21st CCLC Site Evaluation Report Instructions

Components of Annual Site Evaluation

- Compliance Worksheet

- Objectives Worksheet

- Continuous Improvement Worksheets

Due Date and Report Submission

Due Date:
Your site evaluation document must be submitted by the due date.
See the *Required Reporting Due Dates* at this link:
http://www.azed.gov/century-learning-centers/reports/

Site Evaluation Report Submission:
Email completed reports to Kim Logan (Kim.Logan@azed.gov) and to your ADE Program Specialist on or before the due date each year.

Site Evaluation Questions, Required Components and Resources

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Self-Assessment Compliance Worksheet	Original approved 21st CCLC grant application
2. Were program outcome objectives met?	Objectives Worksheet	Objectives from approved grant application
3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives?	Continuous Improvement Worksheet	Compliance Worksheet Objectives Worksheet
4. What will be done next year to ensure progress toward reaching program objectives?		

Compliance Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Self-Assessment Compliance Worksheet portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

1. Direct Student Services	6. Barriers
2. Direct Family Services	7. Evaluations
3. Communication	8. Sustainability
4. Safety and Transportation	9. Fiscal Record Keeping
5. Evaluations	10. Required Training

Objectives Worksheet

Evaluation Question 2 – Were program objectives met?

The Objectives Worksheet is designed to collect information regarding progress made toward meeting your own 21st CCLC grant program outcome objectives.

From your approved application, please select:

- 2 Academic Achievement Outcome Objectives

- 1 Youth Development Outcome Objective

- 1 Family Engagement Outcome Objectives

Report all information requested on the Objectives Worksheet for each objective selected.

Objectives Worksheet

Below is an example of how to fill out the Objectives Worksheet:

<table>
<tr><td colspan="6" align="center">21st CCLC Program
SAMPLE Objectives Worksheet</td></tr>
<tr>
<th>Area</th>
<th>Measurable (SMART) Objective</th>
<th>Data Source</th>
<th>Data Findings</th>
<th>Met</th>
</tr>
<tr>
<td rowspan="2">Academics</td>
<td>1.1 35% of students in grades 3-8 that regularly attend the 21st CCLC program during the _____ School Year (SY) will increase in Reading Proficiency as measured by "ABC" benchmark test.</td>
<td>"ABC" Benchmark Test fall and spring results</td>
<td>1.1 5% of students in grades 3-8 that regularly attended the 21st CCLC program during the ___ SY increased in Reading Proficiency by the "ABC" benchmark test.</td>
<td>No</td>
</tr>
<tr>
<td>1.2 20% of students in grades 1-5 that regularly attend 21st CCLC program during the _____ SY will increase in Math Proficiency as measured by "ABC" benchmark test.</td>
<td>"ABC" Benchmark Test fall and spring results</td>
<td>1.2 21% of students in grades 1-5 that regularly attended the 21st CCLC program during the ___ SY increased in Math Proficiency by the "ABC" benchmark test.</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Development</td>
<td>2.1 There will be a significant decrease in the rate of serious and violent offences reported by administrators to ADE from the previous SY to the current school year.</td>
<td>AZ SAFE or Vendor Database</td>
<td>2.1 The rate of serious and violent offences reported to ADE by administrators decrease significantly from the _____ SY (87%) to the present SY _____ (43%)</td>
<td>YES</td>
</tr>
<tr>
<td>Family Engagement</td>
<td>3.1 More than 50% of 21st CCLC regular-attendee family members who attended three Saturday Workshops indicated on the annual parent satisfaction survey that they felt more comfortable assisting with their child or children's homework activities.</td>
<td>Annual Parent Satisfaction Survey</td>
<td>3.1 42% of 21st CCLC regular-attendee family members who attended three Saturday Workshops indicated on the annual parent satisfaction survey that they felt more comfortable assisting with their child or children's homework activities.</td>
<td>NO</td>
</tr>
</table>

Continuous Improvement Worksheet

The Continuous Improvement Worksheet is designed to collect your responses to site evaluation questions three and four:

Evaluation Question 3 - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program outcome objective?

Evaluation Question 4 - What will be done next year to ensure progress toward reaching the program outcome objective?

There is one Continuous Improvement Worksheet that must be completed for each objective listed in the Objectives Worksheet.

- 2 Academic Achievement Outcome Objectives

- 1 Youth Development Outcome Objective

- 1 Family Engagement Outcome Objective

Evaluation Question 3 - What are your Findings*, and the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program outcome objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	**Weaknesses**	**Opportunities**	**Threats**
Strategies for Improvement			

*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been indentified.

Evaluation Question 4 - What will be done next year to ensure progress toward reaching program outcome objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	**Weaknesses**	**Opportunities**	**Threats**
Strategies for Improvement			
In this space, write in your team's plans to ensure progress towards reaching this objective next year.			

*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been identified.

Site Evaluation Report Submission Process

Step 1) Name your Site Evaluation Report using the following naming convention:

YourDistrictName.YourSchoolName. CCLC SiteEvalRpt (2016-17)	Acceptable abbreviations:	Acceptable abbreviations:
Examples:	**District Type**	**School Type**
SantaCruzValleyUSD.MountainViewEl. CCLC SiteEvalRpt (2016-17)	USD	El
	UD	MS
	ED	HS
AltarValleyED.AltarValleyMS. CCLC SiteEvalRpt (2016-17)		K-8

We must be able to identify your LEA and school by looking at the name of the document.

Please use the official LEA and School names registered with ADE
Click on the following link to look up official names-http://www.ade.az.gov/edd/

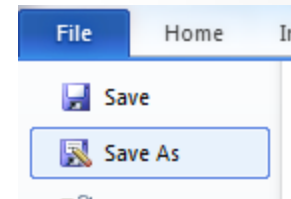Not sure how to re-name your Student Attendance Report document?
See the next page.

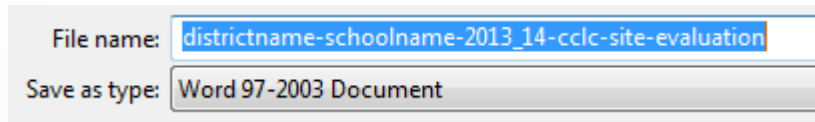# Site Evaluation Report Submission Process

Not sure how to re-name your Site Evaluation Report document so that it follows the naming convention on the previous page? Follow the simple steps shown below.

A. Click on "File" at the top left of the Word document, then "Save As" in the drop down menu.

B. The Site Evaluation Report template title will appear highlighted in blue.

File name: districtname-schoolname-2013_14-cclc-site-evaluation

Save as type: Word 97-2003 Document

Click **once** on the text of the title of the document. The blue highlighting will disappear.

C. Name your document using the guidance in Step 1) on the previous page above.

Document Submission Process

Step 2) Email your Site Evaluation Report to **your 21st CCLC program specialist and to Kim Logan** (Kim.Logan@azed.gov) by the due date each year.
Find the *Required Reporting Due Dates* at this link: http://www.azed.gov/century-learning-centers/reports/

If you have questions, need clarification or other assistance please contact your 21st CCLC specialist or Kim Logan.

Failure to comply with the annual site evaluation requirement WILL result in being placed in corrective action, and may result in the holding of all federal funds.

Thank you in advance for completing this and all of your 21st CCLC reports on time.
Early submissions of reports are always welcome.

Arizona's 21stCCLC
Afterschool Programs