New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS

New York State 21 CCLC

Program Activity Timeline

for Program Directors, Evaluators & Program Management Teams

July 2023 – September 2024

This Timeline represents a Program Year and its consolidated list of the key, required program activities and events, grouped into time segments. It is intended to help program leaders size up the tasks ahead. The program year starts July 1 and ends June 30. This timeline includes additional months to address specific deliverables that run into the following program year. 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 these activities, please consult the Site Monitoring Visit (SMV) Tool and other available guides available on the Resource Center website: www.nys21cclc.org. While these requirements will remain stable throughout the year, please recognize that some of the specific items, such as event dates and titles, may be updated. The most current version of this Timeline will be released to all Program Leaders and Local Evaluators and posted on the Resource Center website. The revision date is stamped in the top left corner.

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

- ☐ **EZReports Data Entry**:

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

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

    - ■ Monthly update of teachers' names entered for every new student enrolled in grades1-5. 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 any Budget Amendments (FS-10-As) and submit via Survey Monkey Apply portal. These are accepted any time during the program year up until April 15.

- ☐ Convene and document the proceedings of required meetings and events with data manager, fiscal manager, 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 2

July 1, 2023, through June 30, 2024

July – Aug 2023

- Summer-Commencing Programs: Convene 1st Advisory Board Meeting/Kick-Off. Invite all stakeholders, including but not limited to, partnering agencies, school leaders/liaisons, the local evaluator, data managers, 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.

- Attend virtual 21st CCLC Round 8A Virtual Meet and Greet **July 13 10-11:30 AM** (*required for programs new to the 21st CCLC as part of Round 8A and attendance is optional for those previously awarded in Round 8*); To register: https://forms.gle/HkjdEXbFcj9PjM7S8

- Attend US ED's 21st CCLC Summer Symposium **July 19-20, 2023,** if approved in budget.

- Attend EZReports Grantee-level training **July 26 10 AM-12 PM** (*required for Round 8A subgrantees, but available to all; strongly recommended for data managers) Registration link forthcoming.*

- Attend EZReports Site-Level Training **August 2, 2023, 10 AM-12 PM** *(required for 8A subgrantees, but available to all; strongly recommended for data managers) Registration link forthcoming.*

- School Age Child Care (SACC) Registrations must be current and sent to NYSED and TARCs (Technical Assistance Resource Centers) before programming can begin.

- Enter summer 2023 program participation and activity data into Reports by **August 31, 2023.**

- Obtain grade report data from partnering school district(s) in accordance with the prior- approved Partnership Agreement and submit completed GPA calculators to MI's FTP site by **August 31, 2023.** Contact your Resource Center promptly if your district's schedule for releasing grades will not allow you to meet this deadline.

- Submit complete GPA calculators by **August 31, 2023**. See "Resources from June 2nd GPA for GPRA Information Session" on the Evaluation page of the Resource Center's website for more information. Contact your RC if you anticipate difficulty meeting this deadline.

September 2023

- 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.

- Begin fall programming.

- Attend the regional Local Evaluators' Network Forum/Meeting, offered as part of the Resource Centers' Fall Conferences. Recommended for Local Evaluators and Data Managers 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.

- Attend Virtual Technical Assistance Learning session offered by the NYC TARC in partnership with The Leadership Program **September 13, 2023.** *Detailsforthcoming.*

- Attend the in-person Rest of State Fall Conference **September 29-30, 2023,** at Binghamton University Downtown Center. Visit our website for more details and to **register by September 13, 2023:** https://www.nys21cclc.org/webinars-events

October – December 2023

- Attend the NYC Fall Conference **November 14, 2023,** at Interchurch Center. For additional details, visit https://www.nys21cclc.org/webinars-events

- Complete surveys and/or data collection (e.g., staff implementation survey) for participating programs in SEL Pilot Study**TBD**

- Attend/participate in Lights on Afterschool, the nationwide event organized by The Afterschool Allianceto celebrate afterschool programs and call attention to their value. **October 26,2023**.

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

- 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 thisvisit can be used to inform the continuous improvement cycle and communicate progress updates to staff and stakeholders.

- Update the Evaluation Plan and Logic Model/Theory of Change, as needed.

- Submit to NYSED the Evaluability checklists, completed in collaboration with the Local Program Evaluator. Send by December 31, 2023, to EMSC21STCCLC@nysed.gov. (*Required for Round 8A subgrantees only*). See SMV IndicatorH-2.

- Enter program participation and activity data for fall 2023 into EZReports by **December 31, 2023**. 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 in the Site Monitoring Visit Tool (SMV), Indicator D-3.

January – Feb 2024

- Respond to MI Inventory of interest in participating in Spring Phase II SEL Pilot Study

- Perform Budget Review and submit any Budget Amendments to the Survey Monkey Apply Portal, if necessary.

- Receive and review Local Evaluator's Interim Report. Share information with stakeholders and integrate actionable findings and recommendations into the 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 29, 2024.** This information is used by the NYSED Program Office to review program progress, and to select useful, summary findings available to all statewide stakeholders inthe

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.

March – April 2024

- Submit a Budget Amendment (FS-10-A) if there are reasonable and necessary changes to your budget. The (FS-10-A), a revised M/WBE Goal Calculation worksheet, a revised Composite Budget, a revised Budget Narrative, and any applicable M/WBE documents (e.g., updated Utilization Plan, NOI, and/or EEO Staffing Plan) may be uploaded to the Survey Monkey Apply Portal up to **April 15, 2024.** Please do not send hard copies until the program office's fiscal team requests them.

- Conduct a comprehensive Needs Assessment for the 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. 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 the 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, in-person Spring 2023 End of the Year Conference in collaboration with the NYS Network for Youth Success Annual Conference. **April 19, 2024.**

- Reference the Teacher Survey Support Video on EZReports (Support Page > Training Videos > "Teacher Survey Support (Mar 29, 2023)" and (March 27, 2024)" Teacher Survey Timeline.

- Begin the teacher survey process as instructed in the timeline (required only for programs serving students in grades 1-5.

- Submit the Indication of Interest in Phase II of the NYS 21CCLC SEL Pilot Study form by March 26, 2024 to Jonathan Tunik at Jtunik@measinc.com

May – June 2024

- Administer Program Director, Activity Facilitator, and Student surveys for the SEL Pilot Study ca. late May

- Attend mandatory training on determining GPA equivalents for grades 7,8, and 10-12 (GPRA Outcome Indicator 2) using MI's GPA Calculators **Date TBA.**

- Collaborate with the Local Evaluator and Data Manager to complete any final data collection and finalize data quality control.
  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 participants in grades 1 through 5. Survey responses are due no later than **June 28, 2024.**

- Enter Spring 2024 program participation and activity data into EZReports by **June 30, 2024**

- Submit 2024-2025 Budget Packets (FS-10 Budgets, Budget Narrative, Composite Budgets, and M/WBE documents) electronically by **May 15, 2024,** to EMSC21STCCLC@nysed.gov. Please do not send hard copies until they are requested by NYSED's Office of Student Support Services.

- Complete MI's "EOY Staff Survey" by **June 21,2024.**

- 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 – September 2024

- Complete and certify Year 2 attendance entry into EZReports by **July 15, 2024**. *Attendance entered past this date will NOT be counted towards the program's attendance numbers.*

- Submit Annual MWBE 104G Compliance Report for Year 2 (posted on 21st CCLC website) to the MWBE office at mwbegrants@nysed.gov by **July 31,2024.**

- Attend US ED's 21st CCLC Summer Symposium **July 31-August 1, 2024,** if approved in budget.

- Obtain grade report data for students in Grades 7,8, and 10-12 from partnering school district(s) in accordance with the prior-approved Partnership Agreement and submit completed GA calculators to MI's FTP site by **August 31, 2024.** Contact your TARC promptly if your district's schedule for releasing grades will not allow you to meet this deadline.

- Local Annual Evaluation Report (AER) is to be received by the subgrantee and NYSED by **September 30, 2024.** Local Evaluators complete the AER using the AER Template (MS Word document) and accompanying Evaluation Plan & Results Tables (MS Excel Workbook). Email a copy of the Year 2 AER and any corresponding documents to **EMSC21STCCLC@nysed.gov**. Obtain student outcome data from districts as needed for local objectives. If these records cannot be obtained in time for the Annual Evaluation Report (AER) deadline, please submit outcome information in an addendum.

- Submit (Year 2) FS-10-F to Office of Grants Finance by **September 30,2024**.

- Commence Summer Programming (if applicable; Year 3 begins July 1,2024)

- Ready information for Year 3 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.