MONTANA
21ST CENTURY COMMUNITY LEARNING CENTERS

Monitoring Handbook

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Introduction

This guidebook outlines the monitoring process used by the Montana Office of Public Instruction to ensure 21st Century Community Learning Centers are in compliance with state and Federal regulations regarding the program. During the five-year period, all programs will undergo at least 2 monitoring visits. Typically, one of the two monitoring visits will be in-person while the other monitoring visit will occur virtually.

[Monitoring Process](#)

First Monitoring Visit

Overview
All sub grantees will be monitored in the first year of their grant award. The MT OPI will conduct a risk assessment to determine which type of monitoring visit will occur within the first year of the grant being awarded. Programs who identified as risky will be required to have an on-site monitoring visit. All other monitoring visits will be held virtually.

Preparation for Monitoring
Prior to the monitoring visit, subgrantees should review the monitoring checklist. Each document listed on the checklist is required to be submitted 14 days prior to the scheduled monitoring visit. All documents should be submitted in an organized folder sent through google drive michelle.cusey@opiconnect.org.

On-site Monitoring
During the on-site monitoring, the OPI 21st CCLC Program Manager will go over the submitted documents from the monitoring checklist. The Program Director should be prepared to answer any additional questions based on the forms and documents submitted. The first-round monitoring template will be used to assess the performance level of each indicator.

Virtual Monitoring

The OPI's 21st CCLC Program Manager will use the first-round monitoring template to assess the performance level based on the documents submitted by the subgrantee. Once the documents have been reviewed, the Program Manager will schedule a time to review the monitoring template with the subgrantee. Any areas of concern will be addressed through technical assistance throughout the year.

Monitoring Checklist

Example Monitoring Documents

First-Round Monitoring Template

Second Monitoring Visit

Overview

All subgrantees will undergo a second monitoring visit in years 2-5 of the grant. During this monitoring visit the focus will be on quality programming and evaluation results. Subgrantees will participate in an interview with the OPI Program Manager to share the successes and challenges of the program. Depending on how the first-round monitoring visit was conducted, the subgrantee will either participate in an on-site or virtual monitoring visit.

On-site Monitoring

During the on-site monitoring, the OPI Program Manager will interview the program director and any other staff members who are able to attend the meeting. The questions will be shared in the monitoring template prior to the monitoring visit. The program director should be familiar with and have the most recent local evaluation on hand for this visit. If possible, a 20-minute program observation will also occur during this visit. Both the OPI Program Manager and the program director will fill out a program observation form during this observation. Discussion after the observation will occur during the formal monitoring process. The OPI Program Manager will use the second-round monitoring template to assess the performance level of each indicator.

Virtual Monitoring

During a virtual monitoring visit, subgrantees should expect to go through the same interview questions as outlined in the on-site monitoring. If possible, a 20-minute virtual observation of the program will also take place. If technology allows, program directors would set up a video camera so the OPI Program Manager can observe a program in session. Both the OPI Program Manager and the program director will fill out a program observation form during this observation. After the program observation, the OPI Program Manager will ask the interview questions outlined in the second-round monitoring template. All indicators will be given a performance level.

Second-Round Monitoring Template

Program Risk Assessment

Every January the MT OPI 21st CCLC team conducts a risk assessment on each subgrantee. Levels of risk from highest to lowest are risky, watch, and pass. The process to determine the program risk level of a subgrantee will include the following steps:

1. **FISCAL-RISK-ASSESSMENT CHECKLIST** –This checklist is completed by OPI's Centralized Services. Any subgrantee deemed risky on this checklist will automatically be deemed risky for the Program Risk Assessment for 21st CCLC programs, and thus subject to an on-site monitoring visit.
2. **PROGRAM RISK ASSESSMENT TOOL-** This assessment is completed by 21st CCLC staff each January. Any subgrantee who is deemed risky will be added to the fiscal year's monitoring schedule for the 21st CCLC program. Subgrantees who are considered watch will be offered recommendations to improve their level of risk. Lastly, subgrantees who pass will be offered technical assistance as they see fit. All risk assessments are emailed to program directors. It is the program director's responsibility to share those results with key stakeholders.

21st CCLC Program Risk Assessment Rubric

21st CCLC Program Risk Assessment Policy

Definitions

Compliance Monitoring- *"A State and a sub grantee shall comply with the State plan and applicable statutes, regulations, and approved applications, and shall use Federal funds in accordance with those statutes, regulations, plan, and applications."* (C.F.R. Title 34 Subtitle A Part 76 Subpart G §76.700)

Monitoring Template Definitions

1. *Compliance Requirements/Criteria*- drawn from Federal and State regulations and the federal protocol for monitoring state 21st CCLC programs.

2. *Supporting Documentation*- column provides guidance about the types of documentation grantees should produce to the OPI monitoring team to establish compliance with program requirements.

3. *Performance Level*- rating will be used by the monitoring team to identify the status of the grantee's compliance with specific grant requirements.