



Indiana Department of Education

21st Century Community Learning Centers

Compliance Monitoring Tool

Agency Information			
Grant Agreement #		Lead Agency Name	
Servicing School District(s)		County	
Program Director		Date of Visit	
Site Coordinator		Site Name/Location	
		Site Evaluator	

Safety, Health, and Nutrition			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
SHN.1: The grantee provides daily nutritional snacks/meals during program operations that meets the requirements of the US Department of Agriculture.	STANDARD 23: The program serves foods and drinks that meet the needs of all children and youth	<i>Observation</i> Snack is provided in alignment with the documented snack schedule	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how snacks/meals are acquired by the program. Tell me how snacks/meals are distributed. <i>Documentation</i> 1.) PP Food and Beverage 2.) Food and Beverage PO or Invoice 3.) Snack or meal schedule	
SHN.2: The grantee addresses any unique health/dietary needs of students that have been identified by the parents and/or school	STANDARD 23: The program serves foods and drinks that meet the needs of all children and youth	<i>Observation</i> Snack is provided in alignment with the documented snack schedule	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how your program handles students with dietary needs or restrictions. <i>Documentation</i> 3.) Snack or meal schedule	
SHN.3: The grantee has established and follows procedures for authorized student pick-ups	STANDARD 19: The safety and security of all children and youth are protected	<i>Observation</i> Pick-up procedures are in compliance with documented procedure	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you ensure parents are aware of the policies related to student pick-up. Tell me how staff enforce the student pick-up policies. Tell me what systems are in place to verify the identity of the person to whom the student is released. <i>Documentation</i> 4.) PP Pickup and Dismissal	
SHN.4: The grantee has emergency	STANDARD 34: The program maintains personnel records of all staff	<i>Observation</i>	<input type="checkbox"/> Meets Requirements

contact information for students and staff which is readily accessible and maintained accessible to staff, and stored securely.	STANDARD 35: Files of children and youth contain accurate and sufficient information and are properly maintained	Location/storage of emergency contact information	<input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me who has access to Emergency Contact Information. Tell me who updates emergency contact information. Tell me how often you update emergency contact information.	
SHN.5: The grantee has stored participant files and forms in a way that ensures student confidentiality.	STANDARD 35: Files of children and youth contain accurate and sufficient information and are properly maintained	<i>Documentation</i> 5.) Emergency Contact Form	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me who has access to personal student files. Tell me how you ensure confidentiality of student information is maintained.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SHN.6: The grantee has established an emergency readiness plan and has ensured awareness of the plan with all constituents at each site.	STANDARD 22: The staff work to protect and enhance the health of all children and youth STANDARD 28: Program policies and procedures are in place to protect the safety of all children and youth	<i>Observation</i> Posted Emergency Exit Routes Posted First Aid Procedures Identified isolation space for illness Locked closet for medications/chemicals -Medications labeled with child's name/note from parent	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>	STANDARD 31: Staff (paid, volunteer, and substitute) are given an orientation to the job before working with children/youth	<i>Interview Question</i> Tell me how staff are trained on Emergency Readiness Policies. Tell me how parents are educated on Emergency Readiness Policies. Tell me how students are educated on Emergency Readiness Policies.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated

		<i>Documentation</i> 7.) Staff Orientation Agenda 8.) PP Emergency Readiness 9.) PP Illness and Medication	
SHN.7: The grantee requires and maintains proof of CPR and First Aid training for all staff members	STANDARD 34: The program maintains personnel records of all staff	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how staff are trained in CPR, First Aid, and current health/safety standards <hr/> <i>Documentation</i> 10.) Staff CPR and First Aid 11.) CPR and First Aid Attendance Log	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SHN.8: The grantee conducts required fire/safety drills at each site	STANDARD 29: Program policies exist to protect and enhance the health of all children and youth	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how often fire/safety drills are conducted during program hours? <hr/> <i>Documentation</i> 12.) Fire and Safety Drill Schedule 13.) PP Fire Drill	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SHN.9: The grantee has established adequate facility security measures to ensure student safety	STANDARD 19: The safety and security of all children and youth are protected	<i>Observation</i> Compliance with stated policies procedures	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me what measures you have in place to ensure the safety of the students while in the facility. Tell me the process by which on-site visitors are permitted and managed. <hr/> <i>Documentation</i> 14.) PP Facility Security	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SHN.10: The grantee has ensured activities are conducted in an accessible space to ensure student safety.	STANDARD 10: The program's indoor space meets the needs of all children/youth and staff	<i>Observation</i> Indoor and outdoor environments refrain from restricting the participation of students.	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you ensure that all students are able to participate in activities without restriction. Tell me how staff are informed of necessary environmental accommodations, adaptations, or	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated

	modifications needed by participating students.	
	<i>Documentation</i>	
	15.) PP Accessibility	
*SHN.11: The grantee has policies and a system in place to ensure the safe use of the Internet and technology in compliance with state and national guidelines	<i>Observation</i>	<input type="checkbox"/> Meets Requirements
	Technological equipment storage and security	<input type="checkbox"/> Progressing Towards
		<input type="checkbox"/> Does Not Meet
		<input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>	<i>Interview Question</i>	<input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i>
	Tell me how staff are trained in Internet and technology usage policies.	
	Tell me how students are educated about Internet and technology usage policies.	
	<i>Documentation</i>	
	16.) PP Technology*	
Additional Notes:		

Staff Management			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
SM.1: The grantee's organizational structure is well-defined	STANDARD 27: The program develops and implements a system for promoting continuous quality improvement	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
	STANDARD 30: Staff are professionally qualified to work with all children and youth		<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how your day-to-day activities and interactions mirror the organizational and reporting structure? How does it differ? <hr/> <i>Documentation</i> 17.) Organizational Chart 18.) Master Staff Roster 19.) Job Descriptions	
SM.2: The grantee has a process in place to ensure highly qualified and well-experienced individuals are hired	STANDARD 30: Staff are professionally qualified to work with all children and youth	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
		<i>Interview Question</i> Tell me how staff are recruited to support the program. Tell me how staff are screened.(request observation of any associated reports or documents) Tell me how you train new staff members. <hr/> <i>Documentation</i> 19.) Job Descriptions	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SM.3: The grantee maintains appropriate documentation of employees and volunteers	STANDARD 34: The program maintains personnel records of all staff	<i>Observation</i> Location/storage of staff files	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
		<i>Interview Question</i> Tell me how you track and store all employee and staff files. <hr/> <i>Documentation</i> 20.) Hourly Staff Log 21.) Background Check Form 22.) Health Background Form	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated

*SM.4: The grantee recruits, screens, and trains volunteers to effectively support programs.	STANDARD 30: Staff are professionally qualified to work with all children and youth	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how volunteers are recruited to support the program. Tell me how volunteers are screened.(request observation of any associated reports or documents) Tell me how you train accepted volunteers.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 23.) PP Volunteers* 24.) Volunteer Training Agenda* 25.) Volunteer Training Log*	
SM.5: The grantee maintains a regular staff meeting schedule.	STANDARD 33: Staff receive appropriate support to make their work experience positive	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how regularly you have staff meetings. Tell me who attends staff meetings.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 26.) Staff Meeting Minutes 27.) Staff Meeting Calendar	
SM.6: The grantee trains staff on program policy and procedure.	STANDARD 32: The training needs of the staff are assessed, and training is relevant to the responsibilities	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
	STANDARD 33: Staff receive appropriate support to make their work experience positive		<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
<u>Observable Evidence</u>		Interview Question Tell me about your new staff orientation procedures. Tell me how you review program policy and procedure with staff members.	
		Documentation 28.) Staff Training Agenda 29.) Staff Training Log	

SM.7: The grantee assesses the training needs of staff and provides relevant training and ongoing professional development experiences	STANDARD 33: Staff receive appropriate support to make their work experience positive	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how you assess the professional development needs of program staff. Tell me how professional development activities are associated with the chosen curriculum. Tell me how you assess the impact of professional development programs offered to staff on program outcomes.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
SM.8: The grantee evaluates staff and volunteers on a regular basis and provides feedback for continuous performance improvement	STANDARD 33: Staff receive appropriate support to make their work experience positive	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me about your staff evaluation procedures. Tell me about your volunteer evaluation procedures.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 30.) PD Opportunities 31.) PD Attendance Log	
SM.9: The grantee ensures the appropriate credentialing of staff to meeting state and federal requirements.	STANDARD 26: The administration provides sound management of the program	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how staff are supported and encouraged to obtain credentials in the field. Tell me how you screen staff when hiring to ensure the proper credentials have been obtained.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 34.) Staff Credentials	

SM.10: The grantee makes efforts to retain quality staff.	STANDARD 26: The administration provides sound management of the program	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
	STANDARD 33: Staff receive appropriate support to make their work experience positive		
<u>Observable Evidence</u>		<u>Interview Question</u> Tell me how you ensure knowledgeable and experienced staff are retained.	
		<u>Documentation</u>	
Additional Notes:			

Program Implementation			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
PI.1: The grantee conducts activities in accordance with the hours of operation at each site as outlined in the original grant application. <u>Observable Evidence</u>		<i>Observation</i> Hours of Operation clearly posted	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
		<i>Interview Question</i> Have the hours of operation changed from your original grant application? If so, why?	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 35.) Hours of Operation	
PI.2: The grantee is serving eligible students and their families in a manner that is consistent with the approved grant application <u>Observable Evidence</u>		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
		<i>Interview Question</i> Have the students and families you're currently serving changed from your original grant application? If so, why?	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 36.) Student Enrollment Report 37.) Student Attendance Tracking Log	
PI.3: The grantee utilizes established methods for outreach and recruitment of eligible participants as described in the original grant application <u>Observable Evidence</u>		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
		<i>Interview Question</i> Tell me how students are currently recruited to attend the program. Do you tailor specific strategies to specific schools/programs/populations? Have your strategies changed/evolved from your original grant application? If so, why? Tell me how you retain students, once they become engaged?	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 38.) Program Marketing	

<p>PI.4: The grantee maintains and implements strategies to ensure the student/staff ratio is appropriate and safe for the specific activity</p> <p><i>As per Indiana Rule 4.6 of Child Welfare Services Administrative Code, there are no more than fifteen (15) children/youth, if there are five-year-olds, being supervised by one staff member</i></p> <p><i>As per Indiana Rule 4.6 of Child Welfare Services Administrative Code, there are no more than twenty (20) children/youth, if all are six years or older, being supervised by one staff member</i></p>	<p>STANDARD 36: Staff/child ratios and group sizes permit the staff to meet the needs of children and youth</p>	<p><i>Observation</i></p> <p>Physical count of student/teacher ratio</p>	<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>	<p><i>Interview Question</i></p> <p>Tell me what steps are taken to ensure appropriate student/teacher ratios are maintained.</p>		
	<p><i>Documentation</i></p> <p>39.) PP Student Teacher Ratios</p>		
<p>PI.5: The grantee is servicing the proposed target number of students as stated within the approved grant application.</p>	<p><i>Observation</i></p> <p>Attendance Log in use</p>		<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>	<p><i>Interview Question</i></p> <p>Have the number of students you’re currently serving changed from your original grant application? If so, why?</p>		
	<p><i>Documentation</i></p> <p>36.) Student Enrollment Report 37.) Student Attendance Tracking Log</p>		
<p>PI.6: The grantee is servicing the proposed target number of adults as stated within the approved grant application.</p>	<p><i>Observation</i></p> <p>Attendance Log in use (if applicable)</p>		<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>	<p><i>Interview Question</i></p> <p>Have the number of adults you’re currently serving changed from your original grant application? If so, why?</p>		
	<p><i>Documentation</i></p> <p>40.) Adult Enrollment Report* 41.) Adult Attendance Tracking Log*</p>		

<p>PI.7: The grantee provides equitable services to students, including those with disabilities and eligible nonpublic school students who were identified in the approved application.</p>	<p>STANDARD 37: Staff, families, and schools share important information to support the well-being of children and youth</p> <p>STANDARD 25: Program policies and procedures are responsive to the needs of all children, youth, and families in the community</p>	<p><i>Observation</i></p>	<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>		<p><i>Interview Question</i></p> <p>Tell me about accommodations that have/are being made for students.</p> <p>Tell me about any training available to staff members working with students with disabilities.</p> <p>Tell me how many students who attend programming qualify for special education.</p> <p>Tell me how you ensure service provision for nonpublic school students who were identified in the approved application.</p> <hr/> <p><i>Documentation</i></p> <p>42.) PP Non-Discrimination</p>	
<p>PI.8: The grantee encourages parental and family involvement by offering at least one parental involvement activity at each site annually.</p>	<p>STANDARD 8: Staff support families' involvement in the program</p>	<p><i>Observation</i></p>	<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>		<p><i>Interview Question</i></p> <p>Tell me what types of opportunities you provide for parents to participate at each site.</p> <p>Tell me how often you provide opportunities for parents to participate in at each site.</p> <hr/> <p><i>Documentation</i></p> <p>43.) Event Activity Calendar 44.) Parental/Family Involvement Attendance Log</p>	
<p>PI.9: The grantee actively communicates with parents regarding program activities and engagement opportunities.</p>	<p>STANDARD 37: Staff, families, and schools share important information to support the well-being of children and youth</p>	<p><i>Observation</i></p> <p>Distribution/Availability of communications materials</p>	<p><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</p> <p><input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i></p>
<p><u>Observable Evidence</u></p>		<p><i>Interview Question</i></p> <p>Tell me what methods you use to communicate with parents.</p> <p>Tell me how often you communicate with parents.</p> <hr/> <p><i>Documentation</i></p> <p>45.) Parental Communications</p>	

<p>PI.10: The grantee is providing a curriculum of comprehensive activities consistent with the minimum required hours of operation and the approved grant application.</p> <p><u>Minimal Requirements</u> 12 hours per week, 4 days per week</p> <p><i>Middle School:</i> 10 hours per week</p> <p><i>High School:</i> 8 hours per week</p>	<p>STANDARD 14: Activities and the curriculum reflect the mission of the program and promote the development of all children and youth in the program</p>	<p><i>Observation</i></p> <p>Adherence to Activity Calendar</p>	<p> <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply </p> <p> <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated </p>
<p><u>Observable Evidence</u></p>		<p><i>Interview Question</i></p> <p>Tell me how you determine which activities to include in your activity plans.</p> <p>Tell me how you assess the needs and interests of the student participants.</p> <p>Tell me how you use research to support the selection of curriculum and activities.</p> <p>Tell me how your selected curriculum addresses Indiana Common Core Standards.</p> <p>Tell me how your programs have changed/evolved throughout the grant timeframe.</p>	
		<p><i>Documentation</i></p> <p>46.) Lesson/Activity Plan 47.) Lesson/Activity Calendar</p>	
<p>PI.11: The grantee employs inquiry-based activities, that are experiential, hands on, and learner directed as part of the academic curriculum.</p>	<p>STANDARD 14: Activities and the curriculum reflect the mission of the program and promote the development of all children and youth in the program</p>	<p><i>Observation</i></p> <p>Adherence to Activity Calendar</p>	<p> <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply </p> <p> <input type="checkbox"/> Inclusion in Corrective Action Plan Indicated </p>
<p><u>Observable Evidence</u></p>		<p><i>Interview Question</i></p> <p>Tell me about your use of inquiry-based activities within your curriculum.</p> <p>Tell me about activities that allow youth to learn through experiential or real world experiences.</p>	
		<p><i>Documentation</i></p> <p>46.) Lesson/Activity Plan 47.) Lesson/Activity Calendar</p>	

PI.12: The grantee sets clear standards for student behavior and implements disciplinary procedures and strategies as necessary	STANDARD 5: Staff utilize positive techniques to guide the behavior of children and youth	Observation Compliance with stated procedures	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question How is student behavior managed? Tell me how standards for student behavior are communicated to students and parents. Tell me how staff are trained to implement disciplinary procedures.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 48.) PP Student Code of Conduct 49.) Disciplinary Action Forms	
PI.13: The grantee employs an effective marketing strategy to publicize the program and its achievements within the school and broader community.		Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how you promote and highlight student and program achievements within the community. Tell me how you acknowledge the achievements and contributions of students.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 38.) Program Marketing	
P.14: The grantee has developed and utilizes communication strategies to engage the students’ schools and teachers	STANDARD 13: Programs are intentional about supporting and accelerating student learning	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question Tell me how you communicate with the schools that your students attend. Tell me how you communicate with the teachers of the students who participate in your program. Tell me how you access and utilize student academic records. Tell me how you align in-school and out of school time efforts to support student success.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Documentation 50.) School Communication	

		51.) School Records 52.) School/Teacher Correspondence	
*PI.15: The grantee provides transportation to meet the needs and schedule of students who participate.	STANDARD 28: Program policies and procedures are in place to protect the safety of all children and youth	Observation	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		Interview Question	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		Tell me how you assess and meet the transportation needs of the student who participate.	
		Documentation 53.) Transportation Vendor Contracts* 54.) Transportation Authorization Form* 55.) Transportation Log* 56.) PP Transportation*	
Additional Notes:			

Program Evaluation			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
PE.1: The grantee has retained an outside evaluator who conducts local level evaluation activities.	STANDARD 27: The program develops and implements a system for promoting continuous quality improvement	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me about the evaluation plan the evaluator that you have retained utilizes. Tell me about the instruments used during the evaluation process. Tell me about the timeline for evaluation and data collection.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 57.) External Evaluator Contract 58.) External Evaluator Instruments 59.) External Program Evaluator Reports	
PE.2: The grantee routinely utilizes the information from evaluations to inform the decision-making process to ensure program quality and improvement.	STANDARD 27: The program develops and implements a system for promoting continuous quality improvement	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you use the information obtained from evaluations to inform your decision-making processes.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 59.) External Program Evaluator Reports 60.) Program Improvement and/or Action Plans	
PE.3: The grantee regularly communicates evaluation findings to staff members, partners, parents, students, and other stakeholders.	STANDARD 27: The program develops and implements a system for promoting continuous quality improvement	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you disseminate data analysis and evaluation results with: students, staff, parents, partners, and other stakeholders.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 61.) Program Evaluation Report Communication	

PE.4: The grantee identifies and shares promising practices that are identified through evaluation procedures.	STANDARD 27: The program develops and implements a system for promoting continuous quality improvement	<div>Observation</div> <div><input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply</div>
<u>Observable Evidence</u>		<div>Interview Question</div> <div>Tell me how you share promising/best practices with key stakeholders.</div> <div>Tell me how you share promising/best practices to contribute to the broader knowledge base around Indiana and beyond.</div>
		<div>Documentation</div>
Additional Notes:		

Advisory Board, Partnerships, and Collaboration			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
ABPC.1: The grantee works in collaboration with at least one partner to implement program services in accordance with the grant application		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me about one of your partnerships and how you collaborate to meet programmatic needs and goals. Have your partners changed/evolved throughout the grant cycle? <hr/> <i>Documentation</i> 62.) Current Partnership List 63.) Partner MOU/Contracts	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
ABPC.2: The grantee makes strategic efforts to recruit new partners.		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you identify needs which could be filled by new partners. Tell me what strategies you use to recruit new partners. <hr/> <i>Documentation</i>	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
ABPC.3: The grantee retains partners and maintains collaborative relationships through effective communication efforts, planning, and evaluation.		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you maintain communication with partners. (methods, meetings, etc.) Tell me how you agree on services and other resources provided. Tell me how you review the effectiveness of the collaboration and progress towards stated goals. Tell me how you discuss and resolve barriers to program implementation.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated

		<i>Documentation</i> 64.) Calendar of Partner Meetings 65.) Partnership Evaluation	
ABPC.4: The grantee actively maintains and engages with an Advisory Board composed of program stakeholders.	STANDARD 8: Staff support families' involvement in the program	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you engage with Advisory Board Members. Tell me how often Advisory Board members meet. Tell me who is targeted for membership and how Advisory Board Members are selected. Tell me about the purpose/focus of the Advisory Board.	<input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i>
		<i>Documentation</i> 66.) Advisory Board Membership 67.) Advisory Board Meeting Minutes	
Additional Notes:			

Organizational Commitment and Capacity			
Compliance Indicator	Alignment with Indiana Afterschool Standards	Observation, Interview Question, or Documentation Required	Performance Metrics
OCC.1: The grantee has developed a written sustainability plan to ensure the programs longevity after the grant period concludes.		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you plan to sustain the program following the conclusion of the grant. Tell me what efforts have been made thus far towards the implementation of the plan.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 68.) Sustainability Plan	
OCC.2: The grantee has developed a resource development plan including the pursuit of funding and in-kind support to sustain the program as grant support decreases		<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me about your plans to pursue funding and in-kind resources to support your program as the grant support decreases.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i> 69.) Resource Development Plan 70.) Solicitation Letter	
OCC.3: The grantee maintains documentation of contributions (in-kind or financial resources)		<i>Observation</i> Tracking process/tools being utilized	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply
<u>Observable Evidence</u>		<i>Interview Question</i> Tell me how you track all contributions made to the program.	<input type="checkbox"/> Inclusion in Corrective Action Plan Indicated
		<i>Documentation</i>	

OCC.4: The grantee has established linkages with other federal, state, and local agencies to coordinate and maximize the use of available resources.	STANDARD 25: Program policies and procedures are responsive to the needs of all children, youth, and families in the community	<i>Observation</i>	<input type="checkbox"/> Meets Requirements <input type="checkbox"/> Progressing Towards <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Does Not Apply <input type="checkbox"/> <i>Inclusion in Corrective Action Plan Indicated</i>
<u>Observable Evidence</u>	<i>Interview Question</i> Tell me about any collaborations that you have with other federal, state, or local agencies that serve your students. <i>Documentation</i> 71.) Agency Interactions 72.) Agency Meeting Minutes		
Additional Notes:			

*: if applicable

Meets Requirements: Reviewer has seen sufficient evidence that the compliance indicator has been met. No further action required.

Progressing Towards: Reviewer has seen evidence that grantee is actively working towards implementing solutions or strategies to address deficiencies that exist related to the compliance indicator. Further action should be outlined in the Corrective Action Plan to address remaining deficiencies related to the compliance indicator identified.

Does Not Meet: Reviewer has not seen sufficient evidence that the compliance indicator has been met. Further action should be outlined in the Corrective Action Plan to address deficiencies related to the compliance indicator identified.