

21st Century Community Learning Centers Quality Advising Process

Scheduling a Site Visit:

1. Programs will receive email communication from their assigned Quality Advisor requesting to schedule a site visit.
2. Programs must respond with a suggested date, time and location which represents a TYPICAL program day. (Do not schedule visits for off site days, special celebrations, or field trips).
3. Quality Advisor will confirm the appointment via email.
4. Programs will receive AT LEAST one visit per year for each grant.

Quality Advising Desk Review:

1. After the formal visit has been scheduled, the Quality Advisor will conduct a desk review of the grant files.
2. Desk reviews include a review of monthly reports and activities on AfterSchool21, previous Quality Advising Reports, and the grant application (including Need for Project, Project Design, Adequacy of Resources, Management Plan, Sustainability Plan, and Funding History).

Quality Advising Teams:

3. Program staff will assemble a Quality Advising Team. The Quality Advising Team will be responsible for conducting periodic observations, assembling with the assigned Quality Advisor on the day of the site visit, and participating in a follow up meeting to discuss observations and create an action plan.
4. Quality Advising teams should consist of between 3 and 12 people.
5. Team members could include: program directors, coordinators, school administrators, parents, school day teachers and/or direct service staff.

Conducting Self-Studies:

1. Prior to the scheduled site visit, the Quality Advising Team should conduct an observation of their program.
2. The team must observe the same program components as will be observed by the Quality Advisor during the site visit. (Ex. The Quality Advisor will observe: Arrival Time, Transition Time, Pick-Up Time, one Academic Session and one Enrichment Session.) Please choose which Academic and which Enrichment session all group members will observe.
3. Team members should observe, take notes, and then rate the program utilizing the tool.

Site Visit:

1. On the day of the site visit, the Quality Advisor will arrive approximately one hour prior to programming. Please have space available for the Quality Advisor to meet with the Quality Advising Team at your site.
2. During the initial hour, the Quality Advising Team will discuss the “behind the scenes” aspects of programming utilizing the APT-Q tool to drive the conversation.
3. The Quality Advising Team will then adjourn, and the site visit will commence. One program staff member should serve as a guide. This staff member will show the Quality Advisor to the building location where each aspect of programming will be observed. The guide, as well as the Quality Advisor, will be silent observers during this process.

Action Plan Meeting:

1. An Action Plan Meeting MAY be scheduled with the Quality Advising Team.
2. Team members should arrive with their notes and scores and be prepared to discuss items from their observations.
3. All team members, including the Quality Advisor will discuss components of the program, any discrepancies in scores and any agreed upon areas for improvement.
4. The team will target two areas for improvement and begin to formalize an Action Plan.

Follow Up:

1. Program staff will complete a final draft of the Action Plan, which will be signed, and sent to the Quality Advisor.
2. The Quality Advisor will sign off on the Action Plan, or make recommendations for changes.
3. Once the final Action Plan is agreed upon, a signed copy will be placed in the programs file at the State level.
4. Programs should refer to this action plan throughout the year and gear professional development on the specified goals.
5. Program's year end reports should reflect progress toward stated goals. Quality Advisors will follow up on the action plan and discuss progress.