State of New Jersey
Department of Education
OFFICE OF PROGRAM SUPPORT SERVICES

21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM MONITORING and SELF-ASSESMENT TOOL
COHORT 1
2004

Grant Agreement #: _____

Program Name/District: _____ County: _____

Lead Agency Administrator: _____

Business Administrator/Fiscal Manager: _____

Project/Program Director: _____

Date(s) of Visitation: _____ Location: _____

NJDOE Program Officer _____

STATE REVIEWER

Lead: _____ Team Member: _____

LEAD STAFF INTERVIEWED

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position : _____

Name: _____ Position: _____

CONSORTIUM PARTNER/COLLABORATING AGENCY STAFF INTERVIEWED

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

PROGRAM PARTICIPANTS INTERVIEWED

Name: _____ Name: _____

Name: _____ Name : _____

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I. Goal Setting, Management, Sustainability		
I. Requirements	**Documentation**	**Status**
1. Program communicates the goals/objectives to staff, participants and the families of the participants.	- Student, Parent, Staff handbook - Meeting minutes and/or agendas - Program handouts/advertising	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. The project is on schedule as described in the approved application.	- Quarterly Reports - Data - Program report - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program has made efforts to gain other sources of funding or in-kind resources for the sustainability of the program.	- Description of any grants or resources program has attempted to secure - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. Describe the organizational structure of the program. How does it encourage effective management?	- Staff organizational chart - Other: please explain	
2. Have you modified your sustainability plan since your application?	- Updated sustainability plan	
3. Have you received any other funding or in-kind resources since your program started?	- Description of any additional and/or new resources and/or new funding - Other: please explain	

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II. Staffing & Professional Development		
II. Requirements	**Documentation**	**Status**
1. The project director and site coordinators have been implementing the program per the approved application.	- Job Descriptions - Time and Activity Sheets - Activities completed - Interviews	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. Staff and volunteers have had all appropriate finger printing and background checks.	- Copies of documentation	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. Staff meetings are held frequently.	- Meeting agendas, minutes - Staff Calendar	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
4. Program staff has been trained on program policies and procedures	- Meeting agendas, minutes - Program handbook - Interviews - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
5. Program staff has been trained to work in close collaboration with the regular school day staff and community partners.	- Meeting agendas, calendars - Staff interviews - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		

	II. Staffing & Professional Development	
Quality Program Components	**Documentation**	
1. Is there staff turn-over? If so, how is it affecting the program and how is it being dealt with.	- Staff Attendance/Retention rates - New Hires	
2. What is the student/staff ratio? Does if differ for academic and recreational activities? Please describe.		
3. Is regular school staff invited to the 21st CCLC program training? Is program staff at regular school staff training?	- Agendas, meeting minutes, - Staff calendars	
4. Do you provide any additional Professional Development outside of the NJDOE and NCCE trainings? Please explain	- Agendas, course descriptions, calendars - Staff interview - Other: please explain:	
5. Do the majority of staff members represent and are able to address the diverse needs of the community they serve?	- Staff Roster - Description of staff - Other: please explain	
6. How do you recruit and retain qualified staff?	- Description of recruiting process - Job Postings/Advertisements - Staff Benefits - Other: please explain	
7. What are the credentials of the staff members?	- Certification(s) - Education Levels - Previous Experience - Other: please explain	
8. Are there any volunteers in the program? If so, how are they recruited and trained.	- Volunteer postings - Volunteer training - Other: please explain	
9. How often are staff and volunteers evaluated?	- Staff Performance Appraisals - Other: please explain:	

	III. Partnerships & Collaborations	
Requirements	**Documentation**	**Status**
1. Is there a formal written agreement between your agency/school district and the partners?	- Written agreements with partners - Verification of services provided - Other: please specify:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. Collaborators have provided programs and services in accordance with the application.	- List and/or description of services provided - Written agreements - Interviews - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program has made efforts to establish and maintain partners and collaborators to ensure long-term commitments of resources and fiscal and human capital.	- Interviews - Written agreements	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. Have there been any challenges in working with collaborators? If so, how have they been handled?	- Description of relationship - Other: please explain:	
2. Is the program seeking additional collaborators? Please explain		
3. Has there been success in working with consortium partners and collaborators? Please explain		

	IV. Participant Involvement	
Requirements	**Documentation**	**Status**
1. The program has identified and is servicing eligible students and their families consistent with the approved application.	- Participant list - Registration form - Activity logs - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. The program has advertised the program and services.	- Newspaper, radio, TV ads - School postings, announcements - Outreach activities - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program has provided activities and services to the students and their families in accordance with their application.	- Participant list - Registration form - Activity logs - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
4. Transportation has been provided for activities.	- Transportation logs - Other: explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
5. If applicable, the program has accommodated children with special needs.	- Documentation of accommodations provided. Ex. transportation, aides, etc.	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. Is there an attendance policy?	- Program, Student, Parent handbook	
2. How do you encourage parental involvement in your overall program decision-making? • For the activities provided for students and their families.	- Parent Meeting minutes - Correspondence - Surveys - Other: please explain:	
3. How are the parents of the students notified of students' experiences, behavior, and achievements in the program?	- Correspondence - Parent Meetings - Other: please explain:	

	V. Linkages Between School Day and Afterschool	
Requirements	**Documentation**	**Status**
1. Project Director and/or site coordinator has met with school day staff.	- Meeting schedules, minutes - Correspondence	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. The program staff engages in on-going communication with the in-school teaching staff • To supplement regular school educational activities; and • To inform and to receive information from in-school teachers on students performance.	- Meeting minutes, agendas - Correspondence - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program integrates the school day curricula into its activities.	- Description of activities - Curricula materials - Course outlines - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
4. The educational activities offered support regular school-day learning.	- Description of activities - Curricula materials - Course outlines - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. How does the program coordinate and maximize school resources and facilities for 21st CCLC program?	- Description of facilities and resource use - Other: please explain:	

	VI. Academic and Enrichment Components	
Requirements	**Documentation**	**Status**
1. The activities provided are consistent with the application and are based on the needs of the students.	- Student needs assessment - Teacher and/or family - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. Character education has been infused and fosters positive self-esteem and student behaviors.	- Description of Character Education program - Curricula materials - Activity/Program outline - Agenda of staff trainings held - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. How does the implementation of activities for improved academics (i.e. literacy, math, reading, science) reflect sound teaching practices? Please explain.	- Outline of activities - Curricula materials - Instructor of activity (and their certification) - Other: please explain: _____	
2. How do the enrichment activities offered provide engaging, age-appropriate opportunities for the youth to learn and grow? Please explain.	- Description of activities - Outline of activities - Curricula materials - Other: please explain: _____	
3. How are the youth involved in the curriculum planning process?	- Description of involvement - Student surveys - Other: please explain: _____	

	VII. Evaluation of Program Progress and Effectiveness	
Requirement	**Documentation**	**Status**
1. A local level evaluation process has been established.	- Evaluation Tool/system - Data - Surveys - Reports - Signed contract with vendor - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. The program has evaluated its' progress towards meeting program goals and objectives.	- Status of program indicators - Analysis of Data - Surveys - Reports - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program is using information collected for continuous improvement?	- Changes made to program based on feedback - Reports - Surveys - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Information:		
Quality Program Components	**Documentation**	
1. What qualitative and quantitative information does the program have on program participation, performance and outcomes?	- Data - Reports - Attendance Logs - Student grades - Other: please explain:	
2. How has the findings from the data collected been communicated to staff, partners, collaborators, parents, the school, etc?	- Correspondence - Announcements - Meeting minutes - Other: please explain:	
3. Do you have any anecdotal stories to share about the effects of the program on the students and/or their families?		

	VIII. Safety, Health, Nutrition	
Requirements	**Documentation**	**Status**
1. The vehicles used for transportation have been inspected for safety.	- Inspection Information - Contracts - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
2. The program has provided nutritional snacks daily.	- List/Description of snacks	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
3. The program is addressing any participants' unique health needs that have been identified by the parents and/or the school.	- Student records - Other: please explain	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
4. Emergency contact information for students and staff is maintained in a central location.	- Staff and student emergency contact information - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
5. The program has established procedures for authorized student pick-ups and has provided these procedures to staff and families.	- Parental Release Forms - Sign-in/Sign Out Forms - Other: please explain:	❑ Completed ❑ Sufficient Progress ❑ Non-Compliant
Additional Comments:		
Quality Program Components	**Documentation**	
1. What are the spaces that are used for the program?	- Activity locations	
2. Do you have an emergency readiness plan? If so, what is it, where is it located and how have staffed and parents been informed of it?	- Emergency Exit Plan - Snow closing plan (inclement weather) - Staff meeting minutes, correspondence, handouts - Other: please explain: _____	

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Evaluation of Records and Procedures	Completed	Sufficient Progress	Non-Compliant	Comments
Goal Setting, Management, Sustainability				
Staffing & Professional Development				
Collaboration				
Participant Involvement				
Linkages Between School Day and Afterschool				
Academic and Enrichment Components				
Evaluation of Program Progress and Effectiveness				
Safety, Health, Nutrition				

As the representative of the above mentioned program, I here by confirm and verify the validity of the information reported.

_____ Signed

_____ Title

_____ PLEASE PRINT YOUR NAME CLEARLY

_____ DATE

_____ Signed by Evaluator

_____ Title

_____ PLEASE PRINT OR TYPE

_____ DATE

_____ Witness Signature

_____ Title

_____ PLEASE PRINT OR TYPE

_____ DATE

FISCAL MONITORING REVIEW DOCUMENT

INSTRUCTION	Object Codes	Documentation	Comments	Corrective Action Required
Personal Services - Salaries	100-100	Time and activity records signed by supervisor. Date of hire consistent with approved application.		
Purchased Prof. & Tech Services	100-300	Contracts/Invoices, specific dates and rates of product or service		
Other Purchased Services	100-500	Contracts/Invoices, specific dates and rates of product or services		
Supplies & Materials	100-600	Purchase orders, invoices specific costs, tied to application time lines and activities		
Other Objects	100-800	Documentation of activities tied to application time line and activities		
SUPPORT SERVICES	**Category**	**Documentation**	**Comments**	**Corrective Action Required**
Personal Services - Salaries	200-100	Time and activity records signed by supervisor. Date of hire consistent with approved application.		
Personnel Services - Employee Benefits	200-200	Fringe charges/printout Charges and Documentation Verified		
Purchases Professional & Technical Services	200-300	Specific dates, rates, salary and product/service. Date of hire consistent with approved application.		
Purchased Professional Education Services (Subgrant Cost Summary)	200-320	Documentation for Subgrant budgets are the same as Lead agency		
Purchased Property Services	200-400	Printout, invoices and lease with specific costs, dates and links to approved		

		application		
Other Purchased Services	200-500	Contracts/invoices, specific costs, links to approved application		
Travel	200-580	Record of travel expenses, receipts, mileage, meals.		
Supplies and Materials	200-600	Invoices, costs, dates, and time lines link to approved application		
Other Objects	200-800	Invoices, costs, dates, and time lines link to approved application		
Indirect Costs	200-860	Approved IDC rate form. Record of charges to grant.		
FACILITIES ACQUISITION & CONSTRUCTION SERVICES	**Category**	**Documentation**	**Comments**	**Corrective Action Required**
Buildings (use charge)	400-720	Lease or rental receipts, copies on file, linked to activities consistent with approved application		
Instructional Equipment	400-731	Invoices, costs, dates and links to approved application. Identification tags attached. Time of purchase consistent with approved application. Equipment inventory exists.		
Non-instructional equipment	400-732	Invoices, costs, dates and links to approved application. Identification tags attached. Time of purchase consistent with approved application. Equipment inventory exists.		