Updated

**New York
21st Century Community Learning Centers**

September 2024

Fall-Commencing Programs: Convene **1st Advisory Board Meeting/Kick-Off**. Invite all stakeholders, including school administration, all program partners, parents, evaluator, age-appropriate students, educational liaisons, and all other community stakeholders. Purposes: Comprehensive Planning and creating/clarifying mutual agreements. Topics might include scheduling, roles, norms/expectations for engagement, communication, collaboration. See Advisory Board memo and Advisory Board documents for more detail.

Engage in **1st Internal Improvement Cycle Session**. Use the Quality Self-Assessment (QSA) Tool to guide the process of identifying measurable targets/goals, practical ways of tracking progress, indicators of success to look for. Additional information about the QSA Tool is available at: http://networkforyouthsuccess.org/qsa

Ensure **School Age Child Care (SACC) Registrations** are current and sent to NYSED and TARCs before programming can begin.

Begin fall programming.

Attend the regional **Local Evaluators' Network Forum/Meeting**, offered as part of the TARCs' Fall Conferences. Recommended for Local Evaluators and Data Managers to receive policy updates, to engage in clarifying discussions about evaluation and reporting requirements, to share/exchange resources, tools, and insights about data collection, progress reporting, and measuring program outcomes/impacts.

Attend the required, in-person **Fall Conference**. For additional details, visit https://www.nys21cclc.org/webinars-events.
○ Rest of State Fall Conference September 13, 2024, at Binghamton University Main Campus (Optional Meet & Greet September 12, 5-7 PM)
○ New York City Conference October 1, 2024, at The Interchurch Center

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January – February 2025

Perform Budget Review and submit any Budget Amendments to Survey Monkey Apply, if necessary.

Receive and review **Local Evaluator's Interim Report**. Share information with stakeholders and integrate actionable findings and recommendations into the ongoing internal improvement cycle.

Participate in the required **Program Directors' Mid-Year Report**. Submit responses to NYSED's online survey by February 28, 2025. This information is used by the NYSED Program Office to review program progress, and to select useful, summary findings available to all statewide stakeholders in the Program Directors' Progress Brief.

Convene **3rd Advisory Board Meeting**. Include all stakeholders. Topics might include review of program progress and achievement of interim goals/mid-year benchmarks, reflect on internal review of staff performance/participant engagement findings, integrate evaluation findings into continuous improvement plans.

Respond to MI Inventory of interest in participating in Spring Phase II SEL Pilot Study TBD

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Submit a **Budget Amendment (FS-10-A)** if there are reasonable and necessary changes to your budget. The FS-10-A, a revised M/WBE Goal Calculation worksheet, a revised Composite Budget, a revised Budget Narrative, and any applicable M/WBE documents (e.g., updated Utilization Plan, NOI, and/or EEO Staffing Plan) may be uploaded to Survey Monkey Apply up to April 15. Please do not send hard copies until the program office's fiscal team requests them.

Conduct a comprehensive **Needs Assessment** for the next program year. Engaging participants and their families in these information-gathering processes can occur at multiple points during the program year and may include any documentable methods such as surveys, polls, focus group conversations, or the collection of written/verbal correspondence expressing needs, requests, recommendations for potential program offerings. Needs assessments/inventories are ways to help programs collect and feed forward information about participants' interests and needs into strategic plans as part of the ongoing, internal improvement cycle.

Conduct **Support Services & Learning Needs Inventory**, for next program year, for targeted adult recipients/community members. If this information is already gathered as part of the comprehensive Needs Assessment (above), this step will not be necessary. This required check-in process is to help Program Leaders identify adult stakeholders' needs, capacity, and interest in educational programming and support services. See SMV Indicators G-2 and G-4.

Participate in the **2nd Evaluator's Site Visit**, conducted by the Local Program Evaluator. This is an opportunity to open the program to the observation of the partnering evaluator, assess progress indicators, and to receive valuable, actionable feedback about program implementation and emerging results. Summary findings from this visit can inform the continuou '

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