

Connecticut State Department of Education

21st Century Community Learning Centers

Monitoring Guidance



Each 21st Century Community Learning Center (21st CCLC) site will be monitored annually using the **Risk Assessment** to measure compliance with federal and state guidelines. The purpose of this process is to predict the sites that may be at increased risk for non-compliance and to determine each sites risk placement (low, moderate, or high).

Placement in a risk category is one factor in determining a tiered monitoring intervention plan. Each site placed in a high risk category will receive a Tier III comprehensive monitoring review. Each site placed in a moderate or low risk category will receive Tier I or Tier II interventions based on the outcome of the risk assessment process and the determination of the monitoring team. This process will allow for each site to receive an individualized monitoring and technical assistance plan.

Regardless of risk category, each site will receive a comprehensive monitoring review at least once during the five year grant cycle. Additionally, any program that is out of compliance with the **21st CCLC Attendance Policy** for three consecutive months will be moved to a high risk category and intervention plans will be revised. All sites will be responsible for compiling and maintaining evidence binders. The evidence binder will contain documentation that satisfies the indicators within the **21st CCLC Monitoring Tool**.

Below is a framework of the interventions that correspond with each tier. Modifications may be made depending on individual program needs. Each site will receive a **Monitoring Intervention Plan** at the start of the school year outlining interventions and corresponding dates. Program management will be responsible for ensuring compliance with required monitoring.

Tier I	Tier II	Tier III
<ul style="list-style-type: none"> - Risk Assessment Desk Review - Review of Monthly Attendance Reports and APR data - Review of APT and Action Plan - On-going Technical Assistance 	<ul style="list-style-type: none"> - Risk Assessment Desk Review - Review of Monthly Attendance Reports and APR Data - Review of APT and Action Plan - On-site Observation - On-going Technical Assistance 	<ul style="list-style-type: none"> - Risk Assessment Desk Review - Comprehensive Monitoring Review (on-site binder review, partnership interview and observation) - Review of Monthly Attendance Reports and APR Data - Review of APT and Action Plan - Monthly Conference Calls - On-going Technical Assistance