If selected, participate in monitoring visit

**State Level Continuous Improvement Process**

Monitoring **-** The Office of Public Instruction’s 21st CCLC staff conduct monitoring activities (for compliance and quality) based on sub grantee risk level indicators (September - April)

* + **Monitoring Guidebook**
* **Monitoring Report & Monitoring Visit Summary**

SEA reviews grant applications, including logic models (April-June)

* **E-Grant application**
* **Scoring rubric**

The **State Evaluation Report** guides the OPI staff in providing supports (TA/PD) to the sub-grantees, through data-driven decision-making (March-April)

SEA and regional reps. provide technical assistance & professional development as needed based on sub grantee needs / results.

* **Annual TA and PD schedule (developed Spring)**

Sample Timeline for Year 1 – Year 2

Applying

Year 1 / 2

2: **Subgrantees** implement grant activities as outlined in their grant applications & action plans, and track implementation data.

2: SEA &/or regional reps provide TA and PD based on results from State Eval and local needs.

**(Pre) Year 1**

**1: Sub grantees** Identify/ plan grant activities in the grant application and logic model.

Resources:

* **Self-Reflection Tool**
* **Survey Admin Guide**
  + **Monitoring Guidebook**
* **Monitoring Visit Summary**
* **Monitoring Report**

**4: Sub grantees complete Annual Local Evaluation Report**

Resources:

* **Program Logic Model in Grant Application**
* **Corrective Action Plan (as requested)**
* **E-Grant application**
* **Scoring rubric**

**3: Sub grantees** complete the program self-reflection mid year to monitor progress.

**4: State Eval Report completed**

**1: Sub grantees** Modify/ plan grant activities

**3: OPI 21st CCLC staff** conduct monitoring activities based on sub grantee risk level indicators. *(All Year 1 sub grantees are automatically monitored)*

**1: SEA** reviews grant apps

**3: Sub grantees** review survey results.

**3: Sub grantees** complete surveys to gather programmatic feedback and measure grant outcomes.

Resources:

* **APR Data Guide**
  + **APR Staffing and Activities Sheet**
  + **Attendance Spreadsheet**
  + **Annual TA and PD schedule (developed Spring)**

**1: SEA** reviews grant applications and decides on awards

**Year 2**

**(same except addition of local eval report from prior grant year)**

Resources:

* **Local Evaluation Report Template**
* **Local Evaluation Report Guide**
* **Annual State Eval Report**