



A GUIDE FOR THE ON-SITE MONITORING VISIT PROCESS

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF EARLY CHILDHOOD EDUCATION
AND
FAMILY SERVICES

FORWARD

This guide has been developed to support administrators of the Michigan 21st Century Community Learning Centers (21st CCLC) Program as they prepare for a visit by the On-Site Monitoring Visit Team (Consultants) from the Michigan Department of Education, Office of Early Childhood Education and Family Services. One of the keys to a successful review is the advance preparation by the leadership and site team.

If you need assistance while preparing for the On-Site Monitoring Visit, or in the follow-up compliance phase, you may contact your lead consultant or any of the following:

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I. THE ON-SITE MONITORING VISIT

A. SCHEDULING

It is important that all relevant staff in the school or community agency be notified that an On-Site Monitoring Visit will be conducted. Certain staff members are recommended to participate directly in the On-Site Monitoring Visit (refer to page 2). There should be adequate notification to all relevant staff prior to the scheduled date. Plan the On-Site Monitoring Visit with these considerations in mind:

- On-Site Monitoring Visits may be conducted in two or more days by consultant(s) from the 21st Century Community Learning Centers (21st CCLC) Program.
- 21st CCLC Consultant(s) will be responsible for scheduling and conducting the On-Site Monitoring Visit and for reporting the findings. A copy of the *On-site Monitoring Documentation* form will be forwarded in advance of the visit.
- The local district or agency will be responsible for compiling and assembling all requested staff, materials, documents, and records in a central location.
- A specific place should be reserved for the review of documents. The consultant(s) may need electrical outlets for computer use during the review of documents.
- Site visits will be conducted at locations to be determined by the consultant(s).

B. COMPONENTS OF THE ON-SITE MONITORING VISIT

Entrance Interview	Grantee Team & Consultant(s)	(45 minutes)
Introductions	All	
Review of procedures	Consultant(s)	
Program overview	Grantee Team	
Documentation Review	Consultant(s) and Project Director	(3 hours)
Consultant(s) reviews project materials (assembled by the grantee team) using the <i>On-site Monitoring Documentation</i> form and interviews project director for clarification on specific items.		
Site Visit		(2-3 hours)
Consultant(s) visits	Consultant(s) and Site Coordinator(s)	
1-3 sites		
Exit Interview	Consultant(s) and Grantee Team	(1-2 hours)
Consultant(s) reviews on-site materials, observations, findings, improvement plan and timelines (if required).		

The lead consultant will develop an agenda and a timeline with the program director.

C. ENTRANCE INTERVIEW

The purpose of this meeting is to introduce the On-Site Monitoring Visit Team to local agency personnel, to provide background information concerning the components and procedures of the review, to discuss the required reports, and to provide an overview of on-site activities.

The following personnel should attend the entrance interview:

- Project Director
- Site Coordinator(s)
- Local Evaluator
- Principal(s)
- Community partner(s), if applicable

The following may be invited to attend:

- Superintendent/Executive Director
- Instructor(s)
- Other program staff
- Business or financial representative
- Parent(s)
- Volunteer representative(s)

The location of the entrance interview is determined by the project director and should be forwarded to the Office of Early Childhood Education and Family Services prior to the scheduled date. The time and agenda of the interview will be arranged by the consultant and the project director.

The project director will be responsible for:

- Calling the entrance interview meeting to order
- Introducing the On-Site Monitoring Visit Team
- Arranging for a brief overview of their 21st CCLC Program

The MDE On-Site Monitoring Visit Team will be responsible for:

- Explaining the overall plan and procedures for the on-site visit
- Responding to questions about the 21st CCLC Program and/or the On-Site Monitoring Visit

D. SITE VISIT

Each program site should be prepared for an observation. The review team will select which site(s) will be visited. All sites will not necessarily be included in the observation portion of the On-Site Monitoring Visit.

The observation time and site may be changed at the On-Site Monitoring Visit Team's discretion depending on the number of sessions/activities to be observed, time of day, and/or activities in progress.

E. DOCUMENTATION REVIEW

The project director should be prepared to provide information concerning implementation and compliance of program components as described in the *On-site Monitoring Documentation* form.

Each row of the requirements should be addressed with written documentation. It is recommended that for ease and clarity the project director create a documentation file or binder with a section for written documentation to verify each requirement. Copies of the documentation must be maintained at the program. MDE will not retain any copies of documentation.

Records for the 21st CCLC Program are entered regularly into the EZReports Data System and may be reviewed by the On-Site Monitoring Visit Team. All of the records must be completed and up-to-date prior to the visit. However, additional documentation of these records (such as student daily sign-in sheets) may be requested.

F. EXIT INTERVIEW

An exit interview will be held at the end of the On-Site Monitoring Visit. The exit interview is designed to provide preliminary impressions, findings, recommendations, and timelines. Consultant(s) will review the *On-Site Monitoring Documentation* form at this time.

The following personnel should attend the exit interview:

- Project Director
- Site Coordinator(s)
- Local Evaluator

The following may be invited to attend:

- Superintendent/Executive Director
- Principal(s)
- Instructor(s)
- Other program staff
- Business or financial representative
- Parent(s)
- Community partner(s)
- Volunteer representative(s)

II. ON-SITE PREPARATION CHECKLIST

This checklist is designed to aid those who are directly responsible for coordinating the on-site activities.

HAVE YOU...	Yes	No
Arranged for the entrance and exit interviews (location/time)?	_____	_____
Scheduled staff members required to attend the entrance, and exit interviews and informed them of the date/location/time?	_____	_____
Contacted the consultant with the Office of Early Childhood Education and Family Services (517) 373-8483 to confirm the time and location of the entrance interview meeting?	_____	_____
Reserved a suitable place for reviewing records?	_____	_____
Notified the project staff that an On-Site Monitoring Visit will be conducted and informed them of what to expect?	_____	_____
Assembled a binder or file of the written documentation required for each item in the <i>On-site Monitoring Documentation</i> form? <u>(Consultants will not be retaining copies of these documents)</u>	_____	_____
Notified the following persons of the scheduled On-Site Monitoring Visit:		
Project Director	_____	_____
Site Coordinator(s)	_____	_____
Local Evaluator	_____	_____
Principal(s)	_____	_____
Superintendent(s)/Executive Director(s)	_____	_____
Business Office or Financial Representative(s)	_____	_____
Parent(s), Community Partner(s), Volunteer(s)	_____	_____

III. THE COMPLIANCE PLAN

The Michigan Department of Education Consultant(s) will complete the *On-site Monitoring Documentation* form after the On-Site Monitoring Visit. If the findings reveal any non-compliance areas, a Compliance Plan will be created together with the project director to bring all non-compliance (checked " Does not meet") areas into compliance.

The Compliance Plan will include the following information:

1. Name of grantee (school district, or agency)
2. Date of submission
3. Identification of each finding of non-compliant item
4. Identification of action plan and timeline(s) including specific tasks that must be accomplished to reach compliance
5. Identification of personnel responsible for initiating and monitoring the specific tasks
6. Identification of technical assistance and resources needed to accomplish specific tasks

IV. COMPLIANCE DOCUMENTATION

The grantee shall provide documentation of completed tasks in accordance with the written compliance plan within one month or 30 days of the On-Site Monitoring Visit. Review of compliance will be conducted by the Office of Early Childhood Education and Family Services.