Transition Checklist for Incoming 21st CCLC District Leaders

Purpose: When district level leaders are new to their Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant position, this checklist will help ensure they have the basic information and access needed to begin leading and managing their 21st CCLC work effectively.

There are 3 parts to this checklist:

PART 1: The Basic Tools
PART 2: Access
PART 3: Creating Systems

PART 1: The Basic Tools 21st CCLC District Leaders Need

- ☐ Review each site's *Transition Checklist for Outgoing 21st CCLC Site Leaders*.

- ☐ Review the Arizona Department of Education (ADE) 21st CCLC website http://www.azed.gov/21stcclc/ , particularly the **21st CCLC Program Resources** and **Required Reporting** section for deadlines, guidance and reporting templates.

- ☐ Read the *21st CCLC Fiscal and Program Accountability Guidance Handbook*. Make sure you have this document handy as a reference for your work. The latest version of this Handbook is available electronically on the ADE 21st CCLC website.

- ☐ Obtain contact information for your ADE Program Specialist, your district's 21st CCLC site coordinators and principals.

- ☐ Notify your ADE 21st CCLC program specialist whenever a change is made in grant leadership positions.
    - Introduce yourself to your specialist, who is available to help you be successful in your new position.
    - Send the new names and contact information to your specialist.

- ☐ Attend the ADE 21st CCLC New Grantee Orientation in the FALL which is required of all new district level 21st CCLC leaders, site principals and site coordinators new to managing the 21st CCLC grant at their sites.

- ☐ Obtain an overview of daily program management duties for each leadership position associated with the grant as it works in your district.

- ☐ Make introductions to critical contacts involved with the grant in your own district.

- ☐ Learn fiscal and human resources, protocols, timelines and deadlines in your district.

Transition Checklist for Incoming 21st CCLC District Leaders

- ☐ Know the housing and purpose of files in current use.

- ☐ Know the housing of archival data (Federal records retention procedures).

PART 2: Access

- ☐ Obtain access to ADE's Grants Management (GME) system through your district so you can enter Revisions to 21st CCLC applications.

- ☐ Obtain access to shared electronic files such as site and district data collection systems for 21st CCLC reporting.

PART 3: Creating Systems

- ☐ Each site's awarded grant application sets the expectations and requirements for the program at that site.
  - Read and understand what site applications say about such things as: target population to be served, services to be provided, what is in the approved budget, etc.
  - Ensure that each site is managing its 21st CCLC grant program in accordance with its approved application.

- ☐ Where there are multiple sites,
  - Schedule visits to each 21st CCLC program site
  - Meet with site leaders as a group to
    - facilitate common practices,
    - share information and expectations,
    - gauge where assistance or guidance is needed and to
    - periodically review and update procedures

- ☐ Train and monitor each site to ensure that payroll, purchasing and audit requirements are met.
  - See the *21st CCLC Fiscal and Program Accountability Guidance Handbook* as a reference to federal and state requirements.
  - Your district should have the final say in terms of meeting these requirements.

- ☐ Put deadlines for 21st CCLC required reports in your calendar.
  - Plan to get information needed from site program coordinators and others well in advance of the ADE and federal deadlines. Give yourself enough time to ensure that every report is correct, complete and is submitted on time.
  - Remind site program coordinators of surveys and other data they will need to collect. Remind them when it needs to be collected and when it will be submitted to you.

Transition Checklist for Incoming 21st CCLC District Leaders

- ☐ Prepare for Revisions that will need to be made to your site's 21st CCLC grants:
  - Find out the Revisions process and deadlines in your district from your supervisor
  - Review ADE guidelines for Revisions, including webinars offered through ADE's Grants Management system.
  - Inform site coordinators of purchasing & budget revision procedures and your deadlines for them.

- ☐ Ensure that a *Transition Checklist* is completed for each outgoing 21st CCLC site leader before they leave their position. Use the completed checklist in an exit interview with each leader before they go so that you are positive that
  - necessary data that has been collected for reporting
  - records required for federal auditing are archived and accessible
  - valuable and necessary information gets passed on from the person leaving to the incoming person.

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: http://www.azed.gov/21stcclc/