)(B)	Program handbooks Activity schedules Curricular materials/guidelines Other:	<input type="checkbox"/> Activities relate to goals & objectives <input type="checkbox"/> Activities do not relate to goals & objectives	
A The program provides a diverse array of additional services including nutrition, youth development activities, drug and violence prevention programs, character education and counseling programs that are aligned with needs of the particular population to be served. 4204(b)(2)(N)	Activity schedules and descriptions Flyers for parents and students describing the program Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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<p>B The program implements an attendance policy that encourages participation on a regular, consistent basis. 4204(b)(2)(N)</p>	<p>Written policies/handbooks Attendance records Creating Change records Contact log Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>J The program design includes a comprehensive scope of services to meet the needs of the whole child (academic, social and family) and includes services above and beyond those that the regular school day typically offers as described in the grant application. 4201(a)</p>	<p>Activity schedules and descriptions Flyers for parents and students describing the program Family activity sign-in sheets Participate surveys Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>J The program provides literacy and related education services for families of the enrolled students; family services meet the needs described in the grant for the community. 4201(b)(3)</p>	<p>Activity schedules and descriptions Flyer for parents and students describing the program Family activity sign-in sheets Participate surveys Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
PROJECT DESIGN – NARRATIVE			
<p>B All sites are offering services a minimum of 12 hours per week, 4 days per week before/after school. If appropriate, at least 4 hours per day on non-school days including optional summer breaks as detailed in the approved grant application. 4204(b)(2)(N)</p>	<p>Calendar and schedule of activities Creating Change records Parent handbooks and promotional materials Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>C All snacks/meals that are provided meet USDA guidelines. 4204(b)(2)(N)</p>	<p>Meal menus Food program documents Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	

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<p>D Program activities and services are advertised in the targeted schools and community through a variety of methods and forums. 4204(b)(2)(A)(iii)</p>	<p>Postings/announcements Press releases/articles Outreach activities Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>E Transportation plan is in place that ensures students will travel safely to and from the 21st CCLC site(s) and home for school based and / of off-site programs (fieldtrips). 4204(b)(2)(A)(ii)</p>	<p>Transportation plan MOU with School District or bus services Parent pick up agreement Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
MANAGEMENT PLAN			
<p>A All staff have credentials and expertise appropriate for the positions described and staff / student ratios are appropriate. 4204(b)(2)(N)</p>	<p>Employment records Credentials Staffing plan Average ratios Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>B The program involves <u>parents</u> in three or more ways (planning, implementation, program evaluation, on-going policy and advisory roles, publicity / marketing, etc...). 4204(b)(2)(N)</p>	<p>Communication plan Meeting schedules/minutes Surveys of parents Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>C Qualified volunteers are used to carry out projects and/or mentor participants in the program. 4204(b)(2)(N)</p>	<p>Volunteer logs</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>D Screening (including background checks for non-school adults) is done prior to contact with students. Idaho law – will find code and reference</p>	<p>Screening plan / background check records</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	

	Elements of Success	Documentation Examples	Progress	Improvement Plan/Timeline
D	The program provides opportunities for staff development and coordinates training with the school and community partners/vendors. 4204(b)(2)(N)	Correspondence Training logs Training materials Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
E	The program enters into formal written agreements with subcontractors (partners/vendors). 4204(b)(2)(N)	Agreements/MOUs in place Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
E- G	The program communicates with partners and encourages collaboration; partners/vendors actively support the program goals and objectives and this is reflected in program activities. The program's accomplishments are assessed and problem-solving is undertaken jointly. 4204(b)(2)(N)	Communication plan Meeting schedules/minutes Surveys of partners Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
H - J	To enhance sustainability the program has a plan to increase community support beyond the initial project. The program uses a wide variety of methods to identify and secure material, financial and human resources. The program has established collaboration with parents, community members, volunteers and social service agencies that provide services to children and families. 4204(b)(2)(K)	Correspondence Documentation of methods used Meeting Notes MOUs/Contracts Written plans Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
K	If a fee is charged, processes are in place to scholarship/waive charges to reach those students 21 st CCLC is intended to serve. 4204(b)(2)(N)	Sliding scale documentation Records of those receiving scholarships	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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L	Facilities are accessible to students and their families, including plans for transporting or escorting students to non-school facilities who have special needs (ADA). 4204(b)(A)(i)&(ii)	Transportation policies Transportation schedules Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
M	Information is transmitted to families with limited English proficiency in modes that are appropriate and easily understood. 4204(b)(A)(iii)	Correspondence Translation/assistive materials Event/meeting announcements Activity log Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
N	The grantee provides equitable services to private school students, and their families. Comparable opportunities for the participation of both public- and private-school students in the area served by the grant are provided. The grantee has consulted with private school officials. 4204(b)(2)(N)	Correspondence to private schools Record of response from private school Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
O	The facility is a school location or is licensed/approved by IDHW childcare licensing requirements. 4204(b)(A)(i)	Copy of license Fire code inspections Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet <input type="checkbox"/> N/A	
R	The program has a process for ongoing communication with students' teachers to provide individualized assistance in academic areas; and to inform and receive information from in-school teachers on students' academic and behavioral progress. 4204(b)(2)(N)	Communication plan Meeting schedules/minutes Correspondence Survey of classroom teachers Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

Elements of Success	Documentation Examples	Progress	Improvement Plan/Timeline
<p>R The project director and site coordinators communicate with the school principal(s) and administration to coordinate resources and use of school facilities. 4204(b)(2)(D)</p>	<p>Correspondence Activity logs Surveys of school administrator(s) Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>S The grantee expends 21st CCLC funds appropriately and in accordance with approved grant application. 4204(b)(2)(G)</p>	<p>Financial summary reports Budget change requests/amendments Purchase invoices Time and effort worksheets Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
EVALUATION			
<p>Parent, teacher, community partners, administration and student surveys are completed and submitted in accordance with state evaluation timelines. 4204(b)(2)(N)</p>	<p>Creating Change Surveys Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>The grantee completes as required State Department of Education/Creating Change monitoring and evaluation. 4205(b)(2)</p>	<p>Creating Change reports SDE requested data Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
ADEQUACY OF RESOURCES			
<p>E The program maintains on-going documentation of contributions (in-kind or resources) from partnering agencies or other sources. 4204(b)(2)(N)</p>	<p>In-kind contribution list Volunteer log Partner agreements Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>F The grantee maintains documentation for equipment (<\$300) purchased with 21st CCLC funds. 4204(b)(2)(N)</p>	<p>Purchase orders/invoices Inventory list Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	

Elements of Success	Documentation Examples	Progress	Improvement Plan/Timeline
<p>The program involves students in three or more ways (planning, implementation, program evaluation, and on-going advisory or decision-making roles, etc...). 4204(b)(2)(N)</p>	<p>Communication plan Meeting schedules/minutes Surveys of students Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>The program has developed written policies and procedures to effectively manage the programs and these are made available to all partners and program staff. 4204(b)(2)(N)</p>	<p>Parent handbook Staff handbook Written/policies and procedures Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>At least one staff member at each site is CPR and First Aid certificated. 4204(b)(2)(N)</p>	<p>Certification certificate Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>Program and management staffs meet regularly during the grant cycle to coordinate program offerings and discuss continuous program improvements. 4204(b)(2)(N)</p>	<p>Meeting schedules/minutes Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>Staff is trained in program policies/procedures. Staff is aware of program goals and objectives and can explain the relationship of program activities to those goals and objectives. 4204(b)(2)(N)</p>	<p>Training materials Program handbook Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	

<p>All project staff participate in local, state and national staff development activities; it is clear that staff development is aligned to meet the on-going program improvement plan. 4204(b)(2)(N)</p>	<p>Training logs Professional development plan Agendas for professional development opportunities Program improvement plans Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>Staff and volunteers are evaluated on a regular basis and given feedback for continuous performance improvement. 4204(b)(2)(N)</p>	<p>Staff handbook Volunteer rating criteria/format Performance eval. schedule Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	
<p>The grantee uses 21st CCLC funds to supplement rather than to supplant funds from other sources. 4204(b)(2)(G)</p>	<p>Financial/program documents Program funding history Other:</p>	<p><input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet</p>	

Additional Comments:

I certify that an on-site monitoring visit was conducted and reviewed with the staff present at the exit interview on (date) _____. I understand that we will receive a copy of this report. Our district/agency if identified for improvement will complete the required improvement plan and submit documentation for each item within the specified timeline.

- No further action required
- Improvement plan and documentation required

Program/Agency Representative: _____ Title: _____
(Print)

Program/Agency Representative: _____ Date: _____
(Signature)

I/we certify that this on-site monitoring visit was conducted on (date) _____ and was reviewed with representatives of the program/agency grantee.

Consultant: _____ Date: _____

Consultant: _____ Date: _____