ARIZONA DEPARTMENT OF EDUCATION

21st CCLC Site Evaluation Training

Site Evaluation Agenda

Access Site Evaluation

Data Driven Decision Making

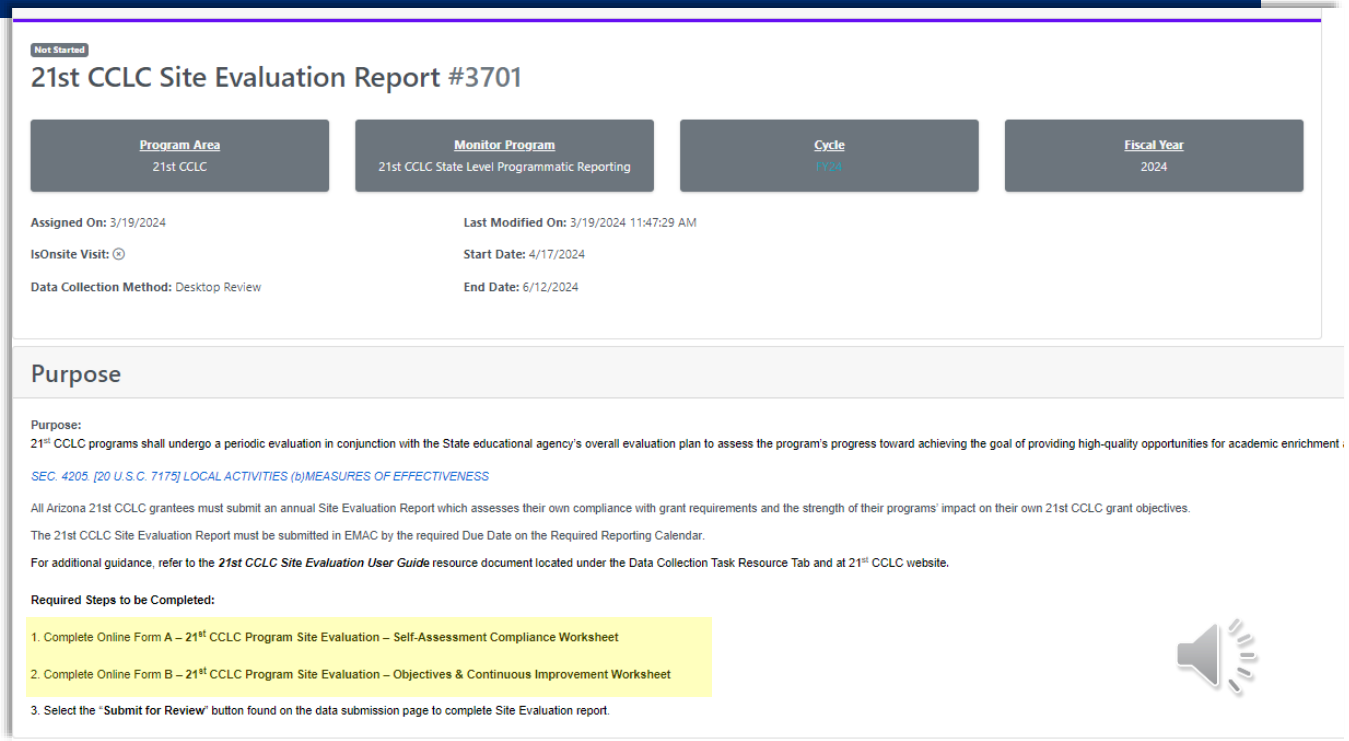
Self Assessment Worksheet

Objectives Reporting

Continuous Improvement

Components of Site Evaluation

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



Not Started

21st CCLC Site Evaluation Report #3701

Program Area	Monitor Program	Cycle	Fiscal Year
21st CCLC	21st CCLC State Level Programmatic Reporting	FY24	2024

Assigned On: 3/19/2024

Last Modified On: 3/19/2024 11:47:29 AM

IsOnsite Visit: ⊗

Start Date: 4/17/2024

Data Collection Method: Desktop Review

End Date: 6/12/2024

Purpose

Purpose:

21st CCLC programs shall undergo a periodic evaluation in conjunction with the State educational agency's overall evaluation plan to assess the program's progress toward achieving the goal of providing high-quality opportunities for academic enrichment

SEC. 4205. [20 U.S.C. 7175] LOCAL ACTIVITIES (b)MEASURES OF EFFECTIVENESS

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 grant objectives.

The 21st CCLC Site Evaluation Report must be submitted in EMAC by the required Due Date on the Required Reporting Calendar.

For additional guidance, refer to the ***21st CCLC Site Evaluation User Guide*** resource document located under the Data Collection Task Resource Tab and at 21st CCLC website.

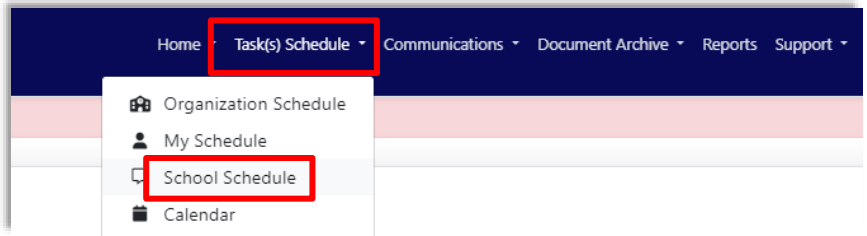
Required Steps to be Completed:

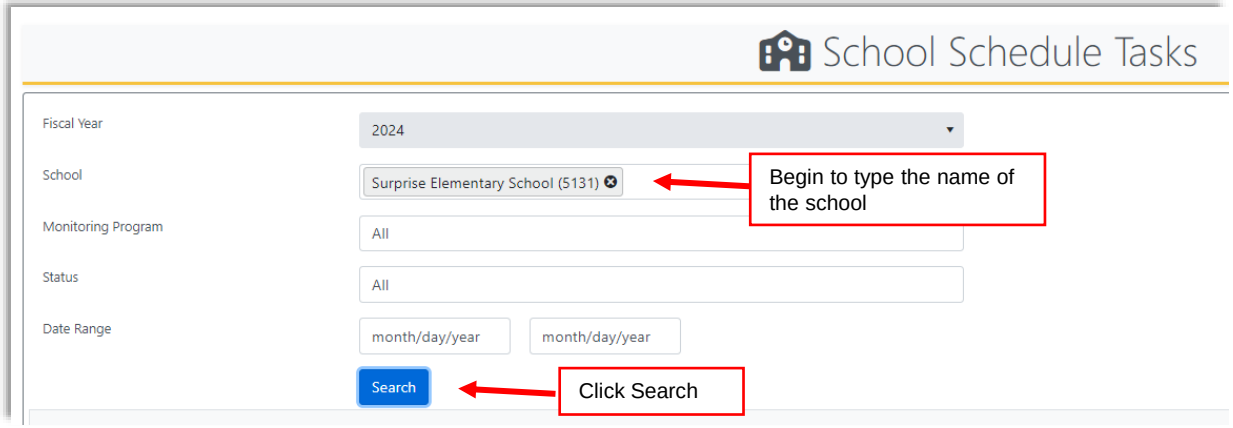
1. Complete Online Form A – 21st CCLC Program Site Evaluation – Self-Assessment Compliance Worksheet
2. Complete Online Form B – 21st CCLC Program Site Evaluation – Objectives & Continuous Improvement Worksheet
3. Select the "**Submit for Review**" button found on the data submission page to complete Site Evaluation report.

ARIZONA DEPARTMENT OF EDUCATION

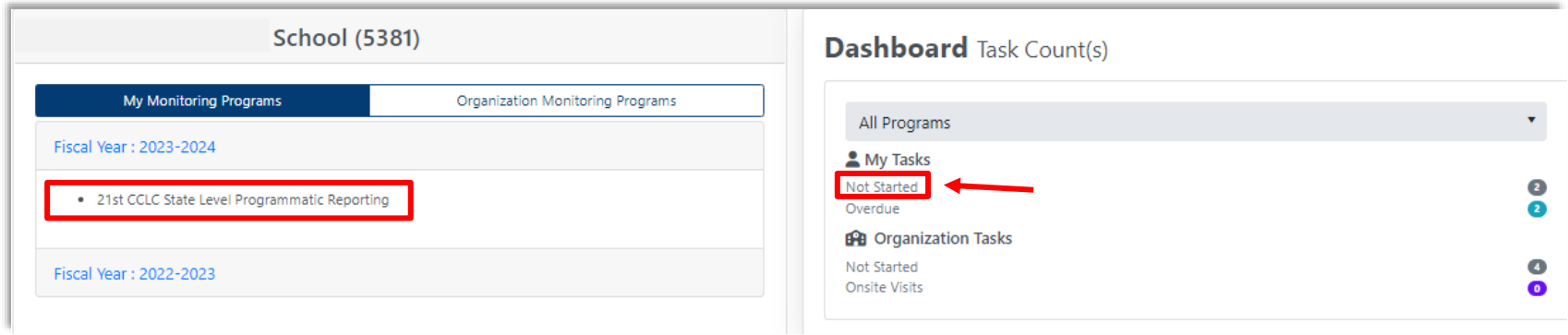
How to get to Site Evaluation in EMAC

LEA User

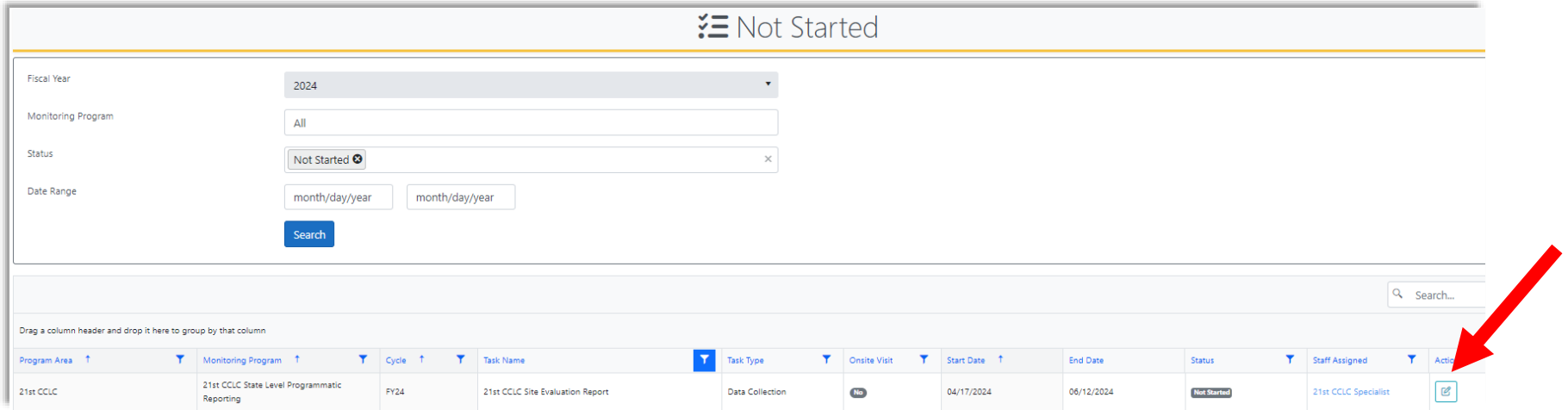

Home
Task(s) Schedule
Communications
Document Archive
Reports
Support
Organization Schedule
My Schedule
School Schedule
Calendar


School Schedule Tasks
Fiscal Year
2024
School
Surprise Elementary School (5131)
Begin to type the name of the school
Monitoring Program
All
Status
All
Date Range
month/day/year
month/day/year
Search
Click Search

School User

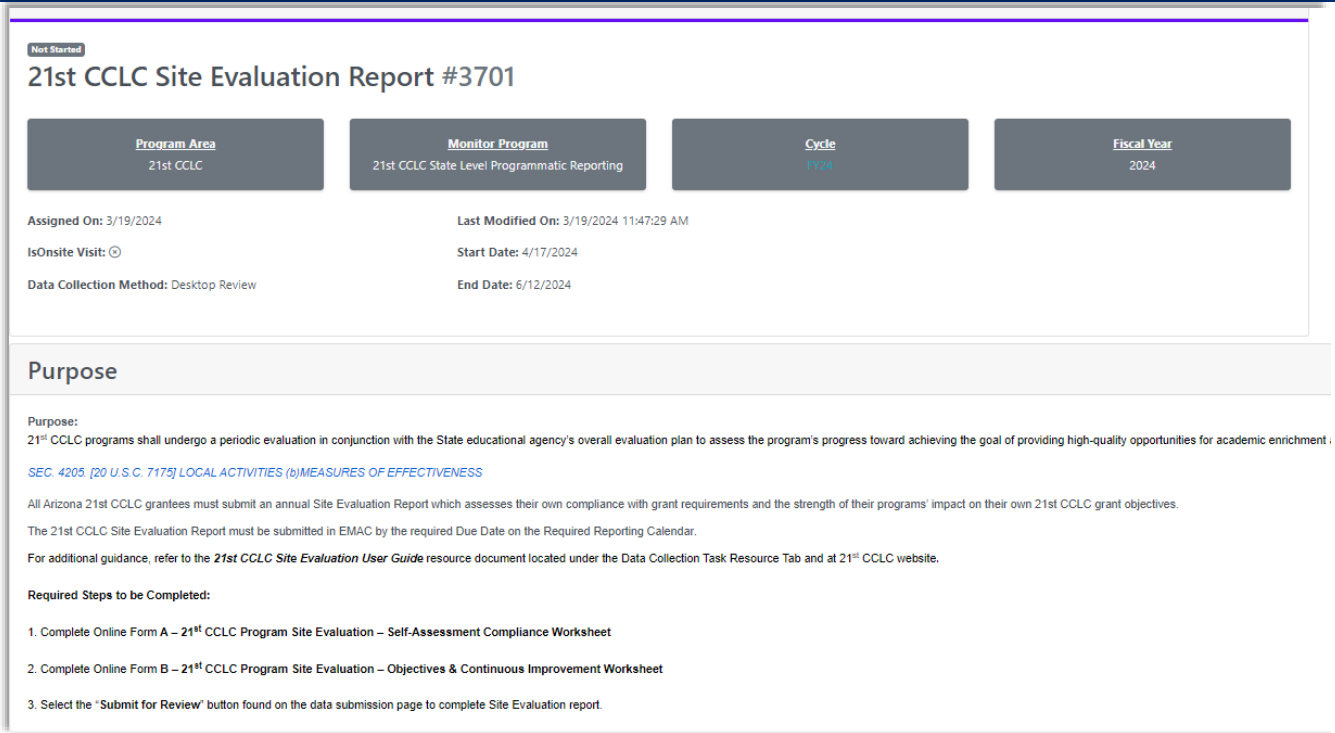

School (5381)
My Monitoring Programs
Organization Monitoring Programs
Fiscal Year : 2023-2024
21st CCLC State Level Programmatic Reporting
Fiscal Year : 2022-2023
Dashboard Task Count(s)
All Programs
My Tasks
Not Started
2
Overdue
2
Organization Tasks
Not Started
4
Onsite Visits
0

Open the EMAC Data Collection Task



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

Data Collection Task



Not Started

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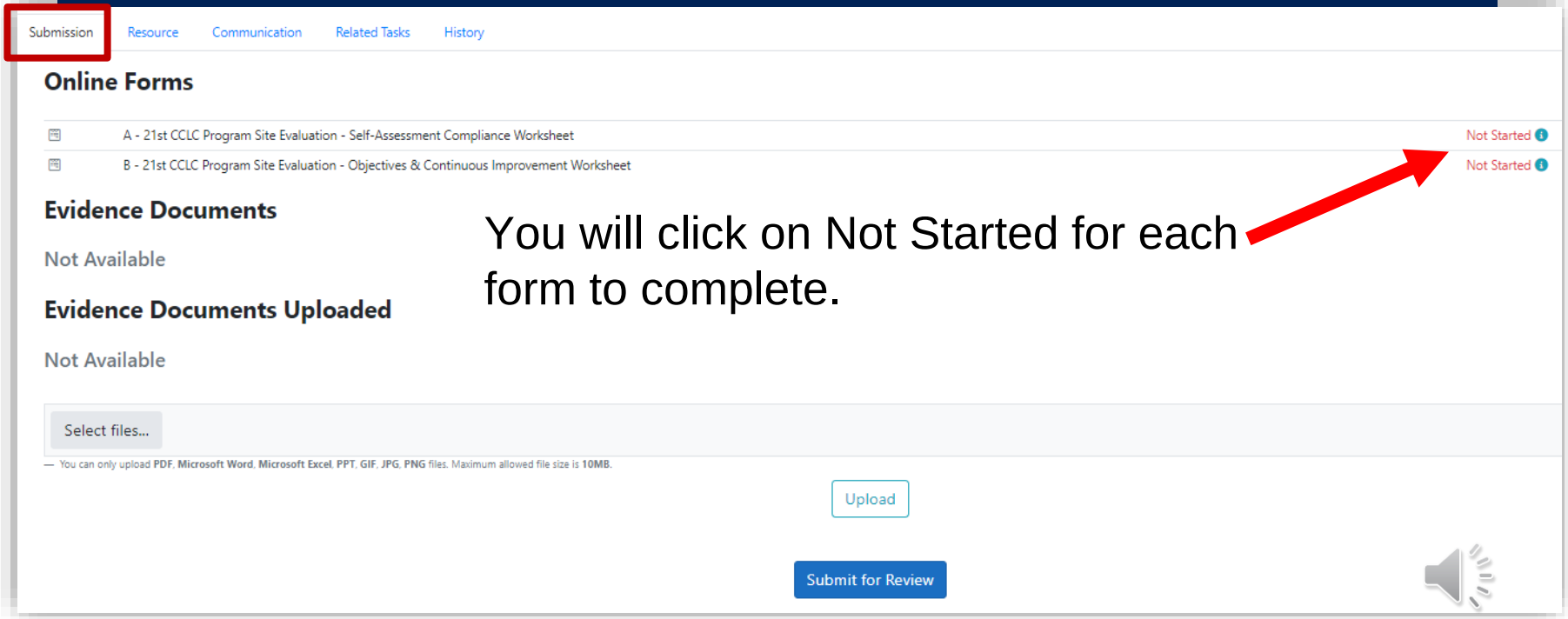
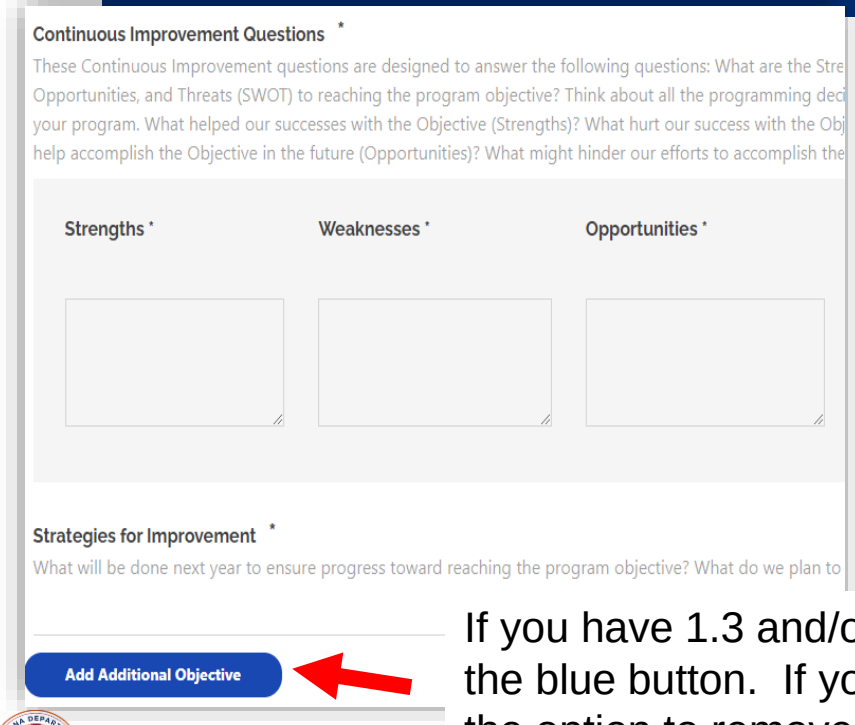
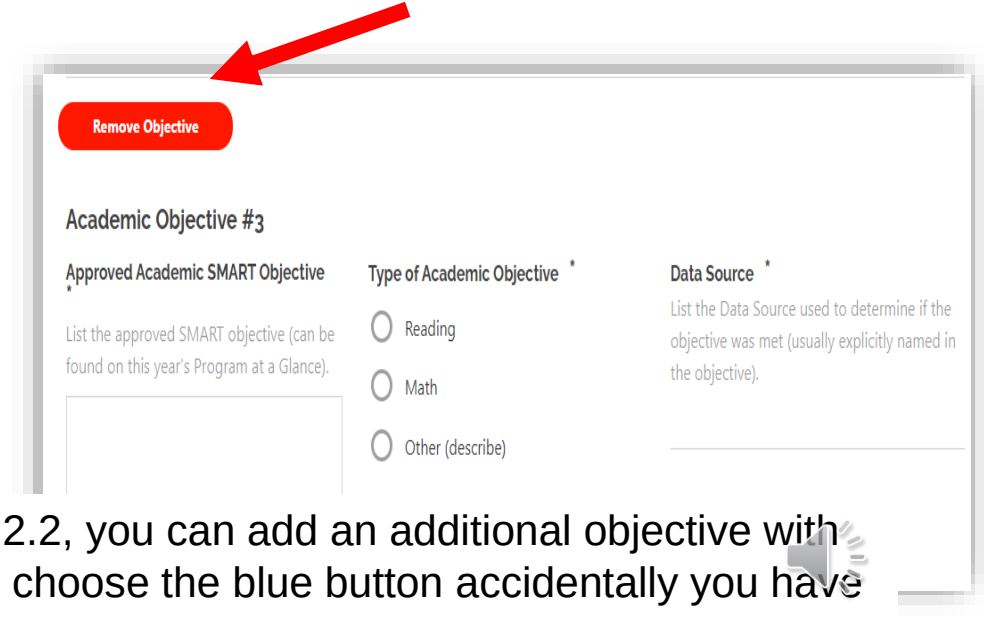
Submission Tab



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

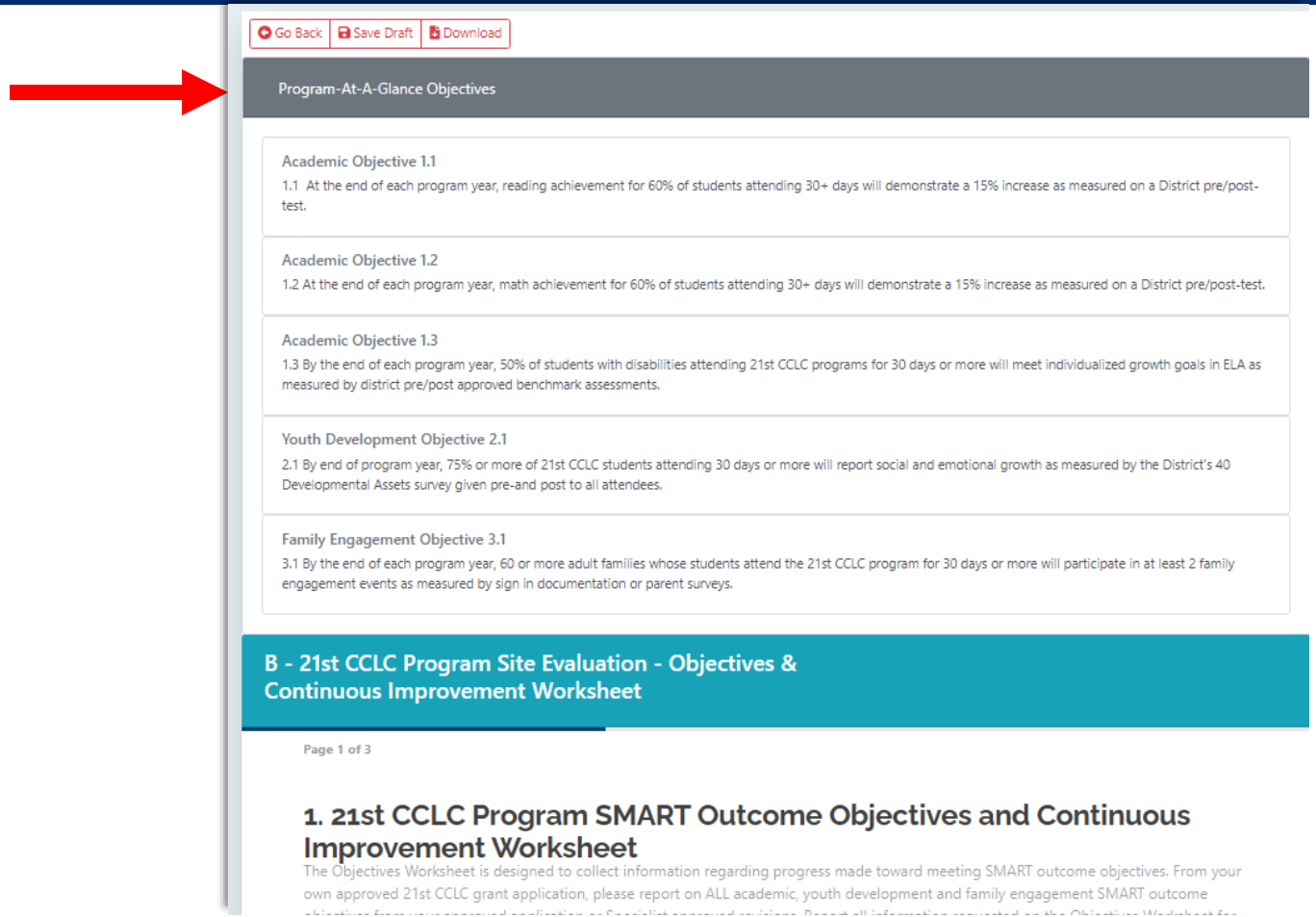
Add/Remove Objective (1.3 and 2.2)





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.

New in 2023-2024



Objectives – Copy and Paste

Youth Development Objective 2.1

2.1 By end of program year, 75% or more of 21st CCLC students attending 30 days or more will report social and emotional growth as measured by the District's 40 Developmental Assets survey given pre-and post to all attendees.

Family Engagement Objective 3.1

3.1 By the end of each program year, 60 or more adult families whose students attend the 21st CCLC program for 30 days or more will participate in at least 2 family engagement events as measured by sign in documentation or parent surveys.

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

Page 2 of 3

2. Youth Development

The Objectives Worksheet is designed to collect information regarding progress made toward meeting SMART outcome objectives. From your own approved 21st CCLC grant application, please report on ALL academic, youth development and family engagement SMART outcome objectives from your approved application or Specialist approved revisions. Report all information requested on the Objectives Worksheet for each objective. Academics are on page 1 and Family Engagement is on page 3. Below each objective, report on the Continuous Improvement process related to that objective, keeping in mind all aspects of programming related to that objective.

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 By end of program year, 75% or more of 21st CCLC students attending 30 days or more will report social and emotional growth as measured by the

Data Source *

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

Data Findings *

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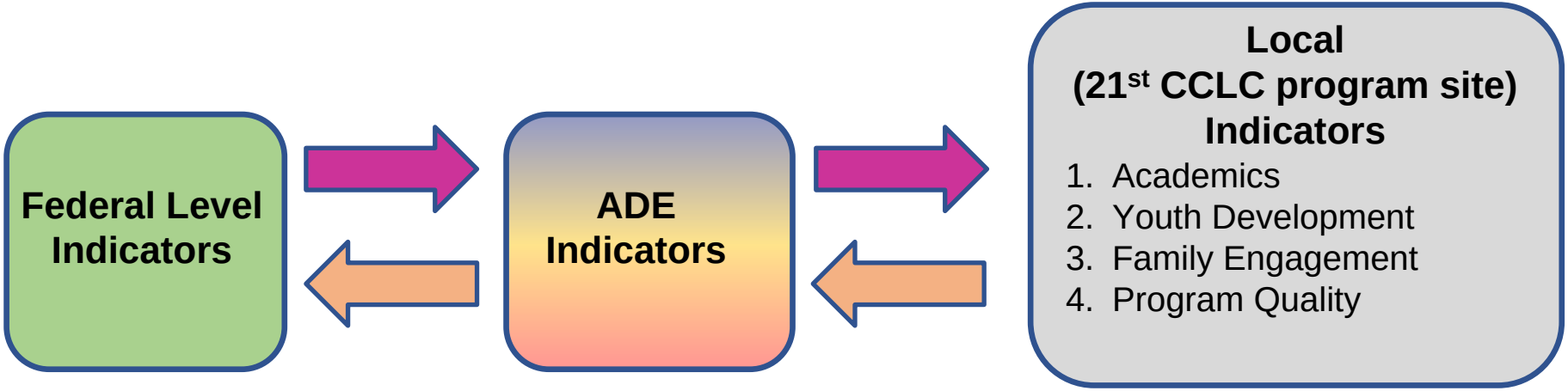
Evaluation as Data Driven Decision Making

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 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 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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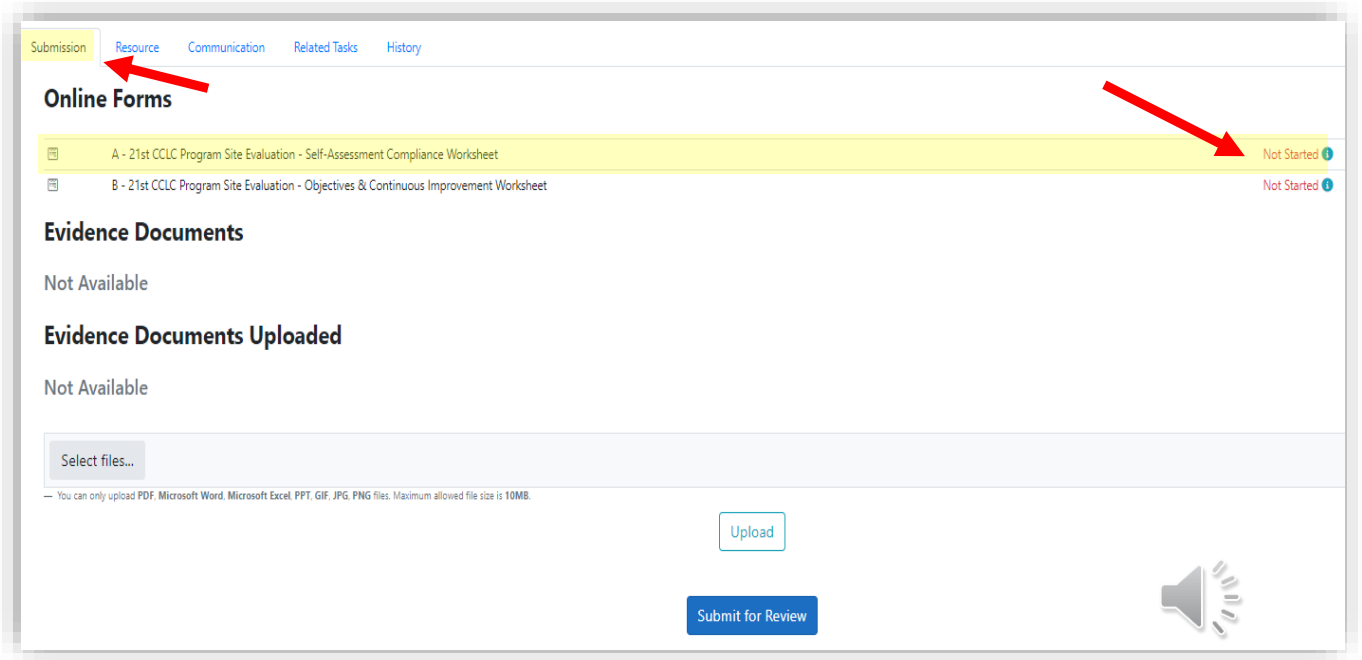
Self-Assessment

Components of Site Evaluation

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



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.

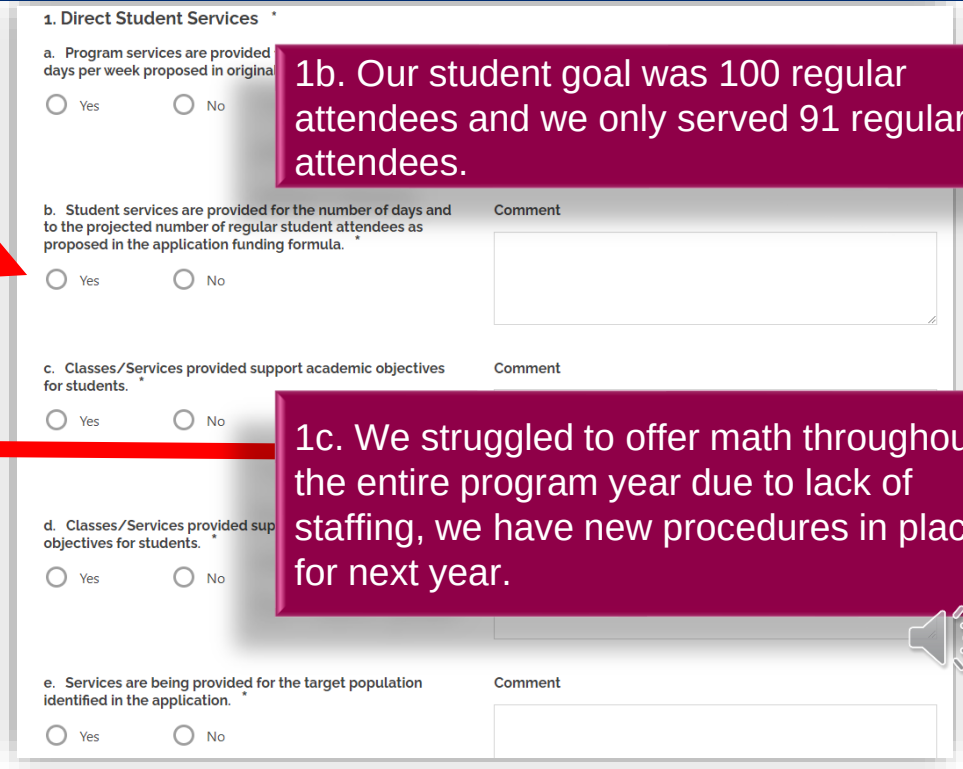
Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. *If you select “No” on any item of the Compliance Self-Assessment, please indicate the reason(s) in the comments section.*

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



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

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.

Self-Assessment Compliance Worksheet

Select "Yes" or "No"

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. *

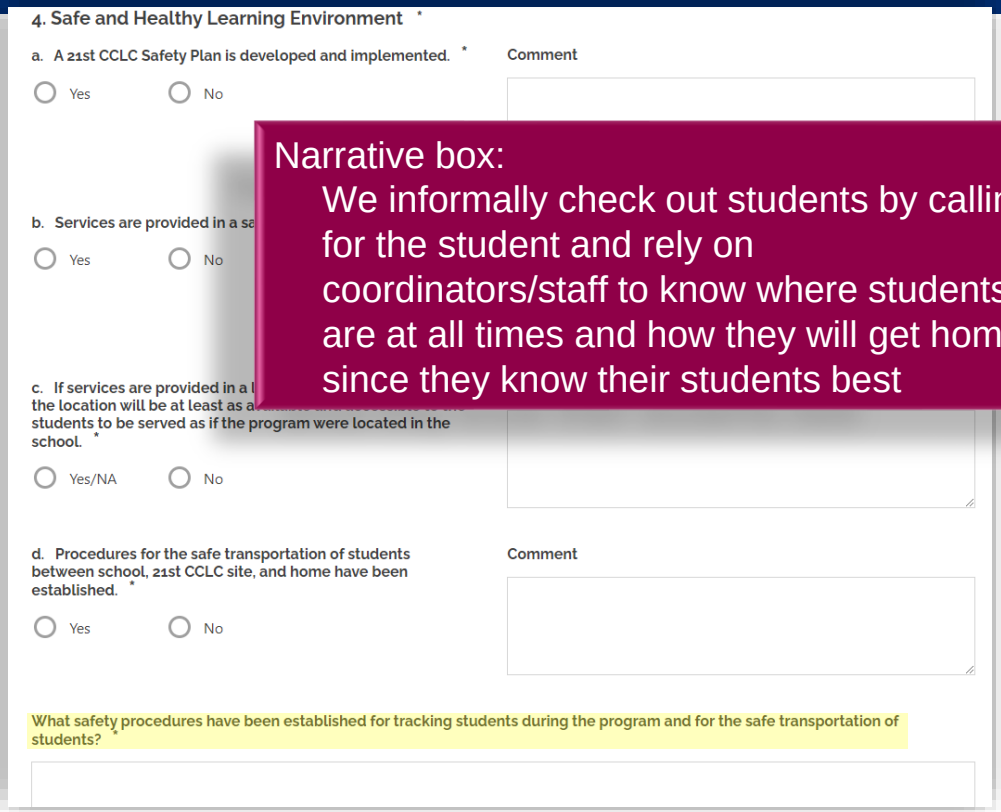
Comment

Yes No

Type in comment-required

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. *

Comment

Yes No

b. Services are provided in a sa

Yes No

c. If services are provided in a l
the location will be at least as a
students to be served as if the program were located in the school. *

Yes/NA No

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

Comment

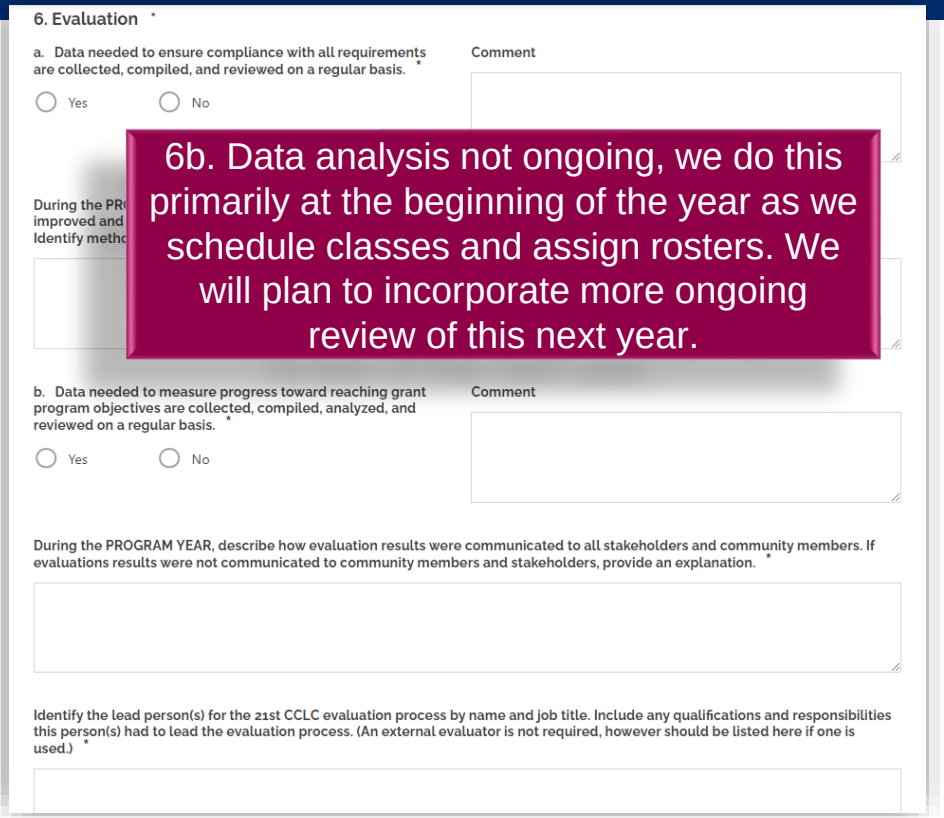
Yes No

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

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.

During the PR
improved and
Identify metho

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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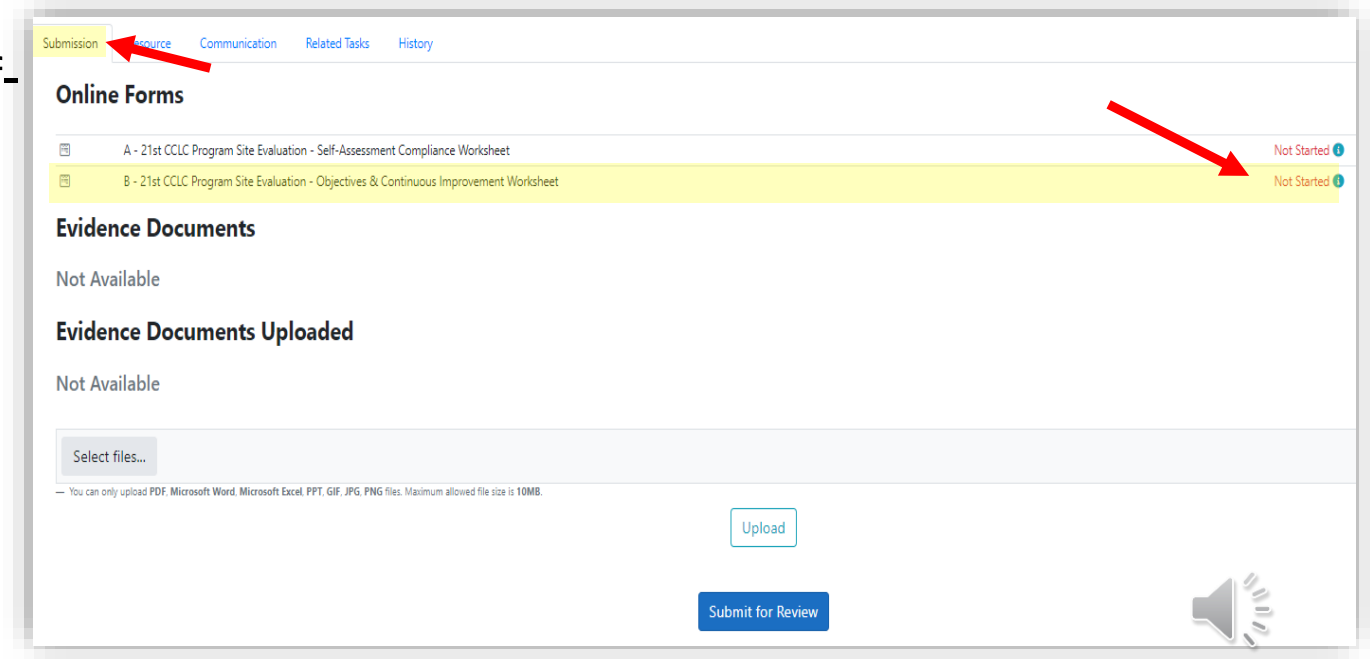
Objectives Reporting and Continuous Improvement

Components of Site Evaluation

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



Evaluation Questions

1. 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 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?		

Objectives

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

Evaluation Question 2 – Were program objectives met?

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. Academics are on page 1, Youth Development is on page 2, and Family Engagement is on page 3.

Evaluation Question 2 – Were program objectives met?

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

Approved Academic SMART Objective*

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

1.1 Each year, 50% of students attending 30 or more days in grades 2-5 will advance one or more proficiency levels from the first district benchmark (administered in the fall) to the 3rd district benchmark (administered in the spring) in Math.

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).

Math Benchmark Test Scores

Data Findings*

Of our 100 regular attendees in grades 2-5, 38 advanced one proficiency level and 8 advanced two proficiency levels between the fall and spring benchmark tests. Another 14 students, however, showed 10 or more percentage points of growth, but did not move up a level.

The 46 students who did move up one or more levels indicate 46% of our 2-5 grade regular attendees. 46% falls just shy of our 50% goal.

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?

Data Findings*

Of our 100 regular attendees in grades 2-5, 38 advanced one proficiency level and 8 advanced two proficiency levels between the fall and spring benchmark tests. Another 14 students, however, showed 10 or more percentage points of growth, but did not move up a level.

The 46 students who did move up one or more levels indicate 46% of our 2-5 grade regular attendees. 46% falls just shy of our 50% goal.

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
-Providing homework support throughout the year -Strong teacher buy-in -Consistent attendance by students	-Unable to offer math throughout the year due to various teacher emergencies- math only offered September through February. -Students scheduled by grade level, not skill- some students should have been moved down based on skill-level	-Substitute plan for 21st CCLC classes in case of teacher shortage -More fluidity in class assignment- based on need and skill level -Offer math before school to capture students who arrive early	-Potential Continued teacher shortage -School-day changing next year to start later, which make hinder afterschool attendance

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

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?

Develop a substitute plan for 21st CCLC classes in case of teacher shortage
Look at class assignment by skill level in addition to maturity
Math (and other classes?) before school

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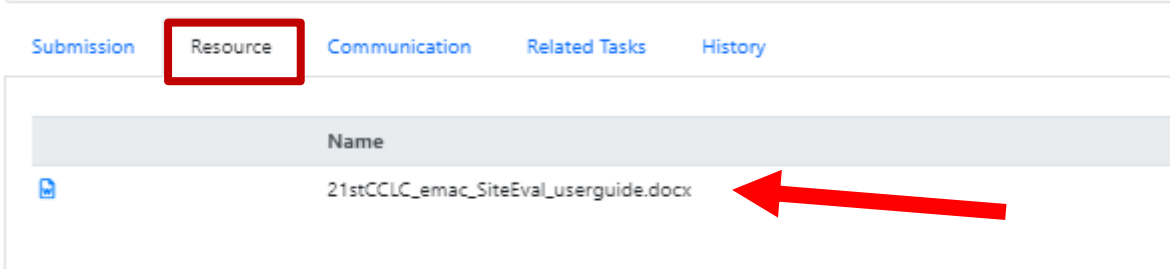
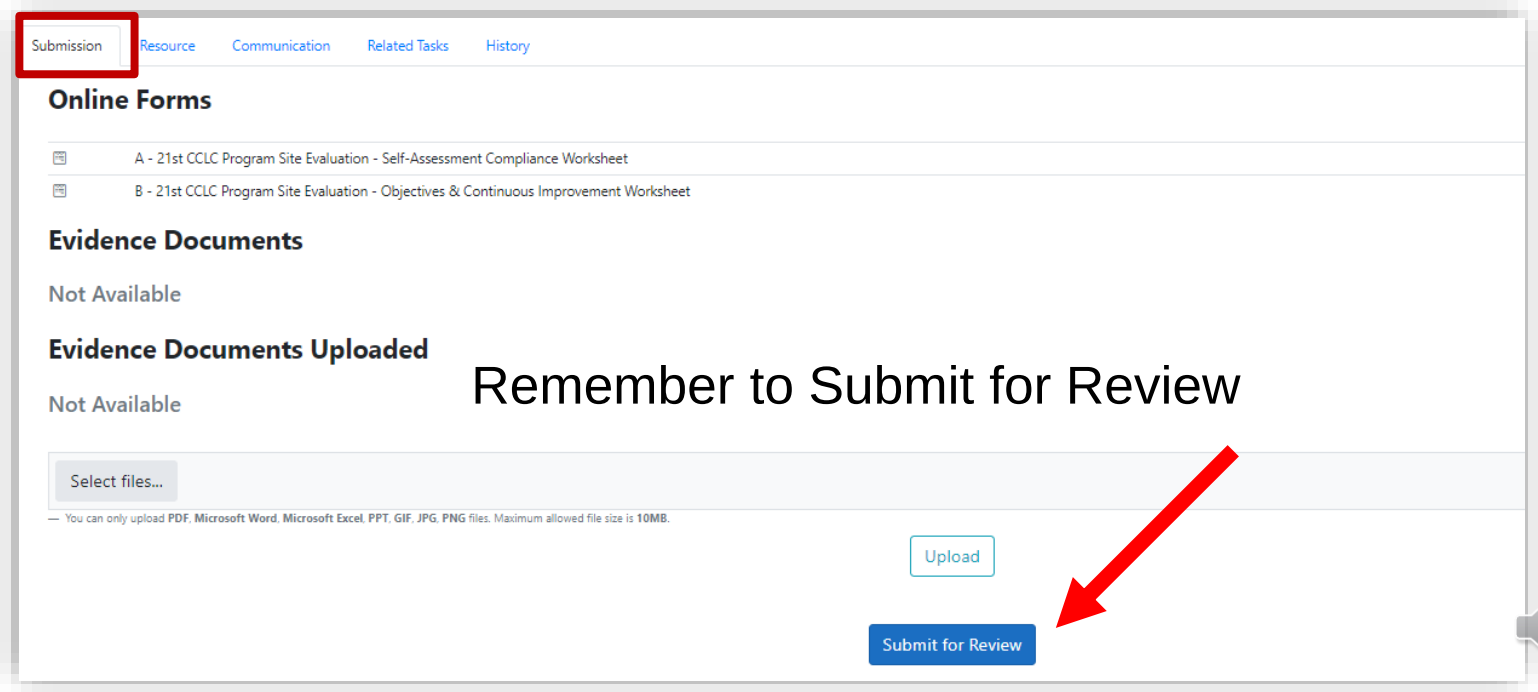
Final Reminders

Resource Tab



This user guide is available under the Resource tab with the DCT and on our website.

Submission Tab



Remember to Submit for Review

ARIZONA DEPARTMENT OF EDUCATION

Thanks!

Tricia Sullivan - EMAC Lead - tricia.sullivan@azed.gov
Rhonda Rhudy – Systems Programs Specialist – rhonda.rhudy@azed.gov