

# 21st CCLC Site Evaluation Report Instructions



# **Components of Annual Site Evaluation**

- ✓ Compliance Self-Assessment
- ✓ Objectives Reporting
- ✓ Continuous Improvement

### **Due Date and Report Submission**

### **Due Date:**

Your site evaluation document must be submitted by the due date.

See the *Required Reporting Due Dates* at this link: <a href="http://www.azed.gov/21stcclc/required-reporting/">http://www.azed.gov/21stcclc/required-reporting/</a>

### **Site Evaluation Report Submission:**

Site Evaluation Reports are submitted in EMAC for all sites in Year 1 in FY22

# Site Evaluation Questions, Required Components, and Resources

<b>Evaluation Question</b>	Component	Resource
Was program implemented as approved in application?	Compliance Self- Assessment	Original approved 21st 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	Compliance Form Objectives Form School Day & Program Staff Meetings Surveys
4. What will be done next year to ensure progress toward reaching program objectives?	Improvement	

### **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 act that will have an impact on their children's academic success. Provide 1-2 paragraphs describing your site's family engager services/activities. *	
3. Alignment to the School Day *	i)

# **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	Type of Academic Objection	/e *	Data Source *
List the approved SMART objective (can be found on this year's Program at a Glance).	Reading     Math		List the Data Source used to determine if the objective was met (usually explicitly named in the objective).
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	Other (describe)		"ABC" Benchmark Reading Test fall and spring
Data Findings *	Obje	ective Met? *	
Of the 55 regularly attending students in g increased one proficiency level between the spring post test on the "ABC" benchmark. I not met but the site made progress toward	e fall pre test and the This objective was	Yes	

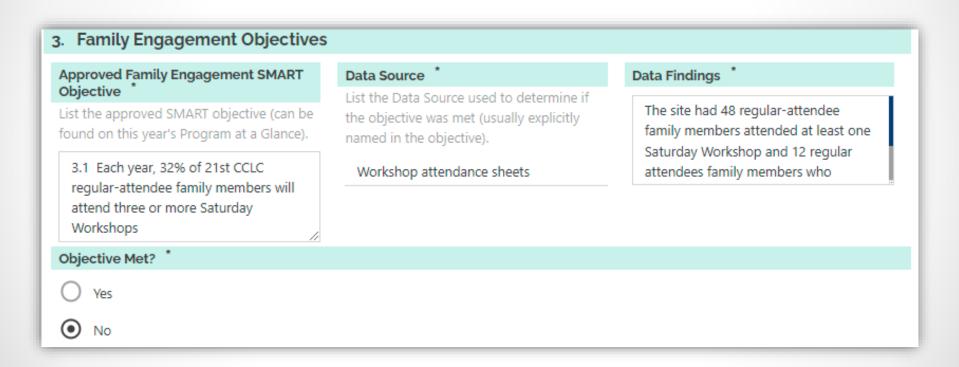
# **Objectives Worksheet**

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

2. Youth Development Objectives			
Approved Youth Development SMART Objective *	Data Source * List the Data Source used to determine if	Data Findings *	
List the approved SMART objective (can be found on this year's Program at a Glance).	the objective was met (usually explicitly named in the objective).	Of the 121 regular attendees, 98, or 81%, reported that they felt more connected to their peers since	
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	Student Satisfaction Survey	participating in the 21st CCLC	
Objective Met? *			
• Yes			
O No			

### **Objectives Worksheet**

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



### **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 *		Objective Met? *	
increased one proficiency the spring post test on th	ding students in grade 5-8, 7, or 13%, level between the fall pre test and le "ABC" benchmark. This objective made progress towards meeting it.	Yes No	
Opportunities, and Threats your program. What helped	ment questions are designed to answer the (SWOT) to reaching the program objective I our successes with the Objective (Streng	re? Think about all the progran hths)? What hurt our success w	re the Strengths, Weaknesses, nming decisions that went into this aspect of ith the Objective (Weaknesses)? What might implish the Objective in the future (Threats)?
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improveme What will be done next year	ent * r to ensure progress toward reaching the	program objective? What do v	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.

Data Findings *		Objective Met? *	
increased one proficienc	ding students in grade 5-8, 7, or 139 y level between the fall pre test and he "ABC" benchmark. This objective		
	made progress towards meeting it.		
Continuous Improvemen	nt Questions *		
opportunities, and Threats our program. What helpe	d our successes with the Objective (	ojective? Think about all the progran Strengths)? What hurt our success w	are the Strengths, Weaknesses, mming decisions that went into this aspect vith the Objective (Weaknesses)? What migl amplish the Objective in the future (Threats)
Strengths	Weaknesses	Opportunities	Threats
trategies for Improvem /hat will be done next yea		ng the program objective? What do	we plan to do differently in the future?
What will be done next yea	ar to ensure progress toward reachin	ng the program objective? What do	we plan to do differently in the future?

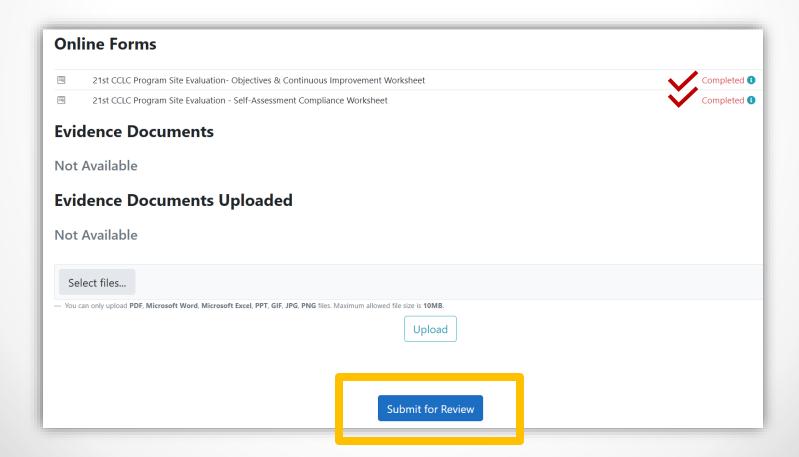
# **Site Evaluation Report Submission Process**

 Ensure you have completed each form by clicking the button at the bottom of each form

Complete

2) Once both forms are complete, click

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!