

**Nita M. Lowey 21st Century Community Learning Centers**

**Site Monitoring Visit Itinerary Guide**

**- Virtual Monitoring -**

Monitoring of the 21CCLC program will be held virtually during the 2023-24 program year. Instead of a hybrid visit, the virtual visit will occur over 2 half days within the same week. Monitoring is expected to be held from late fall 2023 to spring 2024.

Grantees must choose their monitoring days and times to incorporate at least one opportunity for the monitor to virtually observe student programming via livestream of in-person programming or by logging into virtual programming.

The following guide will assist you in developing an appropriate virtual monitoring visit itinerary. **The Grant Administrator and the Program Director’s presence are required on both days of the virtual monitoring.** Individuals who can provide relevant information about the center and its daily operation should also be included where appropriate, but do not have to be present for the entire monitoring. School administrators or leaders of building(s) where students attend during the school day are expected. Please contact Falon Weidman if you have any questions or concerns.

This is a recommended itinerary structure. If the grantee needs to change the itinerary to accommodate the schedule of relevant participants, that is permitted.

External stakeholder interviews may occur on either day 1 or day 2, based on the best availability of participants; however, for efficiency, we urge you to schedule all stakeholders in a single category on the same day (for example, all parent participants interviewed on the same day at the same time). Please note that interviews with school/district leaders or administrators of the school(s) served must only be between the monitor and the school leaders; program staff may not participate or ‘sit in’ on that interview. Program staff may ‘sit-in’ on interviews with other stakeholders (parents, community partners, students, teachers, etc.). Please consider what would make the interviewees most comfortable when deciding whether or not to join an interview.

We recommend that grantees establish their own virtual meeting links (Zoom, Teams, etc.) whenever possible, as this provides the grantee with the greatest flexibility during the monitoring. However, if the grantee does not have access to such tools, the AIU will help the grantee coordinate these logistics.

A pre-monitoring check-in (approximately 20 minutes) is available to grantees approximately a week before the monitoring. While optional, grantees have shared that this check-in was very helpful.

This Itinerary Guide and your completed Monitoring Self-Assessment (in Excel format) must be shared with the AIU and your monitor at least one week before your first monitoring date.

**Grantee Emergency Phone Numbers**

*Please provide contact information to reach program leaders during the monitoring in the event of disconnection, emergency, or other problems.*

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| --- | --- | --- |
| Name | Phone | Email |
|  |  |  |

**\* \* \* DAY 1 \* \* \***

Day 1 Start Time:\_\_\_\_\_\_\_\_\_\_

Day 1 Meeting Link:

| **Monitoring Structure** | **Required Attendees (Include Names/Positions)** | **Time Frame** |
| --- | --- | --- |
| **PART I: Introduction & Overview:****Start time: \_\_\_\_\_\_\_\_\_\_** |
|  ▪ Introductions/Purpose of Visit ▪ Community/School Demographics ▪ Description of Population Served ▪ Program Structure and Overview ▪ Goal Setting ▪ Contract Management |  ▪ Program Director ▪ Grant Administrator and/or  Executive Director | 60 minutes |
| **PART II: Center Operation, Program Components and Activities, Program Requirements, Program Reporting Requirements, Start time:\_\_\_\_\_\_\_\_\_\_** |
| ▪ A. Center Operation (Q1-18) | ▪ Program Director▪ Site Coordinators/Directors▪ Transportation Staff ▪ Medical Staff | 30 minutes |
| ▪ B. Program Components and Activities (Q19-32) | ▪ Program Director | 30 minutes |
| ▪ C. Program Requirements (Q33-36) | ▪ Program Director | 20 minutes |
| ▪ D. Program Reporting Requirements (Q37-43) | ▪ Program Director | 20 minutes |
| Day 1 Stakeholder Interviews (Try to hold all for each category on the same day)[ ]  Community Partners[ ]  Parents[ ]  Program Staff[ ]  School/district leaders or administrators[[1]](#footnote-2)\*[ ]  Students[ ]  Teachers | **Please enter names of stakeholders to be interviewed:**Community partner(s) (individual’s name and organization affiliation):Parents:Program staff:School/district leaders or administrators:Students:Teachers: | **Stakeholder Interview Time:**Community partner(s) Parents:Program staff:School/district leaders or administrators:Students:Teachers: |

**\* \* \* DAY 2 \* \* \***

Day 2 Start Time:\_\_\_\_\_\_\_\_\_\_

Day 2 Meeting Link:

|  |  |  |
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| **Monitoring Structure** | **Required Attendees (Include Names/Positions)** | **Time Frame** |
| **PART III: Program Evaluation, Sustainability Planning, Community School Collaboration, and Fiscal Management** |
| ▪ E. Program Evaluation (Q44-50) | ▪ Program Director▪ External Evaluator | 20 minutes |
| ▪ F. Sustainability Planning (Q51) |  ▪ Program Director ▪ Partner if applicable | 15 minutes |
| ▪ G. Community School Collaborations (Q52-54) | ▪ Program Director▪ Site Coordinators/Directors | 20 minutes per site |
| ▪ H. Fiscal Management (Q55-69) | ▪ Program Director▪ Business Manager▪ Administrator/Director if directly involved | 30-45 minutes |
| Day 2 Stakeholder Interviews (Try to hold all for each category on the same day)[ ]  Community Partners[ ]  Parents[ ]  Program Staff[ ]  School/district leaders or administrators[[2]](#footnote-3)\*[ ]  Students[ ]  Teachers | **Please enter names of stakeholders to be interviewed:**Community partner(s) (individual’s name and organization affiliation):Parents:Program staff:School/district leaders or administrators:Students:Teachers: | **Stakeholder Interview Time:**Community partner(s) Parents:Program staff:School/district leaders or administrators:Students:Teachers: |

|  |  |  |
| --- | --- | --- |
| **PART IV: Virtual Program Observation (Insert in schedule whenever possible):** |  |  |
| **Student activity to be observed:** | **Start time:** **Link(s) to access:**  | 15-20 minutes |
| **Student activity to be observed:** | **Start time:** **Link(s) to access:** | 15-20 minutes |

*Students may be interviewed during observed program times where appropriate; however, students should not be pulled from school day instruction to participate.*

1. \* Program staff may not attend interviews with school/district leaders or administrators. [↑](#footnote-ref-2)
2. \* Program staff may not attend interviews with school/district leaders or administrators. [↑](#footnote-ref-3)