

MT 21st CCLC Self Reflection Tool

Introduction

The primary purpose of this quality improvement tool is to improve the quality of Montana's 21st Century Community Learning Center (CCLC) programs by helping practitioners take a critical look at their programs against standards of best practice. Your willingness to reflect on current practice, to identify opportunities to improve, and to change and grow will contribute to more successful outcomes for programs and participants. The process of improving program quality is an ongoing one, not a one-time event. Ideally, this tool will assist practitioners to embed reflection and continuous improvement into their program operations. The tool also gives structure and content to an external monitoring process that will promote accountability, quality improvement, and targeted technical assistance efforts.

The tool is organized under eight general categories. The first section (Section A) targets compliance with the 21st CCLC grant program. The remaining categories (Section B-H) are organized by areas of practice in afterschool programs.

- A. 21st CCLC Grant Management and Sustainability (Compliance)
- B. Organizational Structure and Management
- C. Staffing and Professional Development
- D. Partnerships
- E. Center Operations
- F. Programming/Activities
- G. Health and Safety
- H. Evaluation/Measuring Outcomes

How to Complete:

Each section includes a list of standards of practice or *Quality Indicators* that drive quality outcomes for programs and the students they serve. These indicators were developed based on current experience, knowledge, and research in the field and the work of other states and organizations that have developed similar monitoring or self-assessment tools.

The *Performance Levels* rating system (1-4) allows the user to assess the current level of competency or mastery of each quality indicator. Programs should work toward achieving an Excelling level in all of the quality indicators within each of the categories.

The four performance levels are:

- 4 – Excelling: Exceeds standards through the use of exemplary practices.
- 3 – Advancing: Meets standard; opportunities exist to refine practices to reach the Excelling level.
- 2 – Operational: Approaching standard; could use additional focused assistance in this area.
- 1 – Developing: Standard not met; needs improvement in this area.

The *Priority for Improvement* column encourages the user to consider how pressing is the need for change in practice with regard to a particular indicator. Is immediate action required, or can the issue be addressed satisfactorily over the longer term?

The following items are to be entered online using the following link:

<http://www.surveygizmo.com/s3/3340349/selfreflection-survey>

1) Grantee Name*

2) Center Name*

3) Name of Person Completing this Form:*

4) Please enter your email below to receive a copy of your completed self-assessment.

Section A - Compliance Requirements

5) In the table below, rate your performance on the following compliance requirements. **PLEASE NOTE THAT THESE ITEMS HAVE BEEN REVISED TO ALIGN WITH ESSA REGULATIONS. FOR MORE INFORMATION, ESSA LEGISLATION SECTIONS ARE REFERENCED BELOW.**

	In Compliance	Not in Compliance
A.1. The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments). Per ESSA: SEC 4204 (i)(1)(A)(i)(I-II)		
A.2. The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments). As per ESSA SEC 4204 (b)(2)(A)(iii)		
A.3. The grantee is providing the number of hours of programming described in the original grant application (or approved amendments).		
A. 4. The grantee offers AT LEAST three of the local activities listed below (SEE NOTE BELOW) and these must align to the identified needs of the community, as per ESSA SEC 4205 (a)(1-14) Local Activities, and as per ESSA 4204 (b)(2)(I) Identified needs and resources of the Community (see note below).		
A.5. The grantee is implementing the high quality academic and achievement activities described in the original grant application, as per ESSA 4204(b)(2)(B); a description of how such activities will meet the		

measures of effectiveness described in ESSA 4205(b); and a demonstration that the eligible entity will use best practices as per ESSA 4204 (b)(2)(J)		
A.6. The grantee is addressing the transportation needs of children as described in the original grant application (or approved amendments), as per ESSA SEC 4204 (b)(2)(A)(ii)		
A.7. The grantee houses the program in a safe and easily accessible facility, as per ESSA SEC. 4204 (b)(2)(A)(i)		
A.8. The grantee demonstrates progress toward achieving the goals set out in the original grant application (or approved amendments) including adherence to the grant reporting deadlines and assurances provided in E-Grants as well as, as per ESSA: SEC. 4205 (b)(2)(A)(B)		
A.9. The grantee has developed a sustainability plan and has made efforts to gain other sources of funding or in-kind resources to maintain the level of program services as grant support decreases in the fifth year, as per ESSA: SEC 4204 (b)(2)(K).		
A.10. Grantee staff has attended the required state 21st CCLC meetings/trainings (at a minimum, one annual state conference, and two regional meetings)		
A.11. The grantee expends 21st CCLC funds appropriately, as per ESSA: SEC 4204 (b)(2)(G)		
A.12. The grantee maintains documentation for materials and equipment purchased with 21st CCLC funds, as per the Uniformed Grant Guidance 2 CFR Part 200		
A.13. The grantee retains grant records a minimum of three years or until any legal action concerning the records is settled, as per State and Federal Grants Handbook: 400.7 Records Retention		
A.14. The grantee maintains appropriate documentation, including job descriptions for employees and volunteers of the grant program, as per ESSA SEC 4204(b)(2)(M)		
A.15. The grantee uses 21st CCLC funds to supplement rather than to supplant Federal, State, local, or non-federal funds, as per ESSA: SEC 4204 (b)(2)(G)		
A.16. The program works in active collaboration with the schools that participating students attend and any partnership entities, as per ESSA: SEC 4204 (2) (D)(i); ESSA SEC 4204 (b)(2)(C); and ESSA SEC 4204 (b)(2)(H)		
A.17. The grantee participates in the state’s data collection and evaluation in a timely and complete manner, as per ESSA SEC 4205 (b)(1)(E); and (b)(2)(A)		
A.18. The grantee delineates its budget of 21st CCLC funds from other program income or parent fees. (2 CFR §200.307)		

Section B - Organizational Structure and Management

6) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
B.1. The organizational structure is well defined and sound. The organization has a program director (site coordinator(s) for multiple sites) to supervise and lead the daily program and personnel.							
B.2. The organization has developed/adopted written policies and procedures to promote effective management.							
B.3. The organizational fiscal structure is well defined and sound. Grantees communicates regularly with the business clerk or fiscal manger ensuring that drawdowns are regular and align with grantees budget.							
B.4. The organization has developed/adopted procedures to keep track of any income generated from 21st CCLC funds.							
B.5. The organization inventories, equipment such as computers, cameras and curriculum. OPI is sent a request to purchase items when purchases of curriculum or equipment exceed \$1000.00 or more.							
B.6. The student/staff ratio is appropriate and safe for the specific activity conducted and meets student needs.							
B.7. Staff is trained in program policies/procedures. Staff is aware of program goals and can explain the relationship of program activities to those goals.							
B.8. Organization volunteers are recruited, screened, and trained.							
B.9. Organizational staff communicates with school day staff to support individual student educational development.							

<p>B.10. Organizational staff collaborates with school-day personnel regarding use of facilities and resources.</p>									
<p>B.11. The program director communicates regularly with the school principal and administration.</p>									
<p>B.12. The organization has the administrative capacity and infrastructure to develop budgets, track expenses, and to collect and maintain program data.</p>									
<p>B.13. The organization employs a marketing strategy to publicize the program and its achievements within the school(s) and broader community.</p>									
<p>B.14. The organization maintains on-going documentation of contributions (in-kind or resources) from the public and partnering agencies.</p>									
<p>B.15. The organization has an advisory board (that may be comprised of at least one community representative, school staff, partner, parent and student) that is provided information regarding 21st CCLC goals and objectives. This board meets regularly to provide advice/feedback about program policies and /or activities, quality improvement, sustainability and strategic planning.</p>									

Section C - Staffing and Professional Development

7) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
C.1. The organizational director and organization staff are highly qualified, motivated, and demonstrate professionalism.							
C.2. The organization selects staff members based on prior experience, qualifications, and where applicable specialized training and/or certification.							
C.3. The organization completes appropriate fingerprinting and background checks for all staff.							
C.4. Staff has the experience and background to address diverse needs of target population. Staff is sensitive to the culture and language of participants.							
C.5. Staff has competence in their area of responsibility.							
C.6. The organization assesses training needs of staff and provides relevant training and ongoing professional development experiences to build more effective program practices.							
C.7. Professional development/training opportunities are designed to respond to staff interest and needs, to share best practices and align with program objectives.							
C.8. The organization coordinates staff development activities with those of school and community partners.							
C.9. Staff and volunteers are evaluated on a regular basis and given clear feedback for continuous performance improvement.							
C.10. The organization works to retain quality staff, providing a consistent and stable staffing base for the program.							

Section E - Center Operations

9) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
E.1. The organization's hours, activities, schedules, and locations meet the needs of the target population.							
E.2. Organization activities and services are promoted in the targeted schools and community.							
E.3. Reasonable/cost effective efforts are made to provide transportation to students who need it to participate in programming.							
E.4. The organization implements retention strategies and maintains a waiting list as needed.							
E.5. The organization has adopted clear standards for student behavior that are applied appropriately and consistently by staff.							
E.6. The organization effectively communicates standards for student behavior to students and parents.							
E.7. Organization staff uses appropriate techniques to guide the behavior of students.							
E.8. Organization staff is committed to the development of positive student-adult relationships and serve as positive role models.							
E.9. The organization seeks to involve parents in planning the organization's operations and provides activities for families of participating students.							
E.10. The organization provides regular communication with and outreach to participants' families, including information regarding students' experiences, behavior, and achievements in the program.							

Section F - Programming/Activities

10) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
F.1. Organization activities reflect the goals and mission of the program.							
F.2. The organization provides evidence-based academic support and enrichment activities, aligned with school day curricula and individualized to meet students' needs.							
F.3. Organization activities address the physical, social and emotional needs of students by providing a majority of participants with diverse recreational, cultural, and youth development activities.							
F.4. Organization activities are selected based on student needs and interests. Activities are commensurate with the age and skill level of the participants and enable participants to develop new skills during the program year.							
F.5. The organization has an appropriate schedule, flow, and duration of activities, including a balance of structured and unstructured time, and time for social connections and community building.							
F.6. The organization enables youth to explore resources and issues in their community through projects and activities, including service learning and real world contexts.							
F.7. The organization accommodates students with special needs and encourages their participation in the program within the means of the program.							
F.8 The organization engages participants in the development and selection of program activities and the recruitment of others into the program.							
F.9. The organization provides a range of opportunities to showcase participants' work.							

Section G - Health and Safety

11) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
G.1. Organization activities occur in spaces that are adequate, appropriate, and safe for the purpose used and are welcoming to young people.							
G.2. The organization has access to basic safety equipment (i.e. First aid kits, gloves, fire extinguishers, etc).							
G.3. The vehicles used for transportation are safely maintained and inspected on a regular basis.							
G.4. The organization provides daily nutritional snacks during program operation within a sanitary environment and drinking water is readily available. Uses snack reimbursement program when possible.							
G.5. The organization addresses any unique health needs of students that have been identified by the parents and/or the school.							
G.6. The organization follows established procedures for authorized student pick-ups and has provided notice of these procedures to staff and families.							
G.7. Emergency contact information for students and staff is maintained in an easily accessible, but secure central location.							
G.8. The organization has adopted an emergency readiness plan and has provided notice of this plan to staff and families.							
G.9. The organization conducts all required fire/safety drills.							
G.10. The organization avoids transmitting any material via Internet that violates federal or state regulation. This includes copyrighted materials and threatening or obscene materials.							
G.11. The organization has policies and training in place to assure safe and appropriate use of the Internet.							
G.12. Staff is trained in first aid and CPR and is familiar with current health, safety, and nutrition standards.							
G.13. The organization has security policies in place.							

Section H - Evaluation/Measuring Outcomes

12) Rate the following indicators in terms of your performance level and for those requiring improvement, your priority estimate.

	Performance Level				Priority for Improvement		
	4	3	2	1	Within 3 months	3-12 months	12-24 months
H.1. The organization has adopted and applies an evaluation process to measure program goals and outcomes. This evaluation includes qualitative and quantitative program information and data on participation, performance, and outcomes.							
H.2. The evaluation process includes requesting feedback from stakeholders such as students, parents, and partners.							
H.3. The organization uses the information collected through this evaluation process in decision making, program refinement, and for purposes of quality improvement.							
H.4. Evaluation findings are regularly and effectively communicated to staff, community partners, parents, students, and other stakeholders.							
H.5. In addition to evaluation data, the organization collects stories about program impacts on students and their families.							
H.6 The organization demonstrates an understanding of the State Logic Model and the relation between their local activities and grant goal and performance measures.							
H.7. The organization identifies and shares promising practices internally and through afterschool networks.							

2018-19 Program Information

This section requests information on program operations for the current grant year.

13) Did this center provide SUMMER programming in 2018?*

Yes

No

14) Summer 2018 Operating Hours and Days. Do not leave any cell empty -- if none offered, entered 0.*

# of WEEKS this center was open TOTAL (for entire summer)	Total # DAYS this center was open total (for summer)	Typical number of days per week this center was open	Typical number of hours per week this center was open on during typical WEEKDAY (M-F, 6am-5pm)	Typical number of hours per week this center was open on during typical WEEKDAY EVENING (M-F, 5pm+)	Typical number of hours per week this center was open on during typical WEEKEND (Sat.-Sun.)

15) Enter your staff:student ratio below for SUMMER programming. That is, how many students are typically supervised per staff? For example, if 2 staff typically supervise a group of 15 students, then enter 2 for staff and 15 for students).*

Staff: _____

Student: _____

16) Did this center offer programming during the Fall of 2018?*

Yes

No

17) School Year 2018-19 Operating Hours and Days. Do not leave any cell empty -- if none offered, entered 0.*

# of WEEKS this center was open TOTAL (for entire school year)	Typical number of DAYS PER WEEK this center was open	Typical number of HOURS PER WEEK this center was open on BEFORE SCHOOL (MON.-FRI.)	Typical number of HOURS PER WEEK this center was open on DURING SCHOOL (MON.-FRI.)	Typical number of HOURS PER WEEK this center was open on AFTER SCHOOL (MON.-FRI.)

18) For each day per week, enter the number of hours that the center is open. Enter "0" if not open typically on a specific day. *

_____ Monday

_____ Tuesday

_____ Wednesday

_____ Thursday

_____ Friday

_____ Saturday

_____ Sunday

19) Enter your staff:student ratio below for SCHOOL YEAR programming. That is, how many students are typically supervised per staff? For example, if 2 staff typically supervise a group of 15 students, then enter 2 for staff and 15 for students). *

Staff: _____

Student: _____

20) Is this center enrolled in a USDA Healthy Snack Program during the 2018-19 school year?*

Yes

No

21) Is this center offering health, physical fitness and/or nutrition activities during the 2018-19 school year?*

Yes

No

22) Does this center have a current sustainability plan in place?*

Yes

No

Thank You!