



**OKLAHOMA 21ST CENTURY COMMUNITY LEARNING CENTERS
2013-2014 ON-SITE MONITORING DOCUMENT**

Grantee: _____

Date(s): _____

Program Director: _____

Site(s) Visited: _____

State Staff: _____

Site Observations:

Additional Comments:

A. Program Implementation and Effectiveness

	Requirements	Documentation	Requirement Compliance	Comments
1.	At-risk students have been identified and the program is actively recruiting those students as required by the grant.	<ul style="list-style-type: none"> • Recruitment plans and activities • Enrollment and attendance records • Protocol for selection of students • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
2.	<p>The grantee is recruiting and serving the target population and their families as identified in the approved grant application and reaching or exceeding projected number of students to be served.</p> <p>Number of students on application: _____</p> <p>Number of students at visit: _____</p>	<ul style="list-style-type: none"> • Recruitment plans and activities • Enrollment and attendance records • Protocol for selection of students • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
3.	The program has developed strategies and marketing materials to assist with recruitment and retention of student and adult participants.	<ul style="list-style-type: none"> • Flyers • Letters • Newspaper/Newsletter • Articles • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

	Requirements	Documentation	Requirement Compliance	Comments
4.	Program operates at least 10 hours per week in out-of-school time.	<ul style="list-style-type: none"> • Calendar and schedule of activities • Parent handbooks and promotional materials • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
5.	All students are eligible to participate on an equitable basis, i.e., students with disabilities, low-socioeconomic students. If the program charges students to attend, a sliding scale is used.	<ul style="list-style-type: none"> • Policies for serving all students • Parent handbooks • Sliding scale document • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
6.	The program implements an attendance policy that encourages participation on a regular, consistent basis and maintains accurate records.	<ul style="list-style-type: none"> • Written policies/handbooks • Attendance records • Contact log • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
7.	The program activities reflect the goals and objectives outlined in the grant application.	<ul style="list-style-type: none"> • Lesson/activity plans, with specific grant goals and objectives • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

	Requirements	Documentation	Requirement Compliance	Comments
8.	All activities promote engaging, age-appropriate opportunities for the youth to learn and grow and are not “more of the school day routine”.	<ul style="list-style-type: none"> • Lesson plans • Photo documentation • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
9.	The program offers students a broad array of additional services, programs, and activities, such as Homework Assistance, Tutoring, Reading/LA activities, STEM, Civic Education, Technology, Drug and Violence Prevention, Character Education, Physical Education and Wellness activities, Art and Music activities. All activities promote engaging, age-appropriate opportunities for the youth to learn and grow.	<ul style="list-style-type: none"> • Activity schedules and descriptions • Flyers for parents and students describing the program • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
10.	The program provides literacy and related education services for the families of the enrolled students; family services meet the needs described in the grant for the community.	<ul style="list-style-type: none"> • Activity schedules and descriptions • Flyer for parents and students describing the program • Family activity sign-in sheets • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

	Requirements	Documentation	Requirement Compliance	Comments
11.	The program gives students a voice in planning, implementation, program evaluation, and on-going advisory or decision-making.	<ul style="list-style-type: none"> • Communication plan • Meeting agendas and minutes, including list of attendees • Surveys of students • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
12.	Program uses data, staff input, and evaluation reports to refine, improve, and strengthen the program, as evidenced by changes within the current year.	<ul style="list-style-type: none"> • Staff meeting notes • Schedule and/or procedure changes • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
13.	Program communicates with the OSDE for any significant programmatic and/or budgetary changes	<ul style="list-style-type: none"> • Emails • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
14.	The program has a formal process for regular and effective 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.	<ul style="list-style-type: none"> • Communication plan • Meeting schedules/minutes • Correspondence • Survey of classroom teachers • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

	Requirements	Documentation	Requirement Compliance	Comments
15.	Program activities and services are advertised in the targeted schools and community through a variety of methods that reach all community members. All materials include recognition of 21 st CCLC funds.	<ul style="list-style-type: none"> • Postings/announcements • Press releases/articles • Outreach activities • Website • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
16.	Information is transmitted to families with limited English proficiency in modes that are appropriate and easily understood.	<ul style="list-style-type: none"> • Correspondence • Translation/assistive materials • Event/meeting announcements • Activity log • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant <input type="checkbox"/> N/A	
17.	All staff have the credentials and expertise appropriate for the positions described and there are sufficient numbers of staff to keep a low student to staff ratio.	<ul style="list-style-type: none"> • Employment records • Credentials • Staffing plan • Attendance records • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

B. Staffing and Scheduling

	Requirements	Documentation	Requirement Compliance	Comments
19.	The program maintains required staffing, consistent staffing patterns and experiences minimal staff turnover.	<ul style="list-style-type: none"> • Teacher/Student ratio • Staff attendance records • Job postings • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
20.	Staff and volunteers are trained on established program policies and procedures, including the federal guidelines prohibiting religious activities during federally funded program activities.	<ul style="list-style-type: none"> • Staff handbook • Staff meeting agenda • Staff training agenda • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
21.	Program and management staffs meet regularly during the grant cycle to coordinate program offerings for continuous program improvements. Staff is aware of program goals and objectives.	<ul style="list-style-type: none"> • Meeting schedules/minutes • Staff orientation agenda • Staff handbooks • Training materials • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
22.	All project staff members attend 5 hours in local, state and/or national afterschool development activities.	<ul style="list-style-type: none"> • Training logs • Professional development certificates • Agendas for professional development opportunities • Program improvement plans • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

C. Program Evaluation

	Requirements	Documentation	Requirement Compliance	Comments
23.	The grantee participates as required in the Federal and State monitoring and evaluation by completing and submitting YPQA, parent, teacher, and student surveys in accordance with state evaluation timelines.	<ul style="list-style-type: none"> • YPQA data • Receipt of completed surveys • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
24.	The program cooperates with and meets all state and federal deadlines for completing PPICS data.	<ul style="list-style-type: none"> • PPICS data entered • Data spreadsheet submitted • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
25.	The program has participated in previous monitoring visits and is working toward improving in the recommended areas.	<ul style="list-style-type: none"> • Previous monitoring report • Documentation of improvement • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

D. Health, Safety, and Nutrition

	Requirements	Documentation	Requirement Compliance	Comments
26.	All paid staff and volunteers who regularly interact with student participants have appropriate background checks.	<ul style="list-style-type: none"> • Copies of background check documentation • School policy • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
27.	All meals that are provided meet USDA guidelines. Child Nutrition programs are used if possible.	<ul style="list-style-type: none"> • Meal/Snack menus • USDA Reimbursement Documentation • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
28.	Program has procedures for authorized student pick-ups and safe transport of all participants to and from the center and home and carefully monitors the process.	<ul style="list-style-type: none"> • Parent release forms • Sign-in/Sign-out sheets • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
29.	Vehicles used for transportation are inspected for safety regularly.	<ul style="list-style-type: none"> • Inspection documentation • District procedures • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
30.	Emergency contact and health information for all participants and staff are on file, up-to-date, and easily accessible.	<ul style="list-style-type: none"> • Contact information • Consent forms/permission slips • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
31.	An emergency readiness plan specific to the afterschool program is on file at each site, and staff is trained on the policies and procedures.	<ul style="list-style-type: none"> • Emergency Exit plan • Staff meeting minutes • Correspondence • Handouts • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

E. Advisory Board, Partnerships, and Collaborations

	Requirements	Documentation	Requirement Compliance	Comments
32.	The grantee and at least one significant partner (community organization/public school) are working collaboratively on implementing the program.	<ul style="list-style-type: none"> • Meeting agenda • Schedule of meetings • Responsibility list • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
33.	The program enters into formal written agreements with partners and subcontractors	<ul style="list-style-type: none"> • Agreements/MOUs • Verification of services provided • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
34.	The program seeks additional collaborators to address unmet needs and/or to expand/enhance services.	<ul style="list-style-type: none"> • Needs assessment • Staff meeting notes • Written communication • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
35.	The program maintains on-going communication with partners, collaborators, and non-public school representatives to ensure: <ul style="list-style-type: none"> • Agencies understand their roles • There is agreement on services and other resources to be provided • Review progress toward program goals • Discuss and resolve barriers to program implementation 	<ul style="list-style-type: none"> • Communication plan • Meeting agendas and minutes, including list of attendees • Schedule of meetings • Surveys of partners • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

	Requirements	Documentation	Requirement Compliance	Comments
36.	Advisory Committee is comprised of current stakeholders (i.e., partners, collaborators, parent and student representatives, and school administrators and teachers).	<ul style="list-style-type: none"> • List of Advisory Committee members • Meeting notes • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
37.	Advisory board meets quarterly to plan and assess after school program and develop sustainability strategies.	<ul style="list-style-type: none"> • Meeting agendas • Meeting notes • Emails for meetings • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

F. Organizational Commitment and Capacity

	Requirements	Documentation	Requirement Compliance	Comments
38.	A plan for sustainability is written and reviewed regularly to strengthen support for the afterschool program.	<ul style="list-style-type: none"> • Correspondence • Meeting Notes • MOUs/Contracts • Written plans • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
39.	The program has made efforts to collaborate with Title I and other federal programs.	<ul style="list-style-type: none"> • Meeting notes • Professional Development trainings • Written correspondence • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
40.	The grantee expends 21 st CCLC funds appropriately, using funds to supplement rather than to supplant other funds, and receives required approval prior to spending funds over \$2,500.	<ul style="list-style-type: none"> • Financial summary reports • Budget change requests/ amendments • Purchase invoices • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
41.	The grantee maintains documentation for materials and equipment purchased with 21 st CCLC funds which is compiled into an inventory list and submitted to the OSDE.	<ul style="list-style-type: none"> • Purchase orders/invoices • Inventory list • Other: 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	
42.	Any revenue brought in by the program is put back into the program?	<ul style="list-style-type: none"> • Revenue report • Expenditure report for revenue account 	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Noncompliant	

G. Program Challenges and Success

43.	What challenges/barriers you have faced in your program this year?	
44.	Describe growth/successes you have had in your program this year.	
45.	In what areas would you like to have technical assistance and training available?	

No further action required

Compliance plan and documentation required

As representatives of the 21st CCLC State Office and the funded grantee, we hereby confirm and verify the validity of the information reported in this document.

State Monitor: _____

Signature

Program Director: _____

Signature