



# ARIZONA DEPARTMENT OF EDUCATION



## 21<sup>st</sup> CCLC Site Evaluation Training Part I

April 2023

# Site Evaluation

## Welcome!

**Please Enter your  
Name, Role, and  
District in the Chat  
box**



# Site Evaluation Agenda – Part 1

Access Site Evaluation

Data Driven Decision Making

Self Assessment Worksheet

Q&A



# Site Evaluation Agenda – Part II

Objectives Reporting

Continuous Improvement

Q&A



# Components of Site Evaluation

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

Not Started

## 21st CCLC Site Evaluation Report :

<u>Program Area</u> 21st CCLC	<u>Monitor Program</u> 2022-2023 21st CCLC State Level Programmatic Reporting	<u>Cycle</u> FY23	<u>Fiscal Year</u> 2023
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**Assigned On:** 3/7/2023 **Last Modified On:** 3/7/2023 11:52:53 AM

**IsOnsite Visit:** ☹ **Start Date:** 3/7/2023

**Data Collection Method:** Desktop Review **End Date:** 6/16/2023

### Purpose

All Arizona 21st CCLC grantees must submit an annual Site Evaluation Report which assesses their own compliance with grant requirements and the strength of their programs' impact on their own 21st CCLC programs.

The 21st CCLC Site Evaluation Report must be submitted to your ADE 21st CCLC Program Specialist in a timely and accurate manner.

To Do:

- 1) Complete the 2 Online Forms:
  - A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet
  - B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet
- 2) Click "Submit for Review"





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## How to get to Site Evaluation in EMAC

# Open the EMAC Data Collection Task

Fiscal Year: 2023

Monitoring Program: 2022-2023 21st CCLC State Level Programmatic Reporting


Status: Not Started

Date Range: 3/1/2023 month/day/year

Search

Search...

Drag a column header and drop it here to group by that column

Program Area	Monitoring Program...	Cycle...	Task Name	Task Type	Onsit...	Start Date	End Date	Status	Staff Assign...	Actions
21st CCLC	2022-2023 21st CCLC State Level Programmatic Reporting	FY23	21st CCLC Site Evaluation Report	Data Collection	No	03/06/2023	06/16/2023	Not Started	21st CCLC Specialist	

Click on the pencil and paper under the far-right “Actions” column to open the Data Collection Task (DCT).

# Data Collection Task

Not Started

## 21st CCLC Site Evaluation Report

Program Area  
21st CCLC

Monitor Program  
2022-2023 21st CCLC State Level  
Programmatic Reporting

Cycle  
FY23

Fiscal Year  
2023

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# Submission Tab

Submission

Resource

Communication

Related Tasks

History

## Online Forms



A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet

Not Started ⓘ



B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet

Not Started ⓘ

## 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

You will click on Not Started for each form to complete.



# Add/Remove Objective (1.3 and 2.2)

## Continuous Improvement Questions \*

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

### Strengths \*

### Weaknesses \*

### Opportunities \*

## Strategies for Improvement \*

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

Add Additional Objective

Remove Objective

## Academic Objective #3

### Approved Academic SMART Objective \*

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

### Type of Academic Objective \*

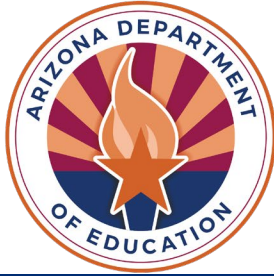
- ☐ Reading
- ☐ Math
- ☐ Other (describe)

### Data Source \*

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

If you have 1.3 and/or 2.2, you can add an additional objective with the blue button. If you choose the blue button accidentally you have the option to remove the objective with the red button.

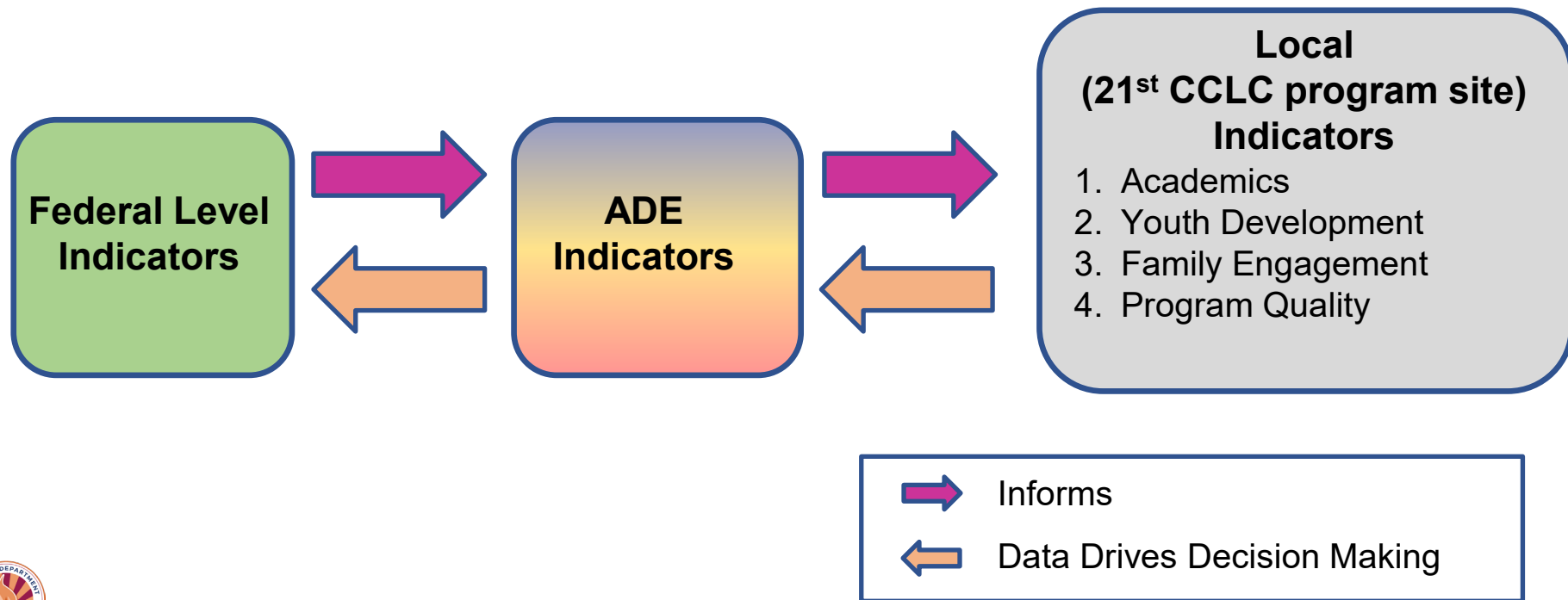




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## **Evaluation as Data Driven Decision Making**

# 21st CCLC Evaluation Relationship



# Using Data to Drive Decisions



# Evaluation Questions

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Compliance Self-Assessment	Original approved 21 <sup>st</sup> 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?		





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## **Self-Assessment**

# Self-Assessment Worksheet

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)	



# Self-Assessment Compliance Worksheet

Select  
“Yes”  
or “No”

Type in  
comment  
if No

## 1. Direct Student Services \*

a. Program services are provided the number of days per week proposed in original application. \*

☐ Yes ☐ No

1b. Our student goal was 100 regular attendees and we only served 91 regular attendees.

b. Student services are provided for the number of days and to the projected number of regular student attendees as proposed in the application funding formula. \*

☐ Yes ☐ No

Comment

c. Classes/Services provided support academic objectives for students. \*

☐ Yes ☐ No

Comment

d. Classes/Services provided support academic objectives for students. \*

☐ Yes ☐ No

1c. We struggled to offer math throughout the entire program year due to lack of staffing, we have new procedures in place for next year.

e. Services are being provided for the target population identified in the application. \*

☐ Yes ☐ No

Comment



# Self-Assessment Compliance Worksheet

Select  
“Yes”  
or “No”



Type in  
comment-  
required



## 3. Alignment to the School Day \*

a. Student data is used to make decisions regarding program implementation. \*

Comment

☐ Yes

☐ No

3a. Our program relied solely on teacher referral for student recruitment this year.

b. Regular communication occurs between 21st CCLC staff, school administrators, and regular school day staff to access and enhance individual student academic progress. \*

Comment

☐ Yes

☐ No

Describe communication between the 21st CCLC program staff and the school day classroom teachers. Include how this communication met the needs of students targeted in your original application during the PROGRAM YEAR. \*

# Self-Assessment Compliance Worksheet

## 4. Safe and Healthy Learning Environment \*

a. A 21st CCLC Safety Plan is developed and implemented. \*

☐ Yes ☐ No

Comment

b. Services are provided in a safe location.

☐ Yes ☐ No

c. If services are provided in a location other than the school, the location will be at least as safe as the school location. \*  
the location will be at least as safe as the school location. \*

☐ Yes/NA ☐ No

d. Procedures for the safe transportation of students between school, 21st CCLC site, and home have been established. \*

☐ Yes ☐ No

Comment

What safety procedures have been established for tracking students during the program and for the safe transportation of students? \*

### Narrative box:

We informally check out students by calling for the student and rely on coordinators/staff to know where students are at all times and how they will get home since they know their students best



# Self-Assessment Compliance Worksheet

## 6. Evaluation \*

a. Data needed to ensure compliance with all requirements are collected, compiled, and reviewed on a regular basis. \*

Comment

☐ Yes

☐ No

During the PROGRAM YEAR, describe how evaluation results were communicated to all stakeholders and community members. If evaluations results were not communicated to community members and stakeholders, provide an explanation. \*

6b. Data analysis not ongoing, we do this primarily at the beginning of the year as we schedule classes and assign rosters. We will plan to incorporate more ongoing review of this next year.

b. Data needed to measure progress toward reaching grant program objectives are collected, compiled, analyzed, and reviewed on a regular basis. \*

Comment

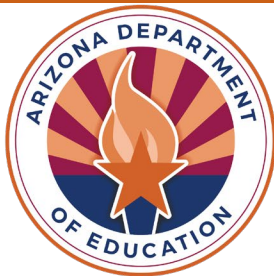
☐ Yes

☐ No

During the PROGRAM YEAR, describe how evaluation results were communicated to all stakeholders and community members. If evaluations results were not communicated to community members and stakeholders, provide an explanation. \*

Identify the lead person(s) for the 21st CCLC evaluation process by name and job title. Include any qualifications and responsibilities this person(s) had to lead the evaluation process. (An external evaluator is not required, however should be listed here if one is used.) \*





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## **Final Reminders**

# Due Dates

<b>06/01/2023</b>	<b>Revisions FY23- Last Day for Revisions</b>	<i>Submit to GME</i>
<b>06/02/2023</b>	<b>Continuing Application FY24</b>	<i>Submit to GME</i>
<b>06/02/2023</b>	<b>Spring 2023 Student Attendance in AzEDS</b>	<i>Confirm Spring 2023 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)</i>
<b>06/02/2023</b>	<b>Summary of Classes (II) 2022-2023</b>	<i>Submit to EMAC</i>
<b>06/16/2023</b>	<b>Site Evaluation Report 2022-2023</b>	<i>Submit to EMAC</i>
<b>06/16/2023</b>	<b>APR Summer and Academic Term 2022-2023 -- Process Evaluation tabs</b>	<i>Submit in 21st CCLC APR Data Reporting System</i>
<b>09/15/2023</b>	<b>APR Summer and Academic Term 2022-2023 – Outcome Data Reporting</b>	<i>Submit in 21st CCLC APR Data Reporting System</i>
<b>09/30/2023</b>	<b>Completion Report FY23</b>	<i>Submit to GME</i>

# Site Evaluation Trainings



	Date	Time
Part 2 – 1 <sup>st</sup> session	April 24	3:30-4:30pm
Part 2 – 2 <sup>nd</sup> session	April 26	10:00-11:00am



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**Q&A**



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**Thanks!**