



New York

21st Century Community Learning Centers

SOARING BEYOND EXPECTATIONS

Inside the SMV

September 29th, 2023

Presented by: Rachel Parsons & Bernard Fleming
21st CCLC ROS Technical Assistance Center

Agenda

- Welcome
- Purposes and Processes
- Overview of NYSED Site Monitoring Visit Tool
- Review Examples
- Q & A

Reminder



Make sure you read and understand:

- [SMV Tool](#)
- [Round 8 Request for Proposals](#)
- Your organization's application and narrative

Always Ask Questions!

For a refresher, review the [SMV session](#) from the 2022 Fall Conference on our website!

What is the purpose of a SMV?

COMPLIANCE

Verify that programs are in compliance with Federal & State regulations and requirements



QUALITY

Ensure that our programs are providing high quality services to students and families



SHOWCASE

Provide an opportunity for programs to showcase their exceptional staff & students



IMPROVEMENT

Assess possible areas for improvement



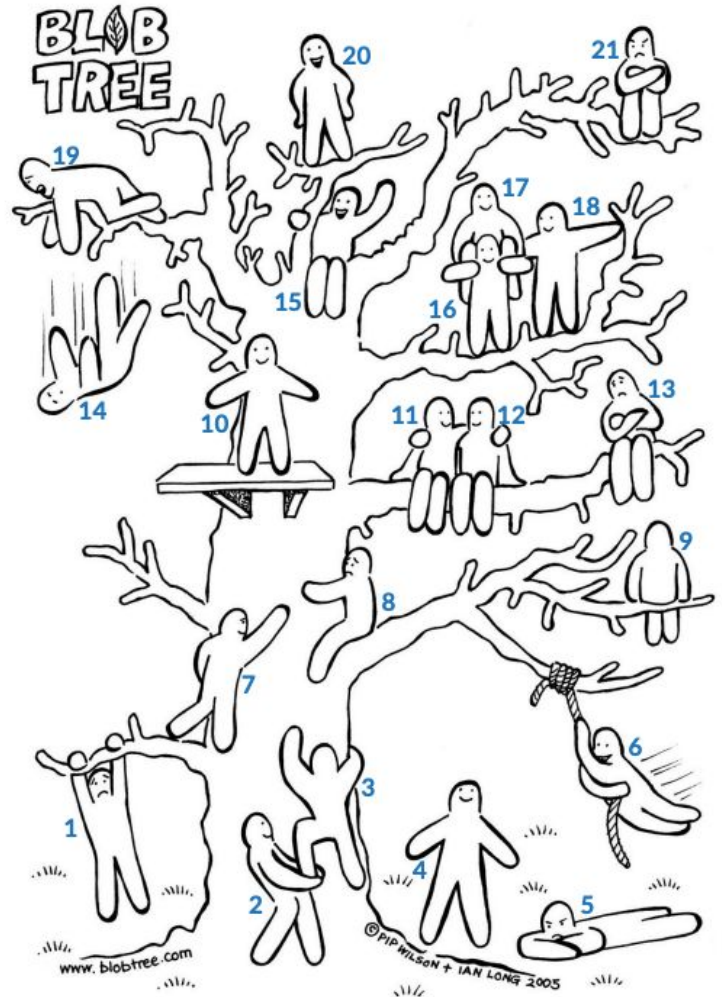
The SMV is NOT:



- To catch your program doing something wrong
- To come unannounced
- To leave you without resources or support

Getting to know each other

- Introduce yourself - name, organization, pronouns (optional)
- Using the Blob Tree, what number represents your comfort level with the SMV process?



Our Top 3 Tips: Preparing for the SMV



Prepare now!

- Timeline
- Roles



Understand what is
required for compliance

- Example
documentation



Utilize the TARC-
Technical
Assistance
Resource Center



Tip 1: Prepare now!

Timeline

When should I start to prepare?
NOW!

Year round: Use the SMV Tool as a template to create and implement internal processes and procedures

How long does it take to prepare documentation?

- RC provides **tries** to provide at least 2 months notice
- Have documents uploaded at least 2 weeks **before** the visit
- Prepare and organize documents in advance to reduce time commitment

SMV Prep is a *team* effort!



Who's Who in 21st CCLC

Suggested delegation of roles:

- **Program Directors and Site Coordinators**
 - Programmatic indicators: Sections A, B, D, E, F, G
 - Program Manager organizes general information (ex: safety plans, personnel files, etc)
 - Delegate to Site Coordinators the site-level/site-specific indicators (ex: recruitment flyers, activity schedules, sample enrollment forms)
- **Fiscal Coordinator**
 - Section C
- **Data Manager**
 - B-3: EZReports Data Entry

SMV Prep is a *team* effort!

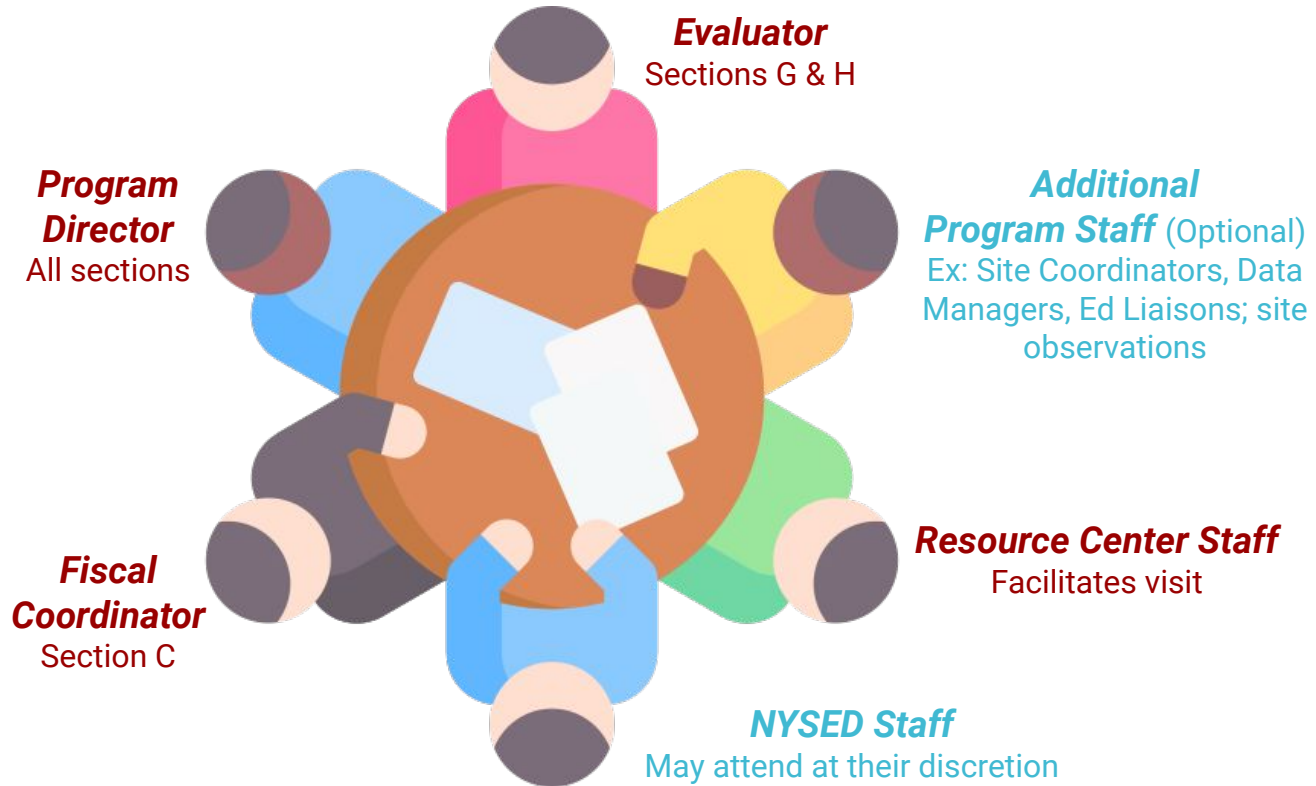


Who's Who in 21st CCLC

Suggested delegation of roles (cont.):

- **Education Liaison**
 - F-1: Communication regarding alignment with school day programming and student progress
- **Local Evaluators**
 - Section H
 - Collaborate with Program Manager on Section G
- **Partnering School Districts (as applicable)**
 - B-4: Certificates and Licenses

Who should be at the SMV?



Collaborating with the District



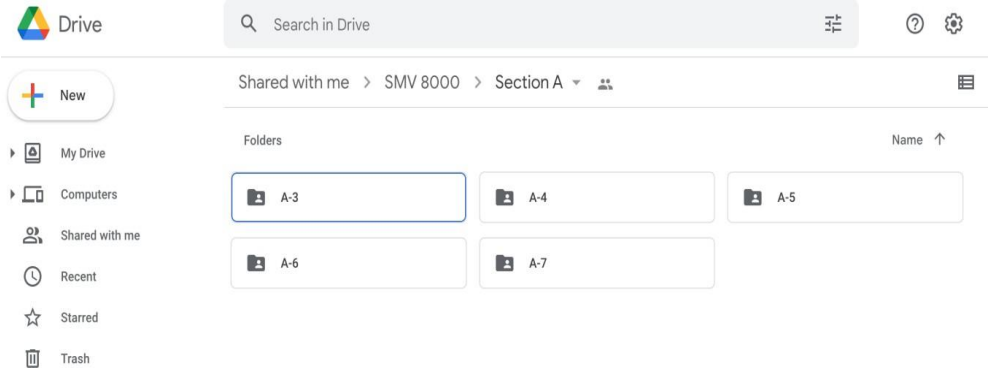
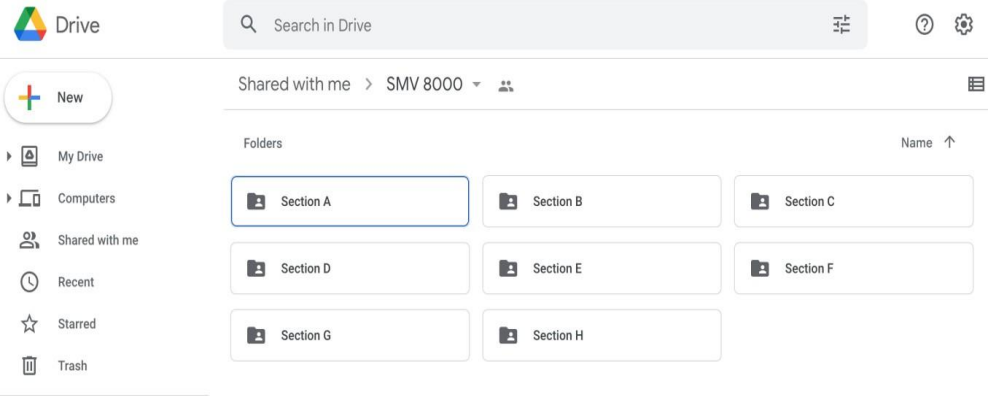
Tips:

- Share the [Data Sharing Letter](#) annually & with district turnover
- Determine a **district point of contact**
- **Make the most of your [Educational Liaison](#)**
- **Meet annually** (or as needed) to collect updated documents and revise policies/procedures, as applicable (ex: district safety plans, certificates and licenses)

What are your tips for successful collaboration with the district?

Pre-Visit

Uploading documents to the shared Google Folder



What documents
am I uploading?



If you didn't
document
you didn't
do it.



Tip 2: Understand what is required for compliance

Example Documentation

- *A-5: Safety Drills*
- *C-1: Cooperative Budget Management*
- *D-3: Collaborative Planning Time*
- *E-2: Lesson Plans*

<p>A-5</p>	<p>Safety Drills are conducted at all sites as required, including evacuations, shelter-in-place, and lockdowns. Drills must occur during the 21st CCLC program hours. Include current- or prior-year completed drills.</p>	<p>School Year programming:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a) Shelter-in-place records* (A) <i>SACC programs: Twice yearly</i> <i>District or CBO high school programs: Once a year</i> <input type="checkbox"/> (b) Evacuation Drills records* (A) <i>SACC programs: Monthly [OCFS LDSS-4439 form]</i> <i>District or CBO high school programs: Twice yearly (fall & spring)</i> <input type="checkbox"/> (c) Lockdown records** (A) <i>SACC programs: None required, but NYSED recommended</i> <i>District or CBO high school programs: Twice yearly (fall & spring)</i> <p>Summer programming (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> (d) Evacuation Drill(s) records* (A) <i>SACC programs: Monthly</i> <i>District or CBO high school programs: Twice during summer</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <input type="checkbox"/> (e) Lockdown Drill(s) records** (A) <i>SACC programs: None required, but NYSED recommended</i> <i>District or CBO high school programs: Once during the summer</i> 			

Required Drills	Date	Time Started	Time Completed	
Summer Fire Drill Number 1	Wednesday, July 13th, 2022	2:30 PM	2:37 PM	A little longer to leave building as this was first drill
Summer Fire Drill Number 2	Tuesday, July 19th, 2022	11:30AM	11:34AM	Fire Drill was successful with no issues
Fall Fire Drill Number 1	Friday September 30th, 2022	10:03 AM	10:07 AM	Discussed increased supervision on Leo, AP's on corners, and coach
Fall Fire Drill Number 2	Tuesday October 4th, 2022	10:10 AM	10:13 AM	Need to be mindful of keeping all doors closed - Exit 3 door was propp
Fall Fire Drill Number 3	Tuesday October 4th, 2022	1:50 AM	1:56 AM	A little longer to leave building as this was first PM drill and some class
Fall Fire Drill Number 4	Friday October 7th, 2022	1:00 AM	1:03 AM	PD Day- dumped only approximately 20 staff members. No issues to r
Fall Fire Drill Number 5	Tuesday October 11th, 2022	1:45 AM	1:52 AM	Flaggers need to only exit with adults- Exit 3 with Cranston and Exit 1
Fall Fire Drill Number 6	Friday October 14th, 2022	10:00 AM	10:05 AM	Much smoother exit and entry. Still some extra walkie talkie "chatter" a
Fall Fire Drill Number 7	Tuesday October 18th, 2022	2:00 AM	2:04 AM	No issues to report or reflect on
Fall Fire Drill Number 8	Monday October 24th, 2022	10:00 AM	10:04 AM	Fire Drill was successful with no issues
Spring Fire Drill Number 1				
Spring Fire Drill Number 2				
Spring Fire Drill Number 3				
Spring Fire Drill Number 4				
Spring Fire Drill Number 5				
Before-School Fire Drill Number 1 (Fall)	None			
Before-School Fire Drill Number 2 (Fall)	None			
Before-School Fire Drill Number 3 (Spring)	March 29th, 2023	8:00 AM	8:07 AM	54 students present and accounted for. 2.5 minutes to evacuate.
Before-School Fire Drill Number 4 (Spring)				

C-1 Cooperative Budget Management. Program administration and the fiscal department of the lead agency work together to prepare the budget and monitor spend-down and ensure proper cash management procedures are being followed. (2 CFR §200.308, 200.302)

- (a) Meeting records specifying a planned, **cooperative budget discussion** between program leaders and fiscal managers*
- (b) Other:



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NYS 21st CCLC **Technical Assistance** **Resource Centers**

Expanding Learning Opportunities.

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[FORMS & GUIDANCE](#)



Resources

- Evaluation
- Fiscal
- Forms & Guidance
- Tools
- EZReports
- Other Program Resources
- FAQs

Are you looking for?

- Evaluation
- Fiscal
- Forms & Guidance
- Tools
- EZReports
- Other Program Resources

- [Urdu PDF](#) | [Urdu DOCX](#)
- [21st CCLC Enrollment and Forms Memo \(7/12/23\)](#)

Advisory Boards

- [Advisory Board Memo \(Updated 7/7/22\)](#)
- [Advisory Board Membership Agreement & Scheduling Organizer](#)
- [Advisory Board Meeting Agenda & Action Planner](#)



Other Important Resources

- **New!** [21st CCLC Program Partners](#)
- **New!** [Who's Who in 21st CCLC?](#)
- [21st CCLC Program Manual for Program Directors \(1/23\)](#)
- [Round 8 Request for Proposals \(RFP#: GC22-001\)](#)
- [Round 8 Question & Answer Summary](#)
- [Guidance on Expanded Learning Time \(4/5/23\)](#)
- [SACC Regulations](#)
- [Field Trip Reminders \(9/11/19\)](#)
- [State & Federal Laws, Regulations, and Guidance](#)
- [Prescreened External Organizations List \(Updated 5/17/23\)](#)

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NYS 21st CCLC Program Timeli
Site Monitoring and Technical Assistance Vis
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Program Modification
Standard Enrollment Form
Advisory Boar
Other Important Resourc

PROGRAM NAME

Advisory Board
Meeting Agenda & Action Planner

Program Year 2022-23

Meeting Date, Time, Location	
Members in Attendance	
Attendance %	= Present Members/ Total Rostered Members
Guest Attendees, Roles	
Relevant Documents Preparatory reading to accompany topic discussions	
Link to Previous Minutes	

Vision & Purpose

OUR BEST Program

Collaborative Budget Meetings
Meeting Agenda & Action Planner

Program Year 2023-24

Meeting Date, Time, Location	9/13/23
Members in Attendance	Rachel Parsons, Program Director Bernard Fleming, Fiscal Manager
Relevant Documents Preparatory reading to accompany topic discussions	23-24 Budget
Link to Previous Minutes	https://www.p12.nysed.gov/sss/documents/NYSED21CCLC-AdvisoryBoardMemo-7.22.pdf

Meeting Notes

Discuss planning and budget for new year, Expenditures for special events and activities. Potential Budget Surplus

D-3

Collaborative Planning Time

Program has designated collaborative planning time (CPT) for all program staff which includes lead agency and partners to plan program activities that correspond to the needs of the participants and ensure that the entire program operates as one.

Please note: CPT is not the same as the Advisory Board. The Advisory Board focuses on large scale planning, while CPT focuses on smaller scale/day-to-day planning. Both meetings include program partners.

- (a) **Meeting attendance and agendas or notes indicating the presence of representatives from both program and partners***
- (b) Other

E-2

Academic Enrichment and Additional Services

Program activities include both academic enrichment and a broad array of additional services that support both academic and social emotional development through active learning designs not typically offered during the regular school day. *Examples of Active Learning Designs include experiential learning, hands-on learning, project-based learning, and service learning.*

- (a) **Lesson plans reflect all of the following:**
 - Learning objective(s)*
 - Alignment with NYS Learning Standards*
 - Reflect SEL guidelines/benchmarks^{13*}
- (b) **Programming, as seen through observations, schedules, and lesson plans, reflects all of the following:**
 - Academic enrichment experiences** to help students deepen their understanding of the academic subject and broaden their skills*
 - Active learning designs** to help students practice and apply a holistic set of skills*
 - Other eligible activities:
- (c) Reviewer observation of **staff's delivery/implementation** of activities demonstrate strong adherence/fidelity to the lesson plans*

E-2

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- (b) **Programming, as seen through observations, schedules, and lesson plans, reflects all of the following:**

¹² According to US ED's General Education Provisions Act (GEPA), programs must ensure equitable access to meet the needs of special populations (e.g. students with disabilities, English Language Learners, and socio-economic status).

¹³ Social Emotional Learning benchmarks and other guidance are available: <http://www.p12.nysed.gov/sss/sel>.

Pupil Personnel Services

School and Student Health

Expanded Learning Opportunities

Home Instruction (Home Schooling)

School Counseling

Social Emotional Learning (SEL)



Safe Schools and Alternative Education

Employment of Minors

[NYSED](#) / [P-12](#) / [OSI](#) / [SSS](#) / Social Emotional Learning (SEL)

Social Emotional Learning

NYSED Documents

- [New York State Social Emotional Learning Benchmarks](#) for voluntary implementation - Revised November 2022
- [Social Emotional Learning: Essential for Learning, Essential for Life](#) ( 1.41 MB), a framework explaining SEL concepts, and the need for and benefit of SEL in NY - August 20, 2018
- [Social Emotional Learning: A Guide to Systemic Whole School Implementation](#) ( 1.77 MB), providing strategies and resources for districts and schools - March 18, 2019
- MEMO: [Introducing New Guidance and Resources for Social Emotional Learning](#) - March 18, 2019
- Regents Memo: [Introducing New Guidance and Resources for Social Emotional Learning](#) - May 2, 2018

Resources

[Program Activity Timeline 2023-24 \(July '23- Sept '24\) >](#)

NYS 21st CCLC **Technical Assistance** **Resource Centers**

Expanding Learning Opportunities.

ABOUT US

FORMS & GUIDANCE

Daily Lesson Plan

Activity Name: Click or tap here to enter text.

Grade: Click or tap here to enter text.

Date: Click or tap here to enter text.

Staff: Click or tap here to enter text.

Learning Objective:

Students will be able to...

Click or tap here to enter text.

Sub-Objective:

- 1.1 Core Educational Services (i.e., literacy, mathematics, and science)
- 1.2 Enrichment and Support Activities (youth development activities such as nutrition, health, art, music, etc.)

NYS Social Emotional Learning Benchmark(s) to be addressed:

Click or tap here to enter text.

NYS Learning Standard(s) to be addressed:

Click or tap here to enter text.

Activity/Skills Covered: (based on the OST Observation Instrument and RFP)

- | | |
|--|--|
| <input type="checkbox"/> Core academic area: _____ | <input type="checkbox"/> Youth development: _____ |
| <input type="checkbox"/> Skill Building | <input type="checkbox"/> Tutoring and/or Mentoring |
| <input type="checkbox"/> Skill practice or reinforcement | <input type="checkbox"/> Drug and Violence Prevention |
| <input type="checkbox"/> Story reading/listening | <input type="checkbox"/> Nutritional Education |
| <input type="checkbox"/> Financial and/or Environmental Literacy | <input type="checkbox"/> Structured physical activity |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Cultural awareness clubs/programs |
| <input type="checkbox"/> Visual and/or Performing Arts | <input type="checkbox"/> Community Service |
| <input type="checkbox"/> STEM and/or computer science | <input type="checkbox"/> College and Career Planning/Preparation |
| <input type="checkbox"/> Drug and Violence Prevention | <input type="checkbox"/> Other: _____ (as per RFP) |

Knowledge of students to inform teaching: Describe what you know about students. Consider the variety of learners who may require different strategies/supports (e.g., Students with Disabilities, 504, English language learners, etc.)

Click or tap here to enter text.

Evidence of incorporating Culturally Responsive Education (e.g., books, music, language, etc.)

Click or tap here to enter text.

Introduction (state learning objective¹ and key vocabulary²): What is said or done prior to the beginning of the



Tip 3: Utilize the Resource
Center

Utilize the Resource Center



TARC Website:
<https://www.nys21cclc.org/>

Sample documents related to the following:

- Site Monitoring and Technical Assistance Visits
- Site Monitoring Visit Glossary
- Fiscal Policies & Procedures Template
- Program Modifications
- Standard Enrollment Forms
- Advisory Boards
- Documents related to observing staff
- Family Needs Assessment
- Sustainability plan
- [Site Monitoring Visit Tracking Document](#)

...And many additional forms & resources

SMV Prep: Technical Assistance

Contact the Resource Center prior to the visit to support your SMV prep:

- “What does this indicator mean?”
- “Will this be acceptable documentation?”
- “Are there any templates available for this indicator?”
- “What am I missing?”

**We are available to answer quick questions
AND to schedule a more in-depth SMV prep
meeting**



SMV Process

What happens the day of visit?

Resource Center staff will facilitate a meeting with program leaders to review the required/submitted documents in the SMV Tool and observe the program.



Program leaders/key staff may ask questions, seek clarification on documents or procedures, and inquire about technical assistance offerings.



The TARC may request to observe in-session programming the day before SMV documentation review, depending on your program's location.



To be included in the final SMV Report, programs have an additional business day to submit missing documentation.

What happens after the visit?

SMV Report

After approval from NYSED, the SMV Report will be sent to the program within 30 days of the visit.

Action Plan

If there are areas of non-compliance or partial compliance, programs are expected to submit an Action Plan to the TARC within 2 weeks of receiving the report.

Letter of Compliance

Once the indicators of success have been substantiated by the subgrantee and verified by the TARC, the TARC will send a letter confirming full compliance.

What happens if I have areas out of compliance?



ACTION PLAN:

- If areas of non-compliance or partial compliance are identified, the Resource Center will support programs in submitting an **Action Plan** within two weeks of receiving the final SMV Report
- The objective is for the program to achieve **full compliance** within the dates stipulated by the RC's approval of the Action Plan
- Once all indicators have been verified by the RC, the subgrantee will receive a **letter confirming full compliance**

Program Name: Afterschool Club	Project Number¹: 0187- 23-8000	TARC Reviewer(s): Rachel Parsons
Date of SMV: 9/21/2022	Date SMV Report Shared with Subgrantee: 10/20/2022	Date Action Plan Submitted by Subgrantee to TARC:
Name(s) and role(s) of Subgrantee staff completing Action Plan:		

Indicator of Success	Description of Indicator	Improvement Action Steps and Strategies	Subgrantee Staff Responsible	Timeline for Improvement/ Evidence Due Date (MM/DD/YY)	Date TARC Verified Evidence (MM/DD/YY)
B-3	EZReports Data Entry Programs are required to enter program participation data.				
C - 5	Fiscal Manual (f) Record Retention Policy and Procedures (g) Employee Travel Policy and Procedures				

Impacts of noncompliance

“ Subgrantees who do not demonstrate adequate performance and 100% compliance risk the loss of funding. - RFP page 23 ”

If the Action Plan is not completed within 6 months of the visit:

- Your program administration will receive a formal letter of noncompliance
- NYSED will meet with your program administration to review areas of noncompliance
- NYSED will then determine if the program can continue and/or the impact on funding
- Non-compliance status will result in a second SMV

Contact Info

ROS Resource Center

 Ny21cclc@binghamton.edu

 (607)777-9240

 nys21cclc.org

Additional Contacts:

NYSED

EMSC21STCCLC@nysed.gov

NYC Resource Center

TARCNYC@schools.nyc.gov

Q&A



Session Evaluation

Follow this QR code to share your feedback on this session. Thank you!

