New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS

New York State 21st CCLC

Program Activity Timeline

for Program Directors & Program Management Teams

July 2022– September 2023

Purpose of this guidance document:

This Timeline represents a consolidated list of the key, required program activities and events, grouped into time segments, intended to help program leaders size up the tasks ahead. You are encouraged to use this as a guide to check that your Program Management & Data Management schedules, Program Implementation Plans, and Evaluation Plans account for these activities. For a more detailed list of requirements and definitions of some of these activities, please consult the Site Monitoring Visit (SMV) Tool and other available guidance sources. While these requirements will remain stable throughout the year, please recognize that some of the specific items, such as event dates and titles, may change as additional information becomes available. Any updated versions of this Timeline will be announced and released to all Program Leaders and Local Evaluators. The Revision Date will be kept current and stamped in the top left corner.

Ongoing Housekeeping Notes
Listed, below, are some of the important activities that require ongoing attention and monitoring throughout the year.

☐ **EZReports Data Entry**:

- Monthly certification of student demographics, enrollment, activities, and attendance records.

- Monthly entry of new students' State 10-digit ID numbers (RoS) or OSIS 9-digit ID (NYC) numbers for every enrolled student.

- Monthly update of teachers' names entered for every new student enrolled in grades 1-5. This information will be used to populate the distribution for the Teacher Surveys at the end of the year.

☐ Submit quarterly FS-25 claim forms to Grants Finance, if applicable. It is recommended that FS-25s are submitted to Grants Finance as often as monthly, or at least quarterly.

☐ Monitor the need for, and submit to the Office of Student Support Services, Attn: Fiscal Unit, any Budget Amendments (FS-10-As). These are accepted any time during the Program Year up until March 1st each year.

☐ Convene and document the proceedings of required meetings and events with fiscal, educational liaison, evaluator, partners, program staff, and/or safety team. This includes Advisory Board Meetings, Collaborative Planning Time with schools and partners, internal Professional Development Sessions, Family Forums, and other organizational events. See Site Monitoring Visit (SMV) Tool for more detail and timeline requirements.

☐ Actively maintain all required programmatic, fiscal, and operational records and annually updated plans, in a system that allows for efficient retrieval and ready use (for evaluation, accountability, and other reporting procedures).

Program Year 1
July 1, 2022, through June 30, 2023

July – Aug 2022	
	• Attend Thomas Kelly's EZReports Trainings. Include Program Leaders, Data Managers, Local Evaluators. **July 12 and 14, 2022 from 10-12 PM.** *Grantee Level training (Day 1) is for Program Managers and Site Level training (Day 2) is for Site Coordinators. Evaluators and Program Managers are encouraged to attend both. Registration link to follow.*
	• Attend US ED's Virtual 21st CCLC Summer Symposium **July 19-21, 2022**. Register at: http://21stcclc.leedmci.com/.
	• Attend 21st CCLC required Round 8 Virtual Meet and Greet **July 27th 10-12 PM**. *Registration link to follow.*
	• Summer-Commencing Programs: Convene 1st Advisory Board Meeting/Kick-Off. Invite all stakeholders, including partnering agencies, school leaders/liaisons, the local evaluator, parent & community advocates/ambassadors. Purposes: Comprehensive Planning, creating/clarifying mutual agreements. Topics might include scheduling, roles, norms/expectations for engagement, communication, collaboration.
	• Begin summer programming, if applicable.
	• School Age Child Care (SACC) Registrations must be current and sent to NYSED and TARCs before programming can begin.
	• Enter summer program participation and activity data for Summer 2022 into EZReports by **August 31, 2022.**
	• Attend informational sessions conducted by NYSED and RCs (**dates TBD**)
Sept 2022	• Fall-Commencing Programs: Convene 1st Advisory Board Meeting/Kick-Off. Invite all stakeholders, including school administration, all program partners, parents, evaluator, age-appropriate students, educational liaisons, and all other community stakeholders. Purposes: Comprehensive Planning, creating/clarifying mutual agreements. Topics might include scheduling, roles, norms/expectations for engagement, communication, collaboration. See Advisory Board memo for more detail.
	• Engage in 1st Internal Improvement Cycle Session. Use the Quality Self-Assessment (QSA) Tool to guide the process of identifying measurable targets/goals, practical ways of tracking progress, indicators of success to look for. Additional information about the QSA Tool is available at: http://networkforyouthsuccess.org/qsa.
	• School Age Child Care (SACC) Registrations must be current and sent to NYSED and TARCs before programming can begin.
	• Being fall programming.
	• Attend the Local Evaluators' Network Forum/Kick-Off Meeting. **Sept/Oct, TBD.** Recommended for Local Evaluators and interested Program Leaders to receive policy updates, to engage in clarifying discussions about evaluation and reporting requirements, and to share/exchange resources, tools, and insights about data collection, progress reporting, and measuring program outcomes/impacts.
Oct – Dec 2022	• Attend required 21st CCLC Fall 2021 Kick-Off Conference. **Date TBD.** Include Program Management Team members: Program Directors, Coordinators, Local Evaluators, Fiscal Managers, Data Managers.
	• Attend/participate in Lights on Afterschool, the nationwide event organized by The Afterschool

Alliance to celebrate afterschool programs and call attention to their value. **October 20, 2022**.

- Convene 2nd Advisory Board Meeting. Include all stakeholders. Topics might include review of initial program implementation efforts, enrollment/participation, family engagement plans/activities, staff development plans, internal improvement cycle/QSA process.

- Participate in the 1st Evaluator's Site Visit, conducted by the Local Program Evaluator. This is an opportunity to open the program to the observation of the partnering evaluator, collaborate to track progress indicators, and to receive valuable, actionable feedback about program implementation. Summary findings from this visit can be used to inform the continuous improvement cycle and communicate progress updates to staff and stakeholders.

- Submit to NYSED the Evaluability Checklist, completed in collaboration with the Local Program Evaluator. Send by **December 31, 2022, to** EMSC21STCCLC@nysed.gov and 21CEval@measinc.com. See SMV Indicator H-2.

- Enter program participation and activity data for fall 2022 into EZReports by **December 31, 2022**.

- Conduct required Internal Review/Check-In of Program Service Delivery. This is the opportunity for Program Leaders to observe their staff using a formalized process/protocol while staff are delivering programming to participants; they review the implementation of activities as designed/planned, the performance of staff, and the levels of engagement/targeted responses from participants. This provides valuable formative feedback to integrate into the internal improvement cycle. Additional information about this requirement and the Program Activity Implementation Review (PAIR) is located in the Site Monitoring Visit Tool (SMV), Indicator D-3.

Jan – Feb 2023	- Perform Budget Review and submit any Budget Amendments, if necessary. - Receive and review Local Evaluator's Interim Report. Share information with stakeholders and integrate actionable findings and recommendations into ongoing internal improvement cycle. - Participate in the required Program Directors' Mid-Year Report. Submit responses to the online survey to the NYSED Program Office by **February 24, 2023**. This information is used by the NYSED Program Office to review program progress, and to make a selection of useful, summary findings available to all statewide stakeholders in the Program Directors' Progress Brief. - Convene 3rd Advisory Board Meeting. Include all stakeholders. Topics might include review of program progress and achievement of interim goals/mid-year benchmarks, reflect on internal review of staff performance/participant engagement findings, integrate evaluation findings into continuous improvement plans.
Mar – Apr 2023	- Submit to the Office of Student Support Services any Budget Amendments (FS-10-A), the revised M/WBE Goal Calculation worksheet, and any corresponding M/WBE documents (e.g., updated Utilization Plan, EEO Staffing Plan, and/or NOI). These forms must be postmarked by **March 1, 2023**. - Conduct a comprehensive Needs Assessment for next program year. Engaging participants and their families in these information-gathering processes can occur *at multiple points during the program year* and may include any documentable methods such as surveys, polls, focus group conversations, or the collection of written/verbal correspondence expressing needs, requests, recommendations for potential program offerings. Needs assessments/inventories are ways to help programs collect and feedforward information about participants' interests and needs into strategic plans as part of the ongoing, internal improvement cycle. See SMV Indicators G-1 and G-3(c). - Conduct Support Services & Learning Needs Inventory, for next program year, for targeted

adult recipients/community members. ***Note:** If this information is already gathered as part of the comprehensive Needs Assessment (above), this step will not be necessary. This required check-in process is to help Program Leaders identify adult stakeholders' needs, capacity, and interest in educational programming and support services. See SMV Indicator G-7.

● Participate in the 2nd Evaluator's Site Visit, conducted by the Local Program Evaluator. This is an opportunity to open program to the observation of the partnering evaluator, assess progress indicators, and to receive valuable, actionable feedback about program implementation and emerging results. Summary findings from this visit can be used to inform the continuous improvement cycle and communicate progress updates to staff and stakeholders.

● Attend the required Teacher Survey Online Informational Session to prepare to administer year-end Teacher Surveys. **Date, TBA**. Review Teacher Survey Timeline (forthcoming) and begin preparing for the spring teacher survey process.

May – June 2023

● Attend the required Spring 2023 End of the Year Conference. **Date, TBD**.

● Collaborate with the Local Evaluator to gather student experience data. Administer the Student Outcomes Survey or another validated student survey to program participants in *grades 4 and above*. This survey measures indicators of satisfaction and perceived outcomes.

● Administer Teacher Surveys for students in grades 1 through 5. **End of May 2023**.

● Enter Spring 2022 program participation and activity data into EZReports by **June 30, 2023**.

● Obtain GPA and/or grade report data from partnering school district(s) in accordance with the prior-approved Partnership Agreement.

● Submit 2023-2024 Budget Packets (FS-10 Budgets, Composite Budgets, and M/WBE documents) postmarked by **May 15, 2023**, to NYSED's Office of Student Support Services and electronic budget packets to EMSC21STCCLC@nysed.gov.

● Engage in 2nd Internal Improvement Cycle Session. Use the Quality Self-Assessment (QSA) Tool to guide the process of assessing indicators of success and reviewing progress towards the measurable targets/goals set at the beginning of the year. Additional information about the QSA Tool is available at: http://networkforyouthsuccess.org/qsa.

● Convene 4th Advisory Board Meeting/Year-End Review. Include all stakeholders. Topics might include a review of program accomplishments, areas for improvement, organizing information to communicate out to stakeholder audiences, and to begin strategic planning.

● Collaborate with Local Evaluator to complete any final data collection, share available program and participant data, and to schedule receipt of AER once analyses are completed, results and findings can be presented.

July – Sept 2023

● Annual Evaluation Report (AER) is to be received by the subgrantee, NYSED, and MI, from the Local Evaluator by **September 30, 2022.** Send a copy of the AER and any corresponding documents to EMSC21STCCLC@nysed.gov and 21CEval@measinc.com

● Submit (Year 1**)** FS-10-F to Office of Grants Finance by **September 30, 2023**.

● Ready information for Year 2 Strategic Planning. Synthesize and integrate recommendations and input gathered from Needs Assessment and/or the Support Services and Learning Needs Inventory, the Annual Evaluation Report, and the Internal Review processes into plans for next year.

● Communicate findings, celebrate successes, and share plans with the community and stakeholder audiences.