



A GUIDE FOR THE ONSITE MONITORING VISIT PROCESS

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF GREAT START
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 Onsite Monitoring Team from the Michigan Department of Education, Office of Great Start/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 Onsite 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 ONSITE MONITORING VISIT

A. SCHEDULING

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

- Onsite Monitoring Visits may be conducted in two or more days by Onsite Monitoring Team (MDE) from the 21st CCLC program.
- MDE will be responsible for scheduling and conducting the Onsite Monitoring Visit and for reporting the findings. A copy of the *Onsite 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. MDE may need electrical outlets for computer use during the review of documents.
- Site visits will be conducted at locations to be determined by the MDE.

B. COMPONENTS OF THE ONSITE MONITORING VISIT

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

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

C. ENTRANCE INTERVIEW

The purpose of this meeting is to introduce MDE 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 onsite 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 Great Start/Early Childhood Education and Family Services prior to the scheduled date. The time and agenda of the interview will be arranged by the lead consultant and the project director.

The project director will be responsible for:

- Calling the entrance interview meeting to order
- Introducing MDE team
- Arranging for a brief overview of their 21st CCLC Program

MDE will be responsible for:

- Explaining the overall plan and procedures for the onsite visit
- Responding to questions about the 21st CCLC Program and/or the Onsite Monitoring Visit

D. SITE VISIT

Each program site should be prepared for an observation. MDE will select which site(s) will be visited. All sites will not necessarily be included in the observation portion of the Onsite Monitoring Visit.

The observation time and site may be changed at MDE'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 *Onsite Monitoring Documentation* form.

It is recommended that for ease and clarity the project director create an electronic documentation file that identifies each row of the requirements. Example: Folder 1a will include recruitment plans and activities, enrollment and attendance records, and protocol for selection of students. Copies of the documentation must be maintained at the program. MDE will not retain paper copies of documentation.

Records for the 21st CCLC Program are entered regularly into the EZReports Data System and are reviewed by the MDE 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 Onsite Monitoring Visit. The exit interview is designed to provide preliminary impressions, findings, recommendations, and timelines. MDE will review the *Onsite 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. ONSITE PREPARATION CHECKLIST

This checklist is designed to aid those who are directly responsible for coordinating the onsite 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 your 21 st CCLC lead consultant to confirm the time and location of the entrance interview meeting?	_____	_____
Reserved a suitable place for reviewing records?	_____	_____
Notified the project staff that an Onsite Monitoring Visit will be conducted and informed them of what to expect?	_____	_____
Assembled an electronic file of the documentation required for each item in the <i>Onsite Monitoring Documentation</i> form?	_____	_____
Notified the following persons of the scheduled Onsite 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 AND DOCUMENTATION

MDE will complete the *Onsite Monitoring Documentation* form after the Onsite Monitoring Visit. Areas of non-compliance will be summarized and a timeline will be established to bring the program into compliance. Documentation of compliance must be submitted to the lead consultant as established in the plan. Review of compliance will be conducted by MDE.