

Spring 2023-2024 21st CCLC Monitoring Plan

Steps	Timeline	People Responsible/Involved
Send announcement letters to DA, principal, and primary contact. Include: <ul style="list-style-type: none"> • Link to revised monitoring tool (MT) • Revised guidance materials (Prioritize programs in year 5 for fall)	Early January	<ul style="list-style-type: none"> • OOA (mailing) • Lead monitoring consultant (revision of materials)
Consultants or contractors contact CLC primary contact to schedule meeting dates for remote visit <ul style="list-style-type: none"> • Enter dates on 23-24 monitoring spreadsheet 	Mid February (after notification letters have been emailed)	<ul style="list-style-type: none"> • Consultants/Contractors
Send reminder of evidence submission deadline to grantees	One week prior to submission deadline	<ul style="list-style-type: none"> • OOA
Grantee submits evidence via Wizehive	Three weeks prior to scheduled monitoring meeting	<ul style="list-style-type: none"> • Grantee
Consultant asks Denise to assign review in WizeHive (if not already done)	Two and a half weeks prior to scheduled monitoring meeting	<ul style="list-style-type: none"> • Consultant • Denise
Consultant/Contractor reviews evidence and develops tentative findings	Two weeks prior to scheduled monitoring meeting	<ul style="list-style-type: none"> • Consultant/Contractor

<p>Optional check-in with grantee for additional evidence or information.</p> <ul style="list-style-type: none"> - Only request evidence that the grantee has on file, but did not submit initially. - Does not apply to corrective action items. 	<p>At least one week prior to monitoring meeting</p>	<ul style="list-style-type: none"> ● Consultant ● Person(s) responsible for submitting evidence of compliance
<p>Grantee submits additional evidence via Wizehive, if needed</p>	<p>Before initial monitoring meeting (If there is a lot of additional evidence, may need to reschedule findings meeting so that the consultant has time to review. Let the coordinator know about this possibility.)</p>	<ul style="list-style-type: none"> ● Grantee (submission of additional documentation) ● Consultant/Contractor (review of additional documentation prior to remote monitoring meeting)
<p>On-site monitoring meeting (90 minutes)</p> <ul style="list-style-type: none"> ● Provide an opportunity for CLC staff to reflect on program strengths and challenges/opportunities for growth ● Get clarification on any issue that is outstanding or not fully understood ● Share any initial findings of note (strengths, areas for improvement, corrective action items) 	<p>At least six weeks after the receipt of the notification letter</p>	<ul style="list-style-type: none"> ● Consultant and Contractor ● School principal ● CLC program director, if applicable ● CLC site coordinator ● Other key CLC staff, if applicable

Program Observation	Same day as monitoring meeting	
Exit Meeting	<p>Within 2 weeks of program observation</p> <ul style="list-style-type: none"> - May be on-site or virtual - Review final highlights and/or findings - Lay out next steps 	
<p>Send cover letter and completed monitoring report (with ratings and notes/comments) to grantee</p> <ul style="list-style-type: none"> • Section for comments for each section • At end of tool, opportunity to summarize things that stood out • Draw attention to corrective action items and what they need to do to resolve them in cover letter 	4-6 weeks after the exit interview	<ul style="list-style-type: none"> • Consultant • OOA
Submission of corrective action plan (if applicable)	Within 30 days of receipt of the monitoring letter and report (if applicable).	<ul style="list-style-type: none"> • Grantee
Review of corrective action plan and official notification of approval	ASAP after receiving the plan	<ul style="list-style-type: none"> • Consultant (review) • OOA (route for approval, prep and send letter)
Follow up on corrective action plan/items.	Only necessary when needing more discussion before implementing this change	<ul style="list-style-type: none"> • Consultant • Grantee