



## 21st CCLC Sub-Grantee Site Visit Protocol

This Site Visit Protocol is intended to assist program staff as they discuss and assess the 21<sup>st</sup> CCLC programs during site visits. Some or all of the protocol may be used, as appropriate to the nature of the visit.

### **MONITORING REQUIREMENTS**

*Education Department General Administrative Regulations (EDGAR) 34 CFR 80*

*Office of Management and Budget (OMB) Circular A-133*

*PPICS DATA*

*21<sup>st</sup> Century Community Learning Centers Submitted Grant Application*

*21<sup>st</sup> Century Community Learning Centers Program-Specific Requirements*

*21<sup>st</sup> Century Community Learning Centers Non-Regulatory Guidance, February 2003*

### **PRE-VISIT ACTIVITIES/REVIEWS**

Review Pre-Visit Briefing Packet, Sub-Grantee evaluations, Sub-Grantee applications, SEA's RFP relevant to Sub-Grantee awards

Project Location: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Name of Grant: \_\_\_\_\_ Amount of Grant: \_\_\_\_\_

Date of Monitoring Visit: \_\_\_\_\_

Number of Sites: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Staff to Student Ratio: \_\_\_\_\_ Number of Students at this Site: \_\_\_\_\_

**I. 21st CCLC Key Personnel**

**Key Program Contacts**

Name	Title	Email Address	Phone Number
	21st CCLC Program Director		
	Site Director		
	Fiscal/Grant Manager		
	Partner(s)		
	Partner(s)		
	Evaluator		

**II. 21st CCLC Structural Features of the Sub-Grantee/Program**

1. Describe the structural features of the sub-grantee/center	
2. Staffing	
3. Hours of operation	
4. Relevance and intensity of subject area (math, reading, science)	
5. Attendance and retention of participants	
6. Student achievement	
7. Behavioral outcomes	
8. Partners and contributions	
9. Percentage of minorities and other ethnic populations	
10. Percentage of students in poverty	
11. Percentage of high-need students	

**III. Check yes or no for each item. Add details, notes or comments as necessary.**

Item	Yes	No	Notes
<b>Program Elements</b>			
1. Does the program provide mathematics and science education activities?			
2. Does the program provide music education?			
3. Does the program provide entrepreneurial education programs?			
4. Does the program provide tutoring services (including those provided by senior volunteers)?			
5. Does the program provide mentoring programs?			
6. Does the program provide activities for limited English proficient students that emphasize language skills and academic achievement?			

Item	Yes	No	Notes
7. Does the program provide recreational activities?			
8. Does the program provide telecommunications and technology education programs?			
9. Does the program provide expanded library service hours?			
10. Does the program provide programs that promote parental involvement and family literacy?			
11. Does the program provide programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement?			
12. Does the program provide drug and violence prevention programs?			
13. Does the program provide counseling programs?			
14. Does the program provide character education programs?			
15. Does the program provide transportation for participating students?			
16. Is the program's location accessible and does it allow for availability of services to participants?			
<b>Program Funding and Record Keeping</b>			
17. Are any other funding sources such as <i>Local Administrative, Schoolwide Programs</i> or <i>Rural Education Initiative</i> funds consolidated for use?			
18. Does the program have procedures in place to ensure program funds supplement and not supplant other Federal, State and local funds?			
19. Does the program maintain records concerning the 21 <sup>st</sup> CCLC program? Describe the types of records and the method used for maintaining and storing all records.			
20. Does the local agency solicit any types of in-kind contributions? What types?  Does the program charge fees? If so, does the program have written policies and procedures on assessing fees?			
21. Are any positions at this site/program supported all or in part with 21 <sup>st</sup> CCLC funds? How many?			
22. Has the program utilized other funding sources in providing services to students and their families? What kind(s)? Are these funding streams part of a long-term sustainability effort? What are the program's goals for sustainability?			
<b>Private Schools, Faith-based and Community-based Organizations</b>			
23. Does the program have participating partners? Give a brief description of the partners and their role in the program.			
24. Were private school officials consulted and provided with information on local 21 <sup>st</sup> CCLC programs or activities? How were private school representatives informed of available services?			

Item	Yes	No	Notes
<b>Program Data and Evaluation</b>			
25. Are you conducting or have you recently conducted an evaluation of your program to review its progress of achieving its goals of providing high-quality academic enrichment? (If not already received --can we see any recent evaluation reports?)			
26. Is there an outside evaluator? If so, who is it and how selected? Was the evaluation design developed by the outside evaluator, program staff, or both?			
27. Was the evaluation designed to address an established set of performance measures and indicators? (refer to program goals if known; probe for academic, behavioral, safety, parent satisfaction outcomes)? How was the evaluation designed to address particular concerns or needs of the program? Did the evaluation use a quasi-experimental design? Briefly describe whether/how the program used a pre-post or comparison group design.			
28. Were the PPICS data incorporated into the evaluation analysis? If so, how? How were PPICS data collected --who collected data; how often; and how were data entered and checked for accuracy? Are all PPICS data reported on time and accurately? If not, what are the biggest problems with PPICS data quality?			
29. Were any data collection instruments beyond the PPICS administered? Can you show us these?			
30. Were any program effects statistically significant? What were the major findings of the evaluation? What findings were most important and interesting to you?			
31. Have you or any of your centers used the findings of the evaluation to refine, improve and strengthen the program or refine the performance measures? If so, how?			
32. Have you made evaluation results available to the public? If so, how do you do this?			
33. About how much do you spend per year on evaluation of this program?			
34. Overall, were you satisfied with how the evaluation was conducted? If not, what do you wish had been done differently? How could the evaluation or the evaluator have been more useful to the program? What were the greatest challenges in conducting the evaluation?			
35. Have you received any SEA guidance, training or other technical assistance on evaluation from the SEA or U.S. Department of Education? Was this useful? Would you have liked more or different SEA guidance, training or technical assistance on the evaluation? If so, please elaborate.			
36. Would you like to share any anecdotes regarding changes in student academic performance, behavior, or safety that can be attributed to the program?			