

## Remote Program Monitoring of Nita M. Lowey 21<sup>st</sup> Century Community Learning Center Programs: Required Tasks

The remote program monitoring process for Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) programs consists of two components: 1) a virtual document review is 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 21<sup>st</sup> 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><b>Schedule Virtual Interview:</b> The DPI staff person assigned to the program monitoring contacts the 21<sup>st</sup> 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><b>At least 1.5 hours should be allotted for the interview.</b></p>	<p>DPI staff</p> <p>21<sup>st</sup> CCLC Program Coordinator</p>	<p>DPI staff will contact the program coordinator after the official notification of the remote program monitoring has been sent to the district, school, and program staff.<sup>1</sup></p> <p>The virtual meeting should be scheduled to take place <b>at least four weeks after</b> the Monitoring Survey Tool is completed, and the</p>

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

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		required documentation is submitted.
<p><b>Send Meeting Link:</b> DPI staff sends a virtual meeting invitation to all attendees with an access link. The meeting may be held using Microsoft Teams or Zoom.</p>	DPI staff	The meeting link will be sent after the final interview time and date have been confirmed.
<p><b>Complete and Submit Monitoring Survey Tool:</b> The Monitoring Survey Tool asks the grantee to rate how well the 21<sup>st</sup> CCLC program is complying with grant requirements and making use of promising practices. <b>The survey should be completed by a group of people familiar with the operations of the program using DPI's online Monitoring Portal.</b></p> <p>The Monitoring Survey Tool is also available at <a href="https://dpi.wi.gov/sspw/clc/assessment/monitoring-tool">https://dpi.wi.gov/sspw/clc/assessment/monitoring-tool</a>. <b>This version of the Monitoring Survey Tool is intended to be used only as a reference document.</b> Please do not submit it to DPI. The Monitoring Survey Tool must be completed via DPI's online Monitoring Portal.</p>	21 <sup>st</sup> CCLC Program Coordinator and other key school and program staff	Four weeks prior to the date of the virtual meeting
<p><b>Compile and Upload Documentation in Support of Monitoring Survey Tool Ratings:</b> The grantee gathers data that supports the rating given to each of the elements on the Monitoring Survey Tool. After it is compiled, this evidence must be uploaded into DPI's online Monitoring Portal.</p> <p>In addition to uploading supporting evidence for each required element of the Monitoring Survey Tool, grantees will be asked to provide a brief overview of the documentation for each section</p>	21 <sup>st</sup> CCLC Program Coordinator and other key school and program staff	Four weeks prior to the date of the virtual meeting

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<p>of the survey. These overviews are meant to provide DPI staff with a better understanding of the documentation submitted and will be entered by the grantee into the online Monitoring Portal.</p> <p><b>When uploading evidence, do not include any identifying information about students or families.</b> If a document submitted to the portal lists student names or other identifying information, please black out or otherwise delete this information.</p>		
<p><b>Upload Key Program Documents:</b> In addition to submitting supporting evidence, program staff must upload the following key documents into the online portal for review:</p> <ul style="list-style-type: none"> <li>• <b>Program Registration Form</b> – Copy of form that is used to enroll students in the program.</li> <li>• <b>Weekly Program Schedule</b> – Copy of a recent weekly schedule that reflects all program offerings, as well as activity days and start and end times.</li> <li>• <b>Staff Roster</b> – List of current staff members, including 21<sup>st</sup> CCLC job titles and job responsibilities.</li> <li>• <b>List of Program Partners</b> – Names of current program partners (include agency or organization names), and a brief description of how they contribute to the program.</li> <li>• <b>Local Evaluation Report</b> - Copy of local evaluation report from the previous year. This should be the report that is provided when a request is made for the program’s evaluation results by the public or by program stakeholders. If the previous year’s evaluation report is not available, the most recent local evaluation report should be shared.</li> </ul>	<p>21<sup>st</sup> CCLC Program Coordinator and other key school and program staff</p>	<p>Four weeks prior to the date of the virtual meeting</p>

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<p><b>Provide Names and Titles of Interview Attendees:</b> Grantees will also 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>21<sup>st</sup> CCLC Program Coordinator and other key school and program staff</p>	<p>Four weeks prior to the date of the virtual meeting</p>
<p><b>Review Monitoring Survey Tool and Documentation:</b> The DPI staff person conducting the program monitoring examines the Monitoring Survey Tool completed by 21<sup>st</sup> CCLC program staff and the accompanying documentation to verify compliance with grant requirements. Based on the documentation provided, DPI staff assign their own ratings for each of the elements of the Monitoring Survey Tool and develop tentative findings that will be shared with 21<sup>st</sup> CCLC program staff during the virtual interview. Both the ratings and the findings are subject to change based on additional information that is learned during the virtual interview.</p>	<p>DPI Staff</p>	<p>Prior to the date of the virtual interview</p>
<p><b>Hold Virtual Interview:</b> The DPI staff person conducting the program monitoring meets virtually with key 21<sup>st</sup> 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 questions, and to discuss tentative program monitoring findings (i.e., program strengths, areas for improvement, and items requiring corrective action).</p>	<p>DPI Staff</p> <p>21<sup>st</sup> CCLC Program Coordinator and other key school and program staff</p>	

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<p><b>Prepare Monitoring Report:</b> The grantee is sent a written 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 corrective action items if any.</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>	DPI Staff	Approximately six weeks after the virtual interview
<p><b>Submit a Corrective Action Plan:</b> If the monitoring report includes corrective action items, the grantee must submit a corrective action plan that details how the grantee will address any items that were identified as needing corrective action.</p> <p>DPI staff 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>	21 <sup>st</sup> CCLC Program Coordinator	The corrective action plan must be submitted within 30 days of receiving the written report