Timeline for On-site Monitoring Visits

Prior to the visit	• **Notification:** Grantees are notified in writing of an upcoming site visit six weeks prior to the date of the visit. Notification is sent to the district or agency administrator, as well as the school principal, and the program coordinator.
	• **Scheduling:** DPI staff contact the program coordinator to establish the dates of the visit.
	• **Submission of Required Documents:** Two weeks prior to the visit, grantees must submit the following documents to DPI:
	    o A completed agenda (See below for more details)
	    o A completed Monitoring Survey Tool (See below for more details)
	    o Key program documents (See below for more details)
	• **Pre-visit Review:** DPI staff review the completed Monitoring Survey Tool, key program documents provided by the grantee, and other materials used for desktop monitoring (i.e., competitive application, most recent YPR, etc.).

During the visit	• **Entrance Interview:** DPI staff meet with key CLC and agency/district staff to review program operations. The program coordinator and the school principal must be present. Other district and program staff, as well as community partners, may be invited if they are able to attend the entire time and have important information to contribute about program operations. • **Observation:** DPI staff observe program services. The visit should provide DPI monitors with an opportunity to observe a typical programming day, including a range of program offerings. • **Documentation Review:** DPI staff review the evidence binder that the grantee has compiled to support its ratings on the Monitoring Survey Tool. The binder should be organized in sections according to the order in which the elements are listed on the survey tool. Each section should be labeled with a tab that corresponds to the element letter and number. • **Exit Interview:** On the morning following the program observation, DPI staff meet with key program and school staff for an exit interview. The program coordinator and the school principal must be present. During the exit interview, DPI staff will present monitoring findings, including program strengths, areas for improvement, and items requiring corrective action, if any.

After the visit	• **Monitoring Report:** Approximately four weeks after the site visit, the grantee will receive a written report summarizing the findings that were presented during the exit interview. These findings will include:
	    ○ **Areas of Strength** – Aspects of the program that are exemplary
	    ○ **Areas for Improvement** – Aspects of the program that meet grant requirements but, in the judgement of DPI monitors, could be improved. Grantee is not required to implement the recommended changes.
	    ○ **Corrective Action Items** – 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.
	• **Submission of Corrective Action Plan:** Within thirty days of receiving the report, the grantee must submit a corrective action plan that details how the grantee will address any items that were identified as needing corrective action.
	• **Acceptance of Corrective Action Plan:** DPI staff will notify grantee if/when their corrective action plan has been approved and the program is back in compliance with grant requirements
	• **Please note:** Copies of all communication regarding the monitoring visits are sent to the district or agency administrator, as well as the school principal, and the program coordinator.