



Remote Program Monitoring of Nita M. Lowey 21st Century Community Learning Center Programs

The remote program monitoring process for Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) programs consists of two components: 1) a virtual document review done by Department of Public Instruction (DPI) staff to verify compliance with grant requirements, and 2) a virtual interview with the school and program staff to discuss the findings of the document review.

As a part of the remote program monitoring process, DPI staff and 21st CCLC grantees must complete a set of required tasks. Below is a description of each of the tasks, as well as the people responsible for completing them, and a timeline for completion.

Description of Required Tasks	Person(s) Responsible	Timeline
<p>Send Monitoring Notification Letter: A letter notifying the grantee of upcoming remote monitoring will be sent by DPI to the district or agency administrator, the school principal, and the 21st CCLC program coordinator.</p>	<p>DPI staff.</p>	<p>Letters will be sent at least six weeks prior to the date when any remote monitoring meetings may take place.</p>

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<p>Schedule Virtual Interview: The DPI staff person or external monitoring contractor assigned to carry out the remote program monitoring contacts the 21st CCLC program coordinator to discuss potential dates for a virtual interview.</p> <p>The program coordinator contacts the building principal and other key program staff to determine which of the proposed meeting dates and times works best for them. The program coordinator then communicates the chosen interview date and time to DPI staff.</p> <p>At least 1.5 hours should be allotted for the interview.</p>	<p>DPI staff or contractors.</p> <p>21st CCLC Program Coordinator.</p>	<p>DPI staff or contractors will contact the program coordinator after the official notification of the remote program monitoring has been sent to the district, school, and program staff.¹</p> <p>The virtual meeting should be scheduled to take place at least six weeks after the monitoring notification letter was sent.</p> <p>DPI consultants and monitoring contractors should ensure that grantees are given sufficient time to compile and submit evidence.</p>
<p>Send Meeting Link: Either DPI staff or the 21st CCLC grantee (if visit is being led by a contractor) will send a virtual meeting invitation to all attendees with an access link. The meeting may</p>	<p>DPI staff or 21st CCLC grantee.</p>	<p>The meeting link will be sent after the final interview time and date have been confirmed.</p>

¹Copies of all communication regarding the monitoring visits are sent to the district or agency administrator, as well as the school principal, and the 21st CCLC program coordinator.

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<p>be held using Microsoft Teams, Zoom, or another secure virtual meeting platform.</p>		
<p>Compile Documentation of Compliance with Grant Requirements: DPI’s 21st CCLC Monitoring Tool lists all state and federal grant requirements for 21st CCLC programs and provides examples of acceptable evidence of compliance for each requirement. The grantee should review the Monitoring Tool and gather evidence that demonstrates compliance for each of the requirements. The evidence should be compiled by a group of people familiar with the operations of the program.</p> <p>The Monitoring Tool must be completed using DPI’s online Monitoring Portal. The portal can be accessed via the following link: https://webportalapp.com/sp/wdpi_21_22_monitoring.</p> <p>The grantee should strive to collect the most recent examples of compliance available. If evidence does not exist for the current program year, the grantee may provide evidence from prior years. In that case, the grantee should also provide documentation of current program efforts related to the requirement even if it does not demonstrate complete compliance.</p> <p>For some of the grant requirements, grantees are required to submit specific types of documentation for review (e.g., weekly program schedule, registration form, local evaluation report). These required documents are clearly marked on the Monitoring Tool.</p>	<p>21st CCLC Program Coordinator and other key school and program staff.</p>	<p>The Monitoring Tool must be completed at least three weeks prior to the date of the virtual meeting.</p>
<p>Upload Documentation and Complete Monitoring Tool: After the evidence is compiled, it must be uploaded into DPI’s online</p>	<p>21st CCLC Program Coordinator and other</p>	<p>The Monitoring Tool should be completed at</p>

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<p>Monitoring Portal. To access the portal, use the following link: https://webportalapp.com/sp/wdpi_21_22_monitoring.</p> <p>For each element of the monitoring tool, there is a list of examples of documents that are considered evidence of compliance for that requirement. Grantees are expected to select from the list of examples the type of document they are submitting as evidence. The system will then prompt the grantee to upload the corresponding piece of evidence.</p> <p>If a sample document is marked as required, the grantee must upload that piece of evidence into the system.</p> <p>If “Other” is selected, grantees will be prompted to provide a brief explanation that helps DPI staff and contractors understand the documentation and how it demonstrates compliance.</p> <p>When uploading evidence, do not include any personally identifiable information (PII) about students or families (e.g., names, addresses, etc.). If a document submitted to the portal lists student names or other identifying information, please blackout or otherwise delete this information.</p>	<p>key school and program staff.</p>	<p>least three weeks prior to the date of the virtual meeting.</p>
<p>Provide Names and Titles of Interview Attendees: Grantees will be asked to provide the names and the titles of the school and program personnel who will be attendance at the virtual interview. As with the other required information, attendee information must be entered into the online Monitoring Portal.</p>	<p>21st CCLC Program Coordinator and other key school and program staff.</p>	<p>Complete all required fields in the Monitoring Portal at least three weeks prior to the date of the virtual meeting.</p>

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<p>Review Monitoring Tool and Documentation: The DPI staff person or external contractor conducting the program monitoring examines the Monitoring Tool and the accompanying documentation to verify compliance with grant requirements. Based on the documentation provided, reviewers assign ratings for each of the elements of the Monitoring Tool and develop findings that will be shared with 21st CCLC program staff during the virtual interview. Both the ratings and the findings are subject to change based on additional documentation that is provided after the initial review.</p>	<p>DPI Staff or contractors.</p>	<p>The review of the Monitoring Tool and all accompanying documentation will be completed at least two weeks prior to the date of the virtual interview.</p>
<p>Hold Optional Pre-Meeting Check-in Call: In cases where the evidence submitted by the grantee is incomplete or confusing, the DPI staff member or contractor carrying out the remote monitoring may schedule an additional 30-minute virtual meeting or phone call with the program coordinator. The purpose of this meeting is to review questions and concerns and to provide the program coordinator with the opportunity to submit additional evidence prior to the virtual monitoring interview.</p>	<p>DPI Staff or contractors. 21st CCLC Program Coordinator.</p>	<p>The pre-meeting call, if necessary, will be scheduled one to two weeks prior to virtual interview.</p>
<p>Hold Virtual Interview: The DPI staff person or contractor conducting the program monitoring meets virtually with key 21st CCLC and agency or district staff. The program coordinator and the school principal must attend. Other district and program staff may be invited if they are able to attend the entire time and have important information to contribute about program operations.</p> <p>The purpose of the virtual interview is to review the compliance documentation submitted by the grantees, ask follow up</p>	<p>DPI Staff or contractors. 21st CCLC Program Coordinator and other key school and program staff.</p>	<p>The virtual interview will take place at least six weeks after receipt of the notification letter and at least three weeks after submission of evidence.</p>

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<p>questions, and to discuss tentative program monitoring findings (i.e., program strengths, areas for improvement, and items requiring corrective action). It is also an opportunity for the grantee to reflect on and share what they see as their program's successes and challenges.</p>		
<p>Prepare Monitoring Report: The grantee is sent a report prepared by DPI staff summarizing the findings that were presented during the virtual interview. These findings will include areas of strength, areas for improvement, and any corrective action items if identified</p> <p>Corrective action items are aspects of the program that are out of compliance with grant requirements. Grantees are required to address these items in order to be considered in compliance with grant requirements.</p>	<p>DPI Staff or contractors.</p>	<p>The Monitoring Report will be completed approximately six weeks after the virtual interview.</p>
<p>Submit a Corrective Action Plan: If the monitoring report includes corrective action items, the grantee must develop a corrective action plan that details how the grantee will address any items that were identified as needing corrective action. The corrective action plan should be submitted via email to the DPI consultant or monitoring contractor who completed the remote program monitoring for the site.</p> <p>A DPI consultant will notify the grantee if and when their corrective action plan has been approved, and the program is back in compliance with grant requirements.</p>	<p>21st CCLC Program Coordinator.</p>	<p>The corrective action plan must be submitted within 30 days of receiving the written report.</p>