

# 21<sup>st</sup> CCLC Monitoring Process



## Overview

### **21<sup>st</sup> CCLC Monitoring Process**

In accordance with ESSA Sec. 4205(b)(1), 21<sup>st</sup> CCLC programs are required to conduct ongoing monitoring and evaluation to assess progress toward achieving the goal of providing high-quality opportunities for academic enrichment. Evidence that the program helps students meet the state and local student academic achievement standards is also required.

The Montana Office of Public Instruction will monitor grant program compliance of awarded subgrantees on a regular basis. All sub grantees will be monitored in the first year of their grant award. Further, a

#### **TIPS FOR A SUCCESSFUL MONITORING VISIT**

*Plan the monitoring visit collaboratively with your team, including site and school staff.*

*Review the grant application and amendments, End-of-Year reports, and APR data before the visit.*

*Review all corresponding monitoring documents to familiarize yourself with the process and ensure you are not missing any aspects of monitoring.*

*Highlight specific successful or impactful program activities during the program observation.*

minimum of one additional on-site monitoring visit will occur within the remaining four years of the grant for a total of at least two on-site monitoring visits for the five-year grant cycle. Additional monitoring could be deemed necessary if the grantee had previous compliance findings, or if they were found at medium or high risk through the program risk assessment.

### **Purpose of Onsite Monitoring**

The primary purpose of the onsite monitoring visit is to verify subgrantee accountability for program implementation and management. This includes compliance with appropriate federal and state laws. A secondary purpose is to identify subgrantee needs for technical assistance.

During the onsite monitoring visit, the OPI will conduct program personnel and stakeholder interviews, review documents, and observe programming at funded centers. The visit will allow the OPI to validate information provided through ongoing reporting and gather more detailed information on compliance indicators related to legal mandates and program quality.

### **Preparing for the Onsite Monitoring Visit**

Thoughtful and thorough preparation will contribute to the success of the onsite monitoring visit. To help you prepare and plan for the visit, if requested by subgrantee, the OPI can schedule a pre-visit call with the subgrantee to walk through the entire process and help support planning efforts.

During the monitoring process, documentation reviewed by the OPI is focused on the compliance indicators found in the **Monitoring and Compliance Template(MCT)**. The supporting documentation columns in the Monitoring & Compliance Template provide guidance about the types of documentation to be reviewed. The pre-monitoring letter provides a monitoring document checklist that outlines all the supporting documentation.

Prior to the onsite visit, subgrantees are required to submit all relevant information to a google drive folder. This will allow the OPI to conduct an efficient and effective onsite visit. All documentation should be submitted **14 days prior** to the onsite visit.

### **Components of the Onsite Monitoring Visit**

The onsite monitoring visit will consist of two portions: interviews with the program director and stakeholders, and program observation.



During the interviews, the OPI will meet with the program personnel and stakeholders to discuss program implementation, management and/or compliance.

During the program observation portion of the monitoring visit, the OPI will observe the programming at one site served by the grant. The OPI will communicate with participants, staff members and other stakeholders to get a detailed snapshot of the program. Program Directors should schedule program observation time(s) to give a well-rounded demonstration of the various programs and activities offered through the grant. The OPI 21<sup>st</sup> CCLC program manager will complete the **Observation Tool** during this portion of the onsite monitoring visit.

### **Following the Onsite Monitoring Visit**

Within 30 days of the completion of the onsite visit, the OPI will provide a post monitoring report which will include any appropriate commendations, recommendations or findings that need to be addressed with a corrective action plan. A copy of the report will be kept in the sub grantee's official file and may be reviewed when considering past performance as a part of future funding applications.

## MONITORING DOCUMENTS

**Monitoring & Compliance Template** *Assesses compliance of 21<sup>st</sup> CCLC programs with state and federal laws and regulations. Completed by the Lead Consultant during the interview with Program Director.*

**Monitoring Document Checklist** *Used as a reference for the MCT to outline which supporting documents must be submitted pre-visit.*

### **Google Drive Instructions**

*Step-by-step guide for setting up and accessing Google Drive for documents to be submitted by subgrantees prior to the visit.*

### **Monitoring Visit Confirmation Form**

*Completed and submitted by the Program Director to the OPI to confirm the stakeholder interview schedule, program observation time(s), and pre-visit call with the OPI.*

### **Interview Questionnaire**

*List of questions for stakeholder group used for the onsite interviews.*