# 21ˢᵗ CCLC Site Evaluation Report Instructions

# Components of Annual Site Evaluation

- ✓ Compliance Self-Assessment

- ✓ Objectives Reporting

- ✓ Continuous Improvement

# Due Date and Report Submission

**<u>Due Date:</u>**
Your site evaluation document must be submitted by the due date.

See the *Required Reporting Due Dates* at this link:
http://www.azed.gov/21stcclc/required-reporting/

**<u>Site Evaluation Report Submission:</u>**
Site Evaluation Reports are submitted in EMAC for all sites in Year 1 in FY22

# Site Evaluation Questions, Required Components, and Resources

| Evaluation Question | Component | Resource |
|---|---|---|
| 1. Was program implemented as approved in application? | Compliance Self-Assessment | Original approved 21$^{st}$ CCLC grant application |
| 2. Were program objectives met? | Objectives Reporting | Objectives from approved grant application, or Specialist approved revisions submitted in Continuing Application |
| 3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives? | Continuous Improvement | Compliance Form Objectives Form School Day & Program Staff Meetings Surveys |
| 4. What will be done next year to ensure progress toward reaching program objectives? | | |

# Compliance Self-Assessment Worksheet

**Evaluation Question 1 -** Was program implemented as approved in application?

The Compliance Self-Assessment portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

Select "Yes" if the site met the requirement during the program year and "No" if the site did not meet the requirement. *If you select "No" on any item of the Compliance Self-Assessment, please indicate the reason(s) in the comments section.*

| | |
|---|---|
| 1. Direct Student Services | 6. Evaluation |
| 2. Direct Family Services | 7. Dissemination |
| 3. Alignment to the School Day | 8. Sustainability |
| 4. Safe and Healthy Learning Environment | 9. Fiscal Record Keeping |
| 5. Equity and Access | 10. Required Training |
| Program Management (Adequacy of Resources) | |

# Compliance Self-Assessment Worksheet

**Evaluation Question 1 -** Was program implemented as approved in application?

The Compliance Self-Assessment portion of the annual Site Evaluation Report also requires additional narrative responses for designated questions.

These questions are located throughout the Self-Assessment, appearing below their related Self-Assessment questions with a Narrative box. See area highlighted in pink below.

Family Engagement services are intended to involve adult family members of 21st CCLC student participants in ongoing activities that will have an impact on their children's academic success. Provide 1-2 paragraphs describing your site's family engagement services/activities. *

3. Alignment to the School Day *

# Objectives Reporting

**Evaluation Question 2** – Were program objectives met?

The Objectives Reporting Worksheet is designed to collect information regarding progress made toward meeting your own 21st CCLC grant program objectives.

From your approved application (or Program Specialist approved revisions in the Continuing Application), please report on **ALL** objectives in the following areas:

- ✓ Academic Objectives
- ✓ Youth Development Objectives
- ✓ Family Engagement Objectives

Report all information requested in the Objectives Reporting Worksheet for each objective and show your work in the Data Findings section. Report all information requested on the Objectives Worksheet for each objective. Academics are on page 1, Youth Development is on page 2, and Family
- Engagement is on page 3.

# Objectives Worksheet

Below is an example of how to fill out the Academic Objectives Reporting:

## Academic Objective #1

**Approved Academic SMART Objective** *

List the approved SMART objective (can be found on this year's Program at a Glance).

> 1.1 Each year, 15% of students in grades 5-8 that regularly attend the 21st CCLC program will increase one level in Reading Proficiency as

**Type of Academic Objective** *

- ⦿ Reading
- ○ Math
- ○ Other (describe)

**Data Source** *

List the Data Source used to determine if the objective was met (usually explicitly named in the objective).

> "ABC" Benchmark Reading Test fall and spring

**Data Findings** *

> Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.

**Objective Met?** *

- ○ Yes
- ⦿ No

# Objectives Worksheet

Below is an example of how to fill out the Youth Development Objectives Reporting:

## 2. Youth Development Objectives

**Approved Youth Development SMART Objective** *

List the approved SMART objective (can be found on this year's Program at a Glance).

> 2.1 At the end of each year, 75% of regular attendees will report that participation in the program helped them feel more connected to their

**Data Source** *

List the Data Source used to determine if the objective was met (usually explicitly named in the objective).

> Student Satisfaction Survey

**Data Findings** *

> Of the 121 regular attendees, 98, or 81%, reported that they felt more connected to their peers since participating in the 21st CCLC

**Objective Met?** *

◉ Yes

○ No

# Objectives Worksheet

Below is an example of how to fill out the Family Engagement Objectives Reporting:



## 3. Family Engagement Objectives

**Approved Family Engagement SMART Objective** *

List the approved SMART objective (can be found on this year's Program at a Glance).

3.1 Each year, 32% of 21st CCLC regular-attendee family members will attend three or more Saturday Workshops

**Data Source** *

List the Data Source used to determine if the objective was met (usually explicitly named in the objective).

Workshop attendance sheets

**Data Findings** *

The site had 48 regular-attendee family members attended at least one Saturday Workshop and 12 regular attendees family members who

**Objective Met?** *

○ Yes

◉ No

# Continuous Improvement

The Continuous Improvement questions in the Site Evaluation are designed to collect your responses to site evaluation questions three and four:

**Evaluation Question 3** - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective?

**Evaluation Question 4** - What will be done next year to ensure progress toward reaching the program objective?

The Continuous Improvement questions must be completed for every grant objective and appear just below the questions related to each objective.

**Evaluation Question 3 -** What are your Findings\*, and the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives? See area highlighted in pink below.

**Data Findings** \*

Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.

**Objective Met?** \*

○ Yes

◉ No

**Continuous Improvement Questions** \*

These Continuous Improvement questions are designed to answer the following questions: What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective? Think about all the programming decisions that went into this aspect of your program. What helped our successes with the Objective (Strengths)? What hurt our success with the Objective (Weaknesses)? What might help accomplish the Objective in the future (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Threats)?

| Strengths | Weaknesses | Opportunities | Threats |
|---|---|---|---|
|  |  |  |  |

**Strategies for Improvement** \*

What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future?

**Evaluation Question 4 -** What will be done next year to ensure progress toward reaching program objectives?  See area highlighted in pink below.

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**Data Findings** *

Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.

**Objective Met?** *

○ Yes

◉ No

**Continuous Improvement Questions** *

These Continuous Improvement questions are designed to answer the following questions: What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective? Think about all the programming decisions that went into this aspect of your program. What helped our successes with the Objective (Strengths)? What hurt our success with the Objective (Weaknesses)? What might help accomplish the Objective in the future (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Threats)?

| Strengths | Weaknesses | Opportunities | Threats |
|-----------|------------|---------------|---------|
|           |            |               |         |

**Strategies for Improvement** *

What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future?

**In this space, write your teams plans to ensure progress towards reaching this objective next year.**

# Site Evaluation Report Submission Process

1) Ensure you have completed each form by clicking the **Complete** button at the bottom of each form

2) Once both forms are complete, click **Submit for Review**

## Online Forms

| | | |
|---|---|---|
| 📋 | 21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet | ✓ Completed ℹ |
| 📋 | 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet | ✓ Completed ℹ |

## Evidence Documents

Not Available

## Evidence Documents Uploaded

Not Available

Select files...

— You can only upload **PDF**, **Microsoft Word**, **Microsoft Excel**, **PPT**, **GIF**, **JPG**, **PNG** files. Maximum allowed file size is **10MB**.

Upload

**Submit for Review**

# Final Reminders

Find the *Required Reporting Due Dates* at this link:
http://www.azed.gov/21stcclc/reporting/

If you have questions, need clarification or other assistance please contact your 21st CCLC specialist.

Failure to comply with the annual site evaluation requirement WILL result in being placed in corrective action and may result in the holding of all federal funds.

*Thank you in advance for completing this and all 21st CCLC reports on time.*

*Early submissions of reports are always encouraged!*