

NITA M. LOWEY 21st CENTURY COMMUNITY LEARNING CENTERS (21st CCLC) MONITORING INSTRUMENT

Subgrantee Name:			
Review Date:		Review Period:	Test Month:
Program Contact Name:		Program Contact Phone #:	Program Contact Email:
Official Program Start Date at Each Site			
Site #1:	Site #2:	Site #3:	Site #4:
Projected Number of Students as per contract:		# of Students Served (Youthservices):	# of Regular Attendees (Youthservices):

PROGRAM DESIGN					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
A. Master Schedule					
<input type="radio"/> Master schedule should show program hours, enrichment activities offered, academic enrichment (i.e., games, manipulatives, hands-on activities, technology assisted instruction, etc.) §4205(a)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Academics					
List core subject areas that academic instruction is being provided: <input type="radio"/> Mathematics <input type="radio"/> Reading/ELA <input type="radio"/> Other: _____		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1. Improving Academic Achievement Program working to align the 21st CCLC activities with LDOE initiatives EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(B) §4204(b)(2)(D)(ii); §4205(a)(1)-(14)	<input type="radio"/> Copies of Schedules, <input type="radio"/> Professional Development Agendas, and Sign-in sheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Enrichment Activities Programs providing a variety of academic enrichment activities to engage students and increase academic improvement EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(B); §4204(b)(2)(I); §4205(a)(1)-(14)	<input type="radio"/> Copies of Schedules, Student Surveys, <input type="radio"/> Field Trip forms aligning activities to lessons taught	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

PROGRAM DESIGN							
Verification Items			Supporting Documentation	C	NC	N/A	Comments
3. Recreational Activities Programs providing a variety of recreational activities to engage students and increase academic improvement 4. Equitable Services *Programs provide equitable opportunities of participation for both public and private school students. *Program provides services and accommodations to children with special needs (if applicable) EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(I) §4205(a)(2)-(14) §4205(a)(2)-(14) §9501 §4205(a)(5) §4204(N)			<input type="radio"/> Copies of Schedules, Student Surveys, and Field Trip forms aligning activities to lessons taught <input type="radio"/> *List of private schools located within the geographic area served and evidence that private school officials are given opportunity to participate. <input type="radio"/> *Number of student with IEPs served and list of accommodations and/or modifications provided by site during program hours.	○	○	○	
C. Enrichment Activities Offered (Check all that apply)							
<input type="radio"/> Arts and Crafts <input type="radio"/> Dance <input type="radio"/> Drama <input type="radio"/> Foreign Language <input type="radio"/> Music <input type="radio"/> Karate	<input type="radio"/> Photography <input type="radio"/> Public Speaking <input type="radio"/> Cooking <input type="radio"/> Computer <input type="radio"/> Literacy <input type="radio"/> Robotics	<input type="radio"/> Social Skills <input type="radio"/> Entrepreneurial ship <input type="radio"/> Guest Speakers <input type="radio"/> Career Fairs <input type="radio"/> STEM <input type="radio"/> Digital Media	<input type="radio"/> Other (list below):	○	○	○	

PROGRAM DESIGN						
Verification Items		Supporting Documentation	C	NC	N/A	Comments
D. Linkage to School Day (Check all that apply)						
Collaboration with Stakeholders <input type="radio"/> 21st CCLC staff communicated with school day instructional staff the past month <input type="radio"/> *21st CCLC staff communicated with school day principal(s) and administration staff the past month <input type="radio"/> Community Collaboration with partners was evident in program activities, (i.e., active advisory council volunteers, mentors, service learning opportunities, additional funding sources, etc.) EDGAR §76.770 §4204(b)(2)(D)(i) §4204(b)(2)(A)(iii); 4204(b)(2)(D)(i); §4204(b)(2)(H)(I); §4205(a)(14) §4205(a)(10)		<input type="radio"/> Copies of Agenda, Sign-in Sheets, Meeting Notes <input type="radio"/> Documents that reflect what activities, when meetings were held, who attended, and the topics discussed <input type="radio"/> *Include evidence of standard reoccurring correspondence: • Emails • Letters • Progress reports	○	○	○	
E. Recreational Activities Offered (Check all that apply)						
<input type="radio"/> Gymnastics <input type="radio"/> Playground <input type="radio"/> Basketball <input type="radio"/> Football <input type="radio"/> Kickball <input type="radio"/> Volleyball <input type="radio"/> Tennis <input type="radio"/> Golf <input type="radio"/> Swimming	<input type="radio"/> Aerobic <input type="radio"/> Walking <input type="radio"/> Baseball/ Softball <input type="radio"/> SPARK PE <input type="radio"/> GeoFitness <input type="radio"/> Wii Recreation <input type="radio"/> Other: (list below)	§4205 (1-14)	○	○	○	

PROGRAM DESIGN						
Verification Items		Supporting Documentation	C	NC	N/A	Comments
F. Parental and Sibling Involvement Activities (Check all that apply)						
<input type="radio"/> Volunteer Opportunities <input type="radio"/> Family Night Events <input type="radio"/> Lights On After-School <input type="radio"/> Computer Training <input type="radio"/> Resume Writing <input type="radio"/> Family Financial Fitness <input type="radio"/> Effective Parenting	<input type="radio"/> Interview Skills <input type="radio"/> GED Preparation <input type="radio"/> Job Readiness <input type="radio"/> Dissemination of Information to the Community <input type="radio"/> Other: (list below)	§4201(a)(3) §4205(a)(10)	<input type="radio"/> Include evidence of standard reoccurring correspondence by providing one or more of the following: <ul style="list-style-type: none"> Samples (2-3 per site) of routine emails, letters or progress reports Dated newsletters for parents Dated meeting agendas with corresponding sign-in sheet 	○	○	○
G. Health and Safety						
<input type="radio"/> Policies/Handbook <ul style="list-style-type: none"> *Authorized student pick-up/Drop-off (if applicable) *Updated emergency student/staff contact information *Protocol for encouraging/enforcing positive student behavior May also include: hand washing, H1N1, emergency closure, medication disbursement, etc. §4204(A)(i)(ii)			<input type="radio"/> *Provide copies of completed sign-in and/or sign-out forms per site <input type="radio"/> *Provide sample completed student emergency contact information forms for each site <input type="radio"/> *Evidence of positive student behavior implementation, such as positive reinforcements, character education, anti-bullying measures	○	○	○

NITA M. LOWEY 21st CENTURY COMMUNITY LEARNING CENTERS (21st CCLC) MONITORING INSTRUMENT

PROGRAM DESIGN					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
1. Transportation (if other than district) <input type="radio"/> Proof of Insurance <input type="radio"/> Insurance Documents (Liability and automobile, if applicable) EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(A)(ii)	<input type="radio"/> Copies of Insurance for <input type="radio"/> Vehicles that transport students for the 21st CCLC program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Health and Safety <input type="radio"/> Fire Marshal's Report <input type="radio"/> Fire Extinguishers <input type="radio"/> Safety Drills <input type="radio"/> Fire Drills EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(A)(i)	<input type="radio"/> Dates of review within the last year <input type="radio"/> Copy of Certificate <input type="radio"/> Name of Inspector and Badge Number <input type="radio"/> Facility Handicap Accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Insurance Documentation <input type="radio"/> Liability Insurance Documents EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(A)(i)	<input type="radio"/> Insurance Agency <input type="radio"/> Policy Number and period it covers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Agency Name:	Policy Number:	Policy Period:
---------------------	-----------------------	-----------------------

H. Sustainability and Collaboration Efforts				
<input type="radio"/> In-kind services or products <input type="radio"/> Human resources of time <input type="radio"/> Monetary resources <input type="radio"/> Mutual partnerships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

PROGRAM QUALITY					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
A. Subgrantee Monitoring					
<input type="radio"/> Ongoing Program Assessment §4205(b)(1)(A) EDGAR 76.770	<input type="radio"/> (Surveys, Feedback Questionnaire – teacher, community, students, schools, other stake- holders regarding satisfaction and effectiveness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/> Copy of Program Evaluation §4205(b)(2)(A)	<input type="radio"/> Must set aside no more than \$5,000 for annual program evaluation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/> The subgrantee monitors the use of the results of individual monitoring efforts and evaluations to refine, improve, and strengthen the program and to refine subgrantee performance measures. <input type="radio"/> *The subgrantee documents regularly occurring classroom observations, formal mid- year, and formal end-of- year evaluations of all instructional staff. <input type="radio"/> *The subgrantee utilizes data results to assess the programs progress toward achieving goals and regularly/ effectively communicates these results to staff, partners, students, parent, and other stakeholders. §4204(b)(2)(E) §4205(b)(2)(B)(i)	<input type="radio"/> Provide documents as reference for review to show how the subgrantee is monitoring the grant at the site level and program level through self-monitoring and evaluations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/> *Provide samples of completed: informal classroom observation forms, formal mid-year evaluations, evidence of formal end-of-year evaluations instrument to be used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/> *Evidence of continuous academic revisions or recommendations based on data collected. Evidence can include: dated meeting notes, sign-ins and agendas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/> *Evidence that most recent evaluation results (Formative/summative evaluations, report card results, surveys) were made readily available to staff, stakeholders, students (ie, Newsletter articles, letters, Website screenshots, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

HUMAN RELATIONS					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
A. Employee Time and Attendance					
Test Month/Year: _____/_____ <input type="radio"/> Sign-in Sheets (date of pay period, printed name of staff, time-in and time-out, number of hours worked, hourly wage, verification by site coordinator, and signature or initialed by staff)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Payroll Policy					
<input type="radio"/> Copy of Payroll Policy <input type="radio"/> Evidence of Agency employee handbook <input type="radio"/> Evidence of Differentiated Work Hours <input type="radio"/> Evidence of A-87 (employees paid from more than one funding source)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Background Checks					
<input type="radio"/> Local Law Enforcement Agency <input type="radio"/> State Police <input type="radio"/> Private <input type="radio"/> Other: _____		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

STUDENT ATTENDANCE					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
A. Sign-In and Sign-Out Student Procedures					
<input type="radio"/> Evidence of Youth Services Student Sign-in Sheet <input type="radio"/> Evidence of students' names pre-printed <input type="radio"/> Evidence of student signatures <input type="radio"/> Evidence of student time-in/time-out (if outside of regular operating hours, in addition to parent or guardian's signature at check-in/check-out) <input type="radio"/> Program Implementing sign-in/sign-out flexibility §4202(c)(3)(A); §4204(b)(2)(N) EDGAR §76.770	<input type="radio"/> Copies of Sign-in Sheets for the test month indicated showing students signed in and out correctly <input type="radio"/> Students served show agency using a 1 teacher to 15 students or 1 teacher to 10 students with justification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Federal Reporting					
Annual Report	<input type="radio"/> Annual Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

NITA M. LOWEY 21st CENTURY COMMUNITY LEARNING CENTERS (21st CCLC) MONITORING INSTRUMENT

FISCAL REVIEW					
Verification Items	Supporting Documentation	C	NC	N/A	Comments
A. Audits					
<input type="radio"/> Programs receiving \$750,000 or more in total federal funds must have an annual financial audit done. Audit expense cannot exceed \$10,000 annually. OMB Circular A-133, Sec. 200(b) 2 CFR 200.501(b)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Fiduciary Accountability					
<input type="radio"/> Fiscal review of records <input type="radio"/> Payroll EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(N)	<input type="radio"/> Identification of separate checking account and/codes for 21st CCLC and/or Policy and Procedure Manual for Purchases and Reimbursements <input type="radio"/> Sample Staff Sign-in Sheets <input type="radio"/> Sample Contract for Contractors <input type="radio"/> Documents reflecting Expanded Day Staff Timesheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Reimbursements					
<input type="radio"/> Program must send receipts, invoices, requisitions, purchase orders, etc. in order to document reimbursement request for sample test month. Salaries (canceled checks, ledger, etc.) Test Month/Year: _____/_____		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Recommendations/Commendations:

This report serves as the official notification to the provider of the Louisiana Department of Education's areas of concern, recommendations and commendations. The provider must respond to any areas of concern by submitting a Performance Improvement Plan (PIP) within 30 working days. Recommendations and commendations do not require a Program Improvement Plan but may be assessed during observations, desk reviews, or additional follow-up.

Signatures:

21st CCLC Subgrantee Project Director Signature: X	Date:
LDOE Monitor Signature: X	Date: