



Program Activity Timeline

for Project Directors, Fiscal Managers, Data Managers, and Evaluators

July 1, 2024- June 30, 2025

This Timeline represents a Program Year and its consolidated list of the required program activities and events. 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.

Program leaders are encouraged to use this as a guide to check that their 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.



Activities that require ongoing attention and monitoring throughout the program 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 grades 1-5. This information will be used to populate the distribution for the Teacher Surveys at the end of the year.
- ☐ Monitor the need for FS-25s. This form is only used to request funds from an approved grant and subgrantees should only request as much cash as is necessary to meet the immediate needs of the grant project. For more information on FS-25s, please see the [FS-25 Payments for Federal and State Grants](#) advisory and the [Fiscal Guidelines for Federal and State Funded Grants](#).
- ☐ Monitor the need for any Budget Amendments (FS-10-As) and submit via [Survey Monkey Apply](#). 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).



July – August 2024

- ☐ 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 **US ED's 21st CCLC Summer Symposium** July 31-August 1, 2024, if approved in budget.
- ☐ [Register](#) and attend **EZReports Grantee-level training** August 15, 2024, 2-3:30 PM; strongly recommended for data managers.
- ☐ [Register](#) and attend **EZReports Site-Level Training** August 29, 2024, 10:30 AM-12:00 PM; strongly recommended for data managers.
- ☐ Ensure **School Age Childcare (SACC) Registrations** are current and sent to NYSED and Technical Assistance Resource Centers (TARCs) before programming can begin.
- ☐ Enter **summer 2024 program participation and activity data** into EZReports by August 31, 2024.
- ☐ 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 [GPA calculators](#) to NYSED's SharePoint site by August 31, 2024. Programs required to submit GPAs should reach out to EMSC21stCCLC@nysed.gov for further information. Review the [Guidelines for completing the calculators](#) and the recording of the June 18, 2024 training. Contact your TARC promptly if your district's schedule for releasing grades will not allow you to meet this deadline.



September 2024

- ☐ 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 and creating/clarifying mutual agreements. Topics might include scheduling, roles, norms/expectations for engagement, communication, collaboration. See [Advisory Board memo](#) and [Advisory Board documents](#) 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/gsa>
- ☐ Ensure **School Age Childcare (SACC) Registrations** are current and sent to NYSED and TARC's before programming can begin.
- ☐ Begin fall programming.
- ☐ Attend the regional **Local Evaluators' Network Forum/Meeting**, offered as part of the TARC's' Fall Conferences. Recommended for Local Evaluators and Data Managers to receive policy updates, to engage in clarifying discussions about evaluation and reporting requirements, to share/exchange resources, tools, and insights about data collection, progress reporting, and measuring program outcomes/impacts.
- ☐ Attend the required, in-person **Fall Conference**. For additional details, visit <https://www.nys21cclc.org/webinars-events>.
 - Rest of State Fall Conference September 13, 2024, at Binghamton University Main Campus (Optional Meet & Greet September 12, 5-7 PM)
 - New York City Conference October 1, 2024, at The Interchurch Center



October – December 2024

- ☐ Attend/participate in [Lights on Afterschool](#), the nationwide event organized by The After-school Alliance to celebrate after school programs and call attention to their value. October 24, 2024.
- ☐ 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 inform the continuous improvement cycle and communicate progress updates to staff and stakeholders.
- ☐ Update the **Evaluation Plan and Logic Model/Theory of Change**, see SMV indicator H-3, as needed.
- ☐ Enter program fall 2024 **participation and activity data** into EZReports by December 31, 2024.
- ☐ 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-2.



January – February 2025

- ☐ Perform **Budget Review** and submit any Budget Amendments to [Survey Monkey Apply](#), 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 NYSED's via Survey Monkey Apply (SMA) by February 28, 2025. This information is used by the NYSED Program Office to review program progress, and to select 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.



March – April 2025

- ☐ 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 [Survey Monkey Apply](#) up to April 15. If your program needs an extension, please reach out to NYSED by emailing EMSC21stCCLC@nysed.gov. Please do not send hard copies until the program office's fiscal team requests them.
- ☐ Conduct a comprehensive **Needs Assessment (SMV indicator G-4)** 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. Annual Needs assessments/inventories are ways to help programs collect and feed forward information about participants' interests and the community needs into strategic plans as part of the ongoing, internal improvement cycle.
- ☐ 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 inform the continuous improvement cycle and communicate progress updates to staff and stakeholders.
- ☐ Attend the required, in-person **Spring Conference** in collaboration with the NYS Network for Youth Success Annual Conference. May 2, 2025, at the Hilton Albany.
- ☐ Reference the **Teacher Survey Timeline** in the email sent from EMSC mailbox on 5/7/25. This is required only for programs serving students in grades 1-5).



May – June 2025

- ☐ Submit **2025-2026 Budget Packets** ([FS-10 Budget](#) (in excel), [Budget Narrative](#), [Composite Budget](#), and [M/WBE documents](#)) electronically by May 15 in [Survey Monkey Apply](#).. Budgets sent in through email will be returned to the sender with instructions to use SMA. Please do not send hard copies until they are requested by NYSED's Office of Student Support Services.
- ☐ Attend **mandatory training on determining GPA equivalents** for grades 7,8, and 10-12 (GPRA Outcome Indicator) using GPA Calculator. Training is scheduled for June 18th, 2025. [Registration here](#)
- ☐ 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 27.
- ☐ Document spring 2025 **program participation and activity data** using NYSED templates by June 30.
- ☐ Complete MI's "**EOY Staff Survey**" TBD.
- ☐ 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/qsas>
- ☐ 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 Data Manager and Local Evaluator to complete any **final data collection and quality control**, share available program and participant data, and to schedule receipt of AER once analyses are completed, results and findings can be presented.



July – September 2025

- ☐ **Submit 2024-2025 attendance entry** using NYSED templates by July 15, 2025. Instructions for secure submissions coming soon.
- ☐ Submit Annual [MWBE 104G Compliance Report](#) to the MWBE office at mwbegrants@nysed.gov by July 31.
- ☐ 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 [GPA calculators](#) to NYSED's SharePoint site by August 31. Programs required to submit GPAs should reach out to EMSC21stCCLC@nysed.gov for further information. Review the training materials and the recording of the June 18, 2025, training. Contact your TARC promptly if your district's schedule for releasing grades will not allow you to meet this deadline.
- ☐ Local Evaluators: Complete **Annual Evaluation Report** (AER; MS Word Document) and accompanying **Evaluation Plan & Results Tables** (MS Excel Workbook) and send to the Program Director and NYSED via Survey Monkey Apply by September 30. Obtain student outcome data from districts as needed for local objectives. If these records cannot be obtained in time for the AER deadline, please submit outcome information in an addendum.
- ☐ Submit 2024-2025 [Final Expenditure Reports](#) (FS-10-F) to Office of Grants Finance by September 30. *Recommended in Excel; please enable macros.*
- ☐ Commence Summer Programming (if applicable; Year 4 begins July 1, 2025)
- ☐ Prepare information for **Year 4 Strategic Planning**. Synthesize and integrate recommendations and input gathered from Needs Assessment and/or the Support Services and Learning Needs Inventory, the AER, and the Internal Review processes into plans for next year.
- ☐ Communicate findings, celebrate successes, and share plans with the community and stakeholder audiences.