

FY25 NITA M. LOWEY 21ST CCLC MONITORING APPLICATION TRAINING



2024

**WELCOME AND THANK YOU FOR PARTICIPATING IN TODAY'S
21ST CCLC MONITORING APPLICATION TRAINING!
FOR THE BEST EXPERIENCE, PLEASE REVIEW THE FOLLOWING HOUSEKEEPING ITEMS:**

- ✓ Be sure you are using the downloaded Microsoft Teams application from the website, which will enable you to use the “chat” and “raise hand” features on your desktop or mobile device.
- ✓ You have been muted and the camera has been disabled, as this improves bandwidth and keeps the presentation from slowing down or being delayed.
- ✓ If you have a question, please type in the chat. A member of the 21st CCLC team will address them throughout the training.
- ✓ Verbal questions will be addressed at the end of the presentation. Please use the “raise hand” feature and you will be called upon in order. You will be unmuted at that time.
- ✓ This session will be recorded and will be posted on the 21st CCLC WordPress blog, for future reference along with the final presentation slides.
- ✓ **The attendance/training feedback link will be provided towards the end of the training.**



TODAY'S AGENDA

Step-by-Step Walkthrough of the
Monitoring Application

Check-In/Break

How to be Successful in your
21st CCLC Monitoring Review

Resources/Q & A



USING THE APPLICATION

First Year Implementation Phase

Compliance and Performance
Assessment (CAPA) Phase

Grant Closeout Phase

SYSTEMS REVIEW

OH|ID - OH|ID Portal

OEDS - Ohio Education Directory System

Monitoring - Department's Monitoring Application

Grantee/Org - Entity that was awarded the grant

IRN - Information Retrieval Number

Grant # - Assigned by CCIP



SYSTEM ACCESS

Ohio Educational Directory System (OEDS)

The following roles can give role access to the ODE Monitoring Application:

- CCIP Authorized Rep/Superintendent
- CCIP Fiscal Rep/Treasurer
- ✓ ***OEDS-R Administrator – primary contact***



SYSTEM ACCESS: REQUIRED ROLES

To access and use the Monitoring Application, grantee staff must have one of the following roles in OEDS:

- CCIP Authorized Rep/Superintendent
- CCIP Fiscal Rep/Treasurer
- ✓ ***Program Manager - 21st Century Grant***

SYSTEM ACCESS: REQUIRED ROLES

For multiple users, please have your OEDS-R Administrator issue the following roles in OEDS:

- Data Entry – Compliance
- Data View – Compliance



SYSTEMS ACCESS: PROGRAM MANAGER ROLE

- There can only be ONE program manager role in the Monitoring Application.
- That does not restrict the number of additional role assignments in the system.

ENTERING THE MONITORING APPLICATION

Step 1: Go to <https://ohid.ohio.gov> to log into your OH|ID account.

OH|ID

Please login to access the Ohio ID Portal using your OH|ID Account.
Please click the link below to create your OH|ID Account in a few simple steps.

Create New Account >

OH|ID

Username:

Password:

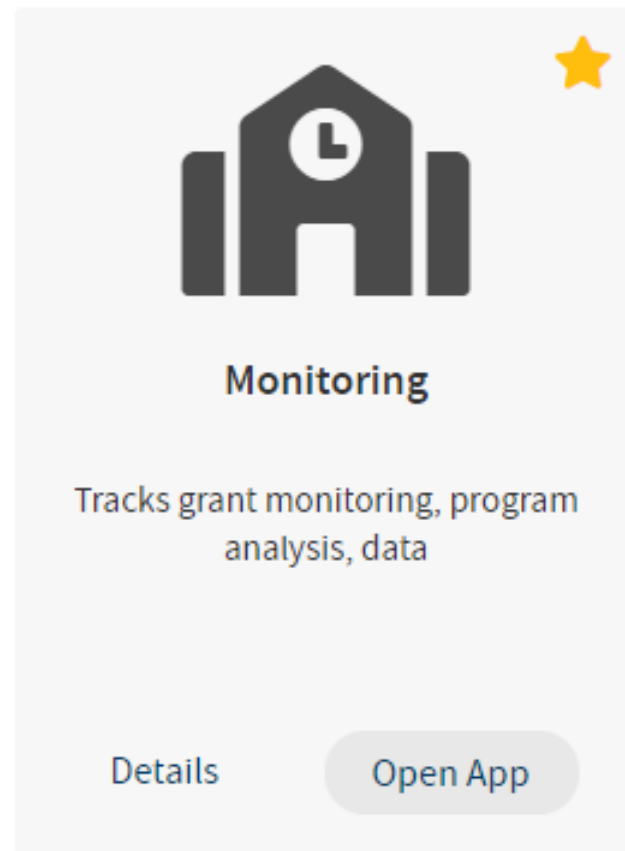
Log In

[Forgot username/password?](#)

[Need Help?](#)

ENTERING THE MONITORING APPLICATION

Step 2. Under My Sites & Applications, find and click on the **Monitoring** application



Entering the Monitoring Application

Step 3. From the Monitoring Dashboard, ***ensure you have access to the correct program***

Select A Program

043802 - Columbus City School District

District IRN

Program Associated To

[Consolidated ESEA Grants](#)

[Grants Management Subrecipient Monitoring](#)

[21st Century Community Learning Centers](#)

[Charter School Program Grant](#)



Entering the Monitoring Application

Step 4. Select the District or Organization, then click on **21st Century Community Learning Centers**

Select A Program

043802 - Columbus City School District

District IRN

Program Associated To

[Consolidated ESEA Grants](#)

[Grants Management Subrecipient Monitoring](#)

[21st Century Community Learning Centers](#)

[Charter School Program Grant](#)



Select A Program

You are associated to multiple organizations.
Please select an organization. ✕

Organization

044339 - Marion City ▼

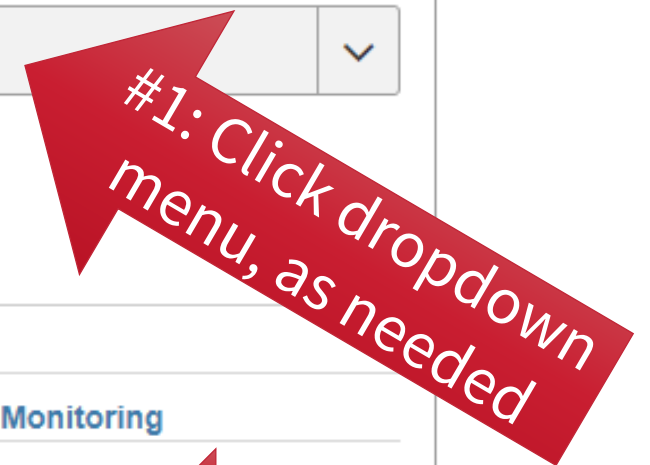
District IRN

Program Associated To

[Consolidated ESEA Grants](#)

[Grants Management Subrecipient Monitoring](#)

[21st Century Community Learning Centers](#) #2



ENTERING THE MONITORING APPLICATION

Step 5. Under the **Basic Search** tab, **type in your District/Organization name** (if not auto populated) then click **SEARCH**

- *Be sure that the Program Period is in FY2025*

Module: **Monitoring** Program Selected: 21st Century Community Learning Centers

Basic Search Export Results Bulk Email Issue Search

Program Period
21st CCLC FY 2025

Organization IRN/Name
000249 - Open Doors Inc (Cuyahoga)

Sponsoring Organization IRN/Name

Results Count
20

Search Reset

Entering the Monitoring Application

Step 6. Under **Search Results**, click your District/Organization name listed under **Organization**



Search Results

Returned 1 Results

Organization	Program Period	Number Of Surveys	Overall Completion
000249 - Open Doors Inc	21st CCLC FY 2025	1	Not Started

[Bulk Em](#)

Entering the Monitoring Application

Step 7. Review the **Overview Tab** for the following: *Survey Status, Number of Surveys, Issues (CAPs), Technical Assistance (TAs), and Utility Counts (Documents, Comments/Communications)*. Confirm information here is correct.

The screenshot displays the 'Overview' tab of a monitoring application. At the top, there are navigation tabs for 'Overview', 'Questions', 'Issue / AP', and 'Technical Assistance'. A 'Refresh Overview Page' button is located in the top right corner.

The main content area is divided into several sections:

- Status:** Shows 'Overall Completion: In Progress' and 'Compliance: Compliant'. A blue arrow points to this section.
- Consultants:** Shows 'None'.
- Surveys: 1:** A table with one entry: 'FY 2021 21stCCLC Monitoring Survey'.
- Issues:** Shows '0 Issue(s)' and '0 Flags'. A blue arrow points to this section.
- Technical Assistance:** Shows '0' and a table with columns 'Name', 'Offer To', 'Offer Date', and 'Title'. Below the table are navigation buttons: 'Previous 10 Results', 'Go to page 1 of 0', and 'Next 10 Results'.
- Utility Counts:** A summary table with columns for 'Documents' and 'Comments/ Communications'.

Documents		Comments/ Communications		
Total Number Of Documents	Recent Document(s)	Total Number Of Comment(s)	Recent Comment(s) Count	Recent Communication(s) Count
0 Document(s)	0 Document(s)	0 Comment(s)	0 Comment(s)	0 Communication(s)



SELECTING A SURVEY

Step 8. Click on the **Questions** Tab, and under the FY2025 21st CCLC Monitoring Survey or FY2025 21st CCLC Grant Closeout Survey area, select **Add Grant(s)** – to select the grant number(s) under a 1st Year Implementation, CAPA review and/or Grant Closeout survey.

Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY 2021 21stCCLC Monitoring Survey				

FY 2021 21stCCLC Monitoring Survey					
Grant Number	Grant Name	Started Date	End Update	Compliance Status	Completion Status
14588	Africentric		11/03/2020	Compliant	In Progress <input type="button" value="v"/> <input type="button" value="lock"/>

Add Grants(s)

12314 - Livingston Elementary



SELECTING A SURVEY

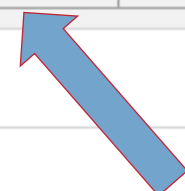
Step 9. Once the grant number(s) have populated, select **Start Survey**, changing the Completion Status to **Started** - to begin reviewing the indicators/questions and uploading documentation.

FY 2021 21stCCLC Monitoring Survey					
Grant Number	Grant Name	Started Date	End Update	Compliance Status	Completion Status
10889	Garfield & GW				Start Survey

[Add Survey\(s\)](#)

FY 2021 21stCCLC Monitoring Survey					
Grant Number	Grant Name	Started Date	End Update	Compliance Status	Completion Status
⋮ 10889	Garfield & GW				Started <input type="button" value="v"/> <input type="button" value="🔒"/>

[Add Survey\(s\)](#)



UPLOAD DOCUMENTATION TO THE SPECIFIC INDICATOR

Step 10. Select the section to address, under the LEA column:

Sections

Hide Sections

* Required ® Recommended

LEA ODE CPL

* Fiscal Component for First Year Grant

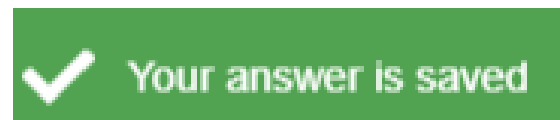
* First Year Implementation Review


Grey Box =
Work Not
Started/Incomplete

UPLOAD DOCUMENTATION TO THE SPECIFIC INDICATOR

Step 11. Under each indicator/question, select the checkbox(es) for each piece of documentation that will be uploaded.

A green box appears then disappears on your screen:






Question 6 

(OPTION 2 and 3 ONLY) The subgrantee provides a minimum of 15 hours for elementary programs and 12 hours for middle/high school programs. Evidence presented should provide daily program hour calculations with daily totals - as part of the documentation. Do not include time for conferencing, debriefing, clean-up or dismissal in your evidence of program hours.

+ 21st CCLC program calendar - this does not include the school/district calendar N/A - Expanded Learning Time (ELT)

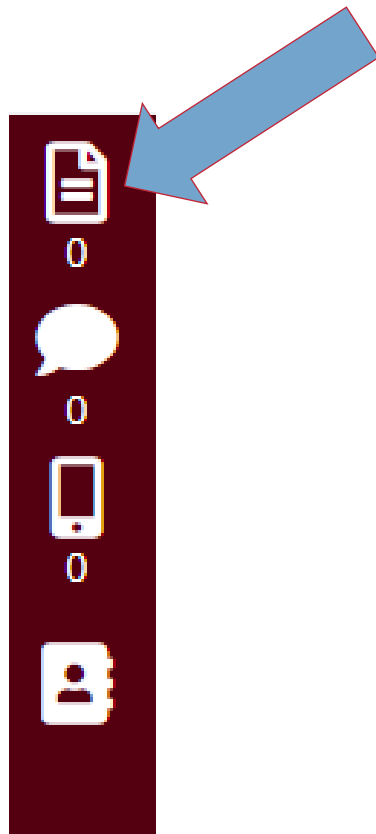
+ Parent/Student/Staff handbook

 0 Documents  0 Comments  0 Communication



HOW TO UPLOAD DOCUMENTATION

Step 12. Select the **Document** button to upload to that specific indicator/question.



Question 6

(OPTION 2 and 3 ONLY) The subgrantee provides a minimum of 15 hours for elementary programs and 12 hours for middle/high school programs. Evidence presented should provide daily program hour calculations with daily totals - as part of the documentation. Do not include time for conferencing, debriefing, clean-up or dismissal in your evidence of program hours.

+ 21st CC program calendar - this does not include the school/district calendar N/A - Expanded Learning Time (ELT)

+ Student/Staff handbook

0 Documents 0 Comments 0 Communication

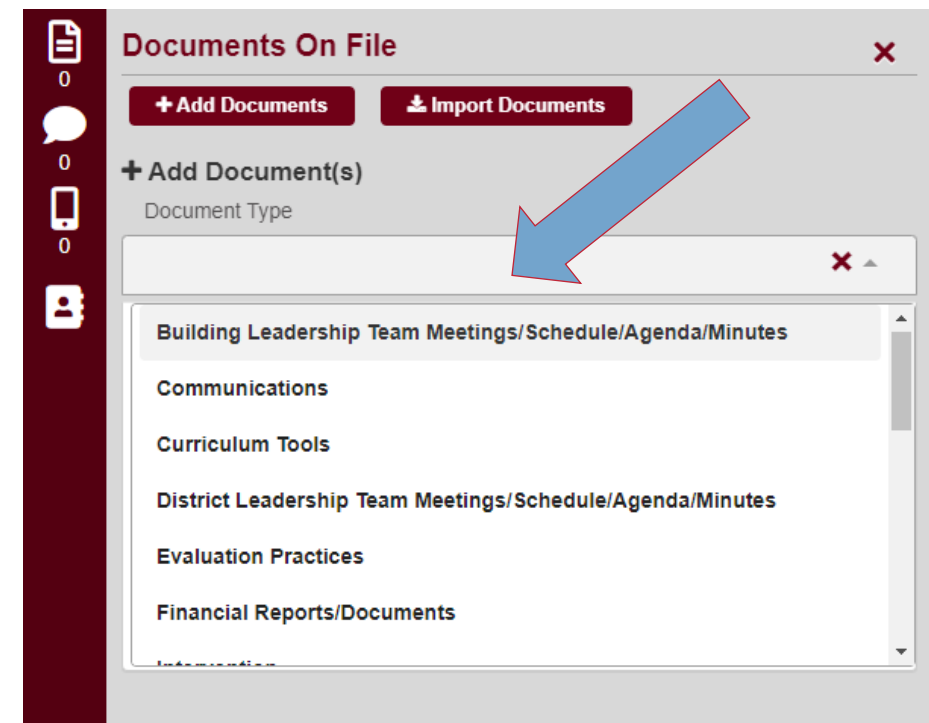
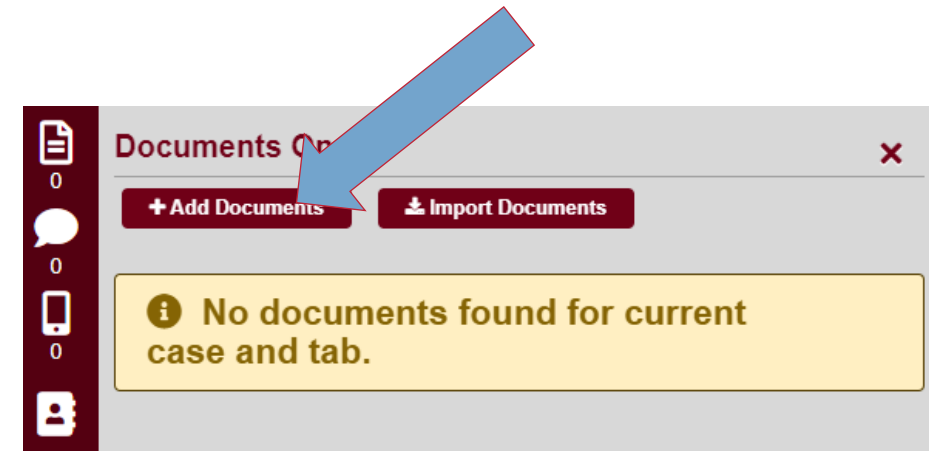
A blue arrow points to the "Documents" button.

Once uploaded, documents will be housed under **Documents** – on the left side of the screen.

HOW TO UPLOAD DOCUMENTATION

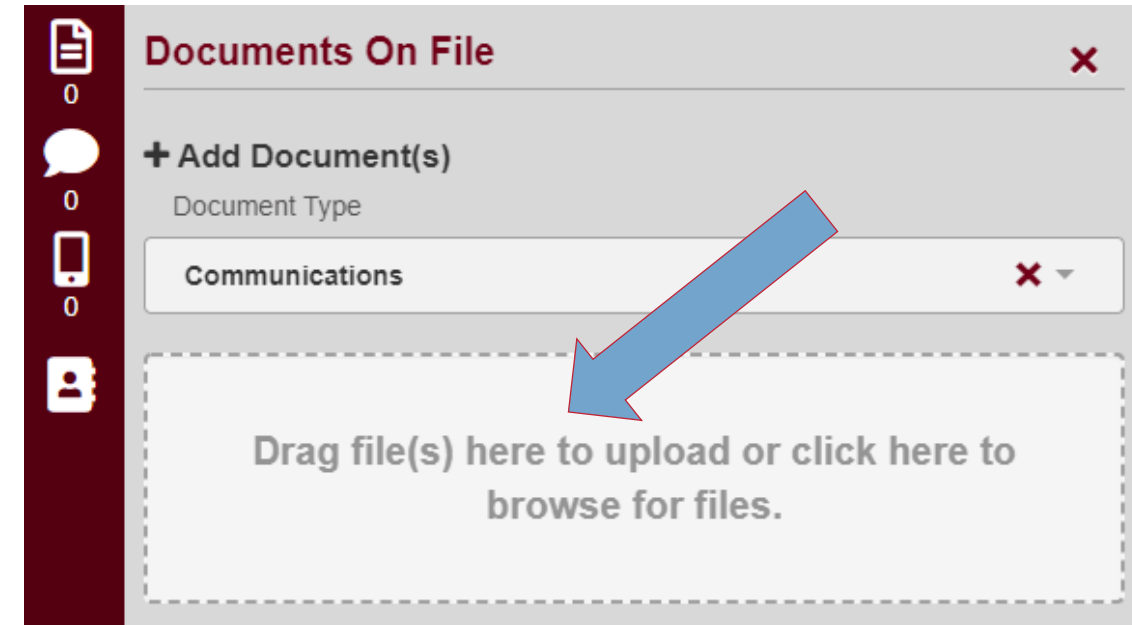
Step 13. Once the **Document** button is selected, click on **Add Documents**, to start uploading.

Next, select the appropriate document type from drop down menu.



HOW TO UPLOAD DOCUMENTATION

Then “Drag and Drop” documents from your computer.



Once items are uploaded for an indicator, then select the **Close Add Documents** button.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .png, .txt, .wav, .x-png, .xls, .xlsb, .xism, .xlsx, .zip

Close Add Documents

Doc Name	Doc Type	Date
Livingston Elementary FY 2021 21stCCLC Monitoring Survey.pdf	Communications	11/04/2020

HOW TO UPLOAD DOCUMENTATION


The uploaded document is now listed under the indicator/question in **NUMBER ONLY** – click on the document see all documents for that indicator.



*Please Note: If the number above does not change over immediately, please toggle between **SECTIONS** – returning to the original indicator, where the number should change.*

HOW TO PROVIDE COMMENTS

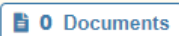


Step 14. Select the **Comments** button to provide an explanation about any uploaded document(s) (as needed).

Question 6 

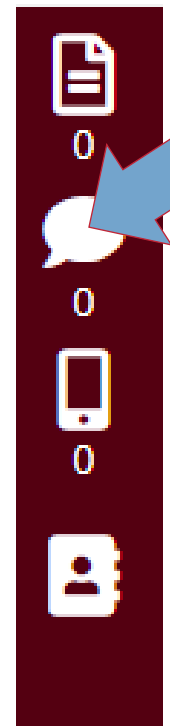
(OPTION 2 and 3 ONLY) The subgrantee provides a minimum of 15 hours for elementary programs and 12 hours for middle/high school programs. Evidence presented should provide daily program hour calculations with daily totals - as part of the documentation. Do not include time for conferencing, debriefing, clean-up or dismissal in your evidence of program hours.

+ 21st CCLC program calendar - this does not include the school/district calendar N/A - Expanded Learning Time (ELT)

+ Parent/Student/Staff handb

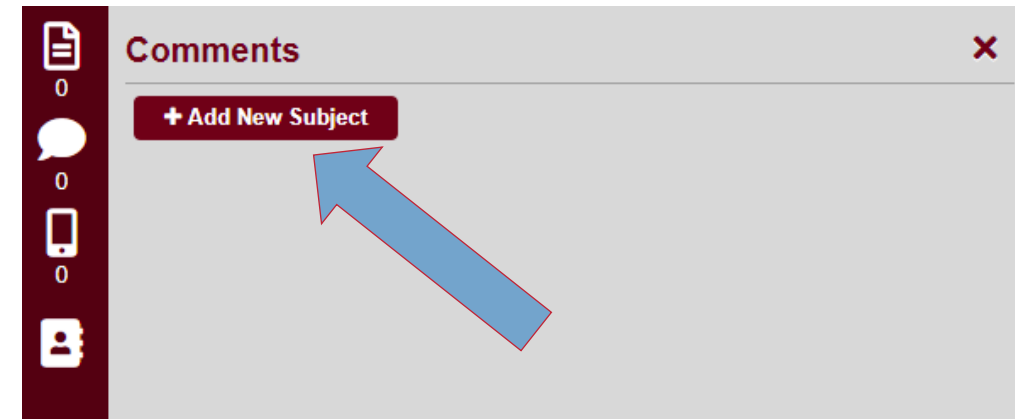
 0 Documents  0 Comments  0 Communication

Once comments are provided, they will be housed under **Comments** – on the left side of the screen.

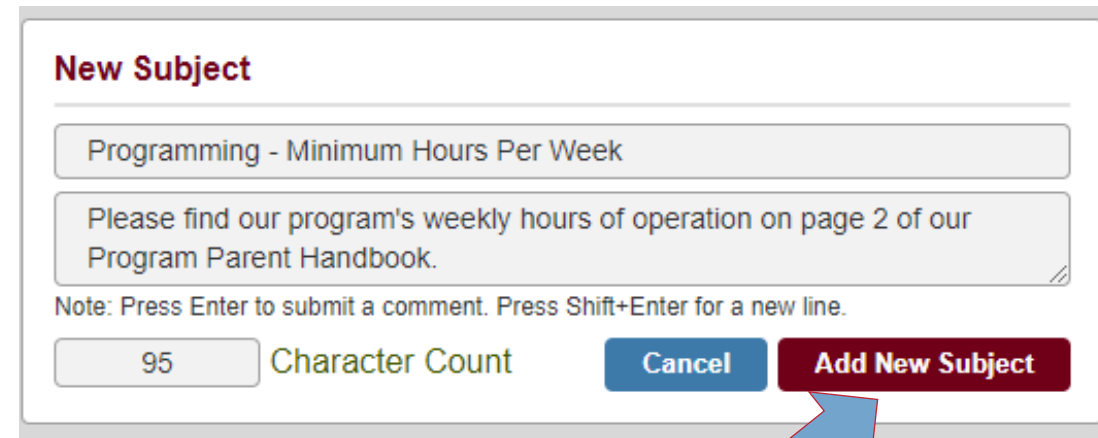


HOW TO PROVIDE COMMENTS

Once the **Comments** button is selected, click on **Add New Subject**, to begin the comment.



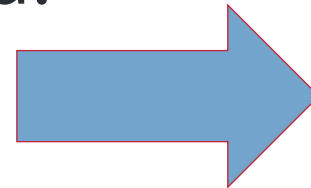
Add a title, then provide any pertinent information related to the uploaded document(s). Once complete, press **Add New Subject**.

A screenshot of a "New Subject" form. At the top is the title "New Subject" in bold. Below it is a text input field containing "Programming - Minimum Hours Per Week". Underneath is a larger text area containing the text "Please find our program's weekly hours of operation on page 2 of our Program Parent Handbook." Below the text area is a note: "Note: Press Enter to submit a comment. Press Shift+Enter for a new line." At the bottom left is a "Character Count" field showing "95". To its right are two buttons: a blue "Cancel" button and a dark red "Add New Subject" button. A blue arrow points from the bottom right towards the "Add New Subject" button.

HOW TO PROVIDE COMMENTS

To review any replies from your 21st CCLC Regional Consultant, press the **green replies** button.

From there, comments from the grantee and regional consultant can be viewed.



Programming - Minimum Hours Per Week 2 replies

This information was helpful and addresses the indicator/question - thank you!

Updated By [A. DIANA Southall](#) on 11/04/2020 05:20:23

Programming - Minimum Hours Per Week 2 replies

Note: Press Enter to submit a comment. Press Shift+Enter for a new line.

Character Count

This information was helpful and addresses the indicator/question - thank you!

Updated By [A. DIANA Southall](#) on 11/04/2020 05:20:23

Please find our program's weekly hours of operation on page 2 of our Program Parent Handbook.

Updated By [A. DIANA Southall](#) on 11/04/2020 05:17:30

UPLOAD TO THE SPECIFIC INDICATOR

Step 15. After uploading pertinent documentation, a **green checkmark** will appear – indicating that the question has been addressed.

Question 2  

The program is licensed.
Supporting Documentation:

Ohio Department of Job and Family Services (ODJFS) Childcare License

Ohio Department of Education (ODE) School Age Childcare License + Proof of Youth Development Exemption

High School Program - NO LICENSE NEEDED

 1 Documents  0 Comments  0 Communication

UPLOAD TO THE SPECIFIC INDICATOR

Step 16. After uploading pertinent documentation, refer to two places:

- ✓ First, under **Questions** –ensure all indicators/questions have been answered.
- ✓ Second, under **Sections** – ensure that the LEA column is completed.

FY 2022 21stCCLC Monitoring Survey

Prev Section First Year Implementation Review. In this section, all documentation must reflect the **CURRENT 2021-2022** school year.

Questions

* 1 ✓	* 2 ✓	* 3 ✓	* 4 ✓	* 5 ✓	6 ✓	* 7 ✓	* 8 ✓
-------	-------	-------	-------	-------	-----	-------	-------

GOAL = All questions in a section are marked green and check marked

* First Year Implementation Review. In this section, all documentation must reflect the **CURRENT 2021-2022** school year. ✓ ✓ ✓

GOAL = All questions in a section are marked green and check marked



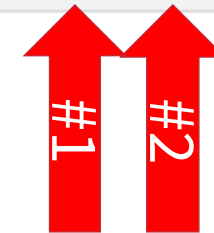
SURVEY COMPLETION

Step 17. Once your sections are green (in the LEA column), change your **Completion Status to Submitted** then click the **SAVE** **button/icon**.

This will allow your 21st CCLC Regional Consultant to begin the desk review.



FY 2021 21stCCLC Monitoring Survey						
	Grant Number	Grant Name	Started Date	End Update	Compliance Status	Completion Status
⋮	10889	Garfield & GW			Not Started	Submitted <input type="button" value="v"/> <input type="button" value="Save"/>



SURVEY QUESTIONS - SECTIONS

Fiscal Component for 1st Year Implementation Grant 1
section, 1 question

Sections

[Hide Sections](#)

* Required ® Recommended

LEA ODE CPL

* Fiscal Component for First Year Grant

[Prev Section](#)

Fiscal Component for First Year Grant

LEA ODE CPL

[Next Section](#)

Questions

* Required ® Recommended

* 1 | 0



SURVEY QUESTIONS - SECTIONS

**1st Year Implementation Review –
1 section, 8 questions**

*** First Year Implementation Review. In this section, all documentation must reflect the CURRENT 2021-2022 school year.**



Questions



FY 2022 21stCCLC Monitoring Survey

Prev Section

First Year Implementation Review. In this section, all documentation must reflect the CURRENT 2021-2022 school year.

LEA ODE CPL

Next Section

Questions

* Required ® Recommended



SURVEY QUESTIONS - SECTIONS

Fiscal Component for Continuing Grant –
1 section, 3 questions

*** Fiscal Component for Continuing Grant**
(In this section, all documentation must reflect the **PREVIOUS 2020-2021** school year.)



Questions



FY 2022 21stCCLC Monitoring Survey

Prev Section

Fiscal Component for Continuing Grant (In this section, all documentation must reflect the **PREVIOUS 2020-2021** school year.)

LEA ODE CPL

Next Section

Questions

* Required ® Recommended



SURVEY QUESTIONS - SECTIONS

CAPA Monitoring Review (LEA) –
1 section, 6 subsections, 26 questions

* CAPA Monitoring Review (LEA) (In this section, all documentation must reflect the PREVIOUS 2020-2021 school year.)



✓ Please click the **Next** button – to move through each subsection (e.g., Program Administration)

Questions i

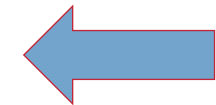
FY 2022 21stCCLC Monitoring Survey

Prev Section CAPA Monitoring Review (LEA) (In this section, all documentation must reflect the PREVIOUS 2020-2021 school year.) LEA ODE CPL Next Section

Questions * Required @ Recommended

* 1 * 2 * 3 * 4 * 5 * 6 * 7 * 8 * 9 * 10 * 11 * 12 * 13

Next



SURVEY QUESTIONS - SECTIONS

Grant Close-Out – 1 section, 5 questions

Sections Hide Sections

* Required ® Recommended LEA ODE CPL

*** Grant Close-Out**

Questions i

FY 2022 21st Grant Closeout Survey

Prev Section

Grant Close-Out

LEA ODE CPL

Next Section

Questions

* Required ® Recommended

- * 1
- * 2
- * 3
- * 4
- * 5



SURVEY QUESTIONS - SECTIONS

CAPA Monitoring Review (ODE) – 1 section, 4 questions

*** CAPA Monitoring Review (ODE) (In this section, please provide documentation for questions 1-4 only, which must reflect the CURRENT 2021-2022 school year.)**



Questions i

FY 2022 21stCCLC Monitoring Survey

Prev Section CAPA Monitoring Review (ODE) (In this section, please provide documentation for questions 1-4 only, which must reflect the CURRENT 2021-2022 school year.) ODE CPL **Next Section**

Questions * Required ® Recommended

* 1 | * 2 | * 3 | * 4 | * 5 | * 6 | * 7 | * 8 | * 9 | * 10 |



SURVEY QUESTIONS - SECTIONS

For all surveys, please note which questions are **Required or Recommended** – by the icon listed by the indicator/question.

Sections	Hide Sections
* Required ® Recommended	LEA ODE CPL
* Fiscal Component for First Year Grant	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
* First Year Implementation Review. In this section, all documentation must reflect the CURRENT 2021-2022 school year.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>






SURVEY QUESTIONS – FINAL RESPONSES

For all surveys, once your desk and/or virtual on-site review is completed: if you wish to download a copy of your surveys – please click on the 3 dots to populate the **Download PDF** icon.

Click that to download the surveys you have access to.



Grant Number	Grant Name	Started Date	End Update	Compliance Status	Completion Status
14588	Africentric	11/03/2020	11/04/2020	Compliant	Completed <input type="button" value="v"/> 

14588	Africentric	11/03/2020	11/04/2020	Compliant	Completed <input type="button" value="v"/> 
					



Questions?





C O F F E E

B R E A K

LET'S GO INTO THE APPLICATION!



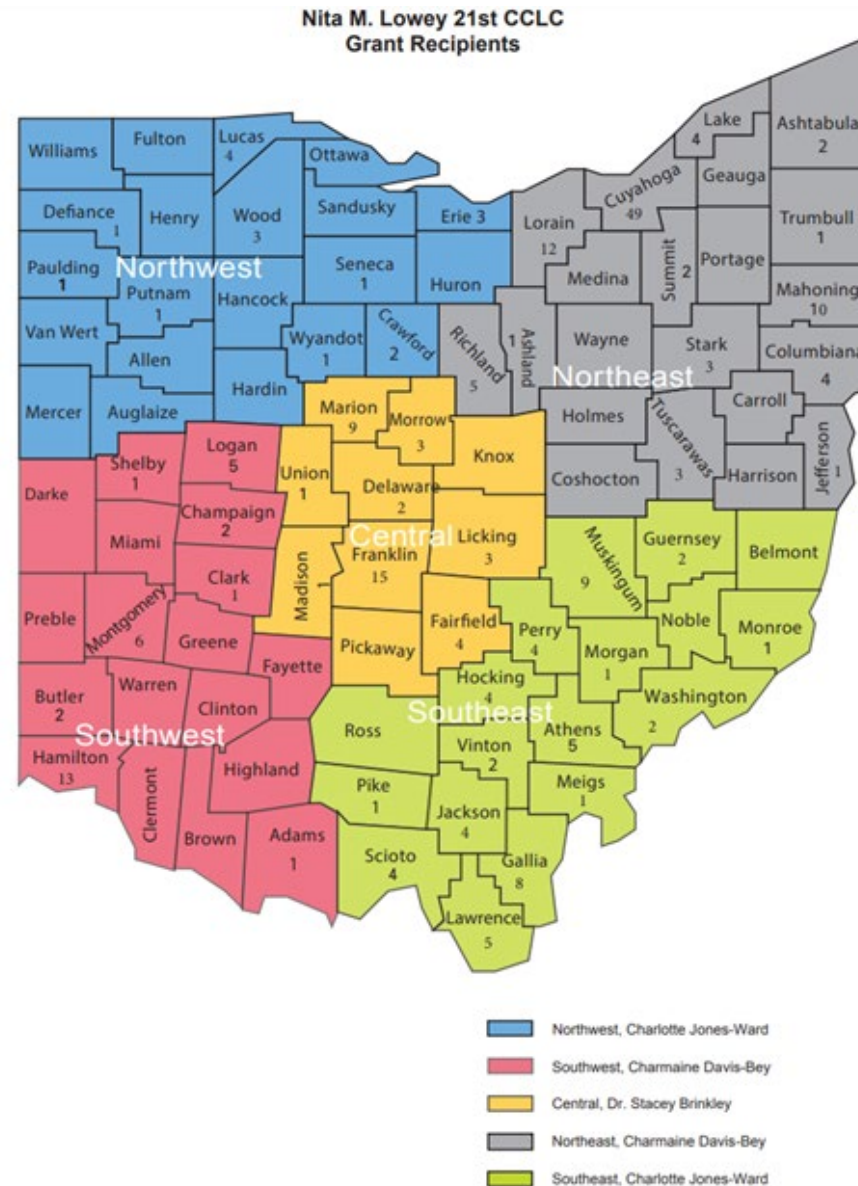
“Great Job! Your Program is Compliant!”



TIPS FOR A SUCCESSFUL MONITORING REVIEW



KNOW YOUR REGIONAL CONSULTANT



Northeast/Northwest Regions:
Tiffany Cartier White

Southwest/Southeast Region:
Jackie Cheadle

Central Region:
Dr. Stacey Brinkley



THE 21ST CCLC PROGRAM MANAGER ROLE – COMMUNICATE!

When you have questions or need to inform us of something regarding your program, please provide the following information:

IRN# (Information Retrieval Number)

Grant/Organization Name

Grant #

Site Location

COMPONENTS TO BE COMPLETED: 1ST YEAR MONITORING SURVEY

Part 1:
Fiscal
Component

Part 2:
Program
Component

COMPONENTS TO BE COMPLETED: 1ST YEAR MONITORING SURVEY



FY2023 - First Year Implementation Monitoring Survey

Fiscal Component for First Year Grant - (In this section, all documentation must reflect the CURRENT 2022-2023 school year) (Not Started)

Group Name | **Fiscal Desk Review - 1st Year Implementation Review (Options 1, 2 & 3)**

Question 1 * Required

- The subgrantee has effective financial management systems and staff with fiscal knowledge of state accounting systems that understand grant fiscal and financial reporting requirements (submission of PCRs and FERs) and appear to maintain an effective internal control over the operations of the approved grant.
- Program expenditures are allowable use(s) of funds and aligned to the approved program budget and objectives.
- Project Cash Requests are initiated & submitted regularly to assist with program management and maintains cash balances which meet the grant immediate cash needs.

Supporting Documentation (ALL REQUIRED):

- + List of fiscal staff positions and titles
- + List of expenditures by object code for grant under Fund (a special cost center is created for multiple grants, if applicable); or copies of program accounting journals. *Please Note: 21st CCLC Fund is 509.*
- + Copies of Project Cash Requests (PCR) + Policy for Inventory Controls
- + Copy of award letter & budget revisions requiring CCIP History Log comments

First Year Implementation Review. (In this section, all documentation must reflect the CURRENT 2021-2022 school year.) (Not Started)

Group Name | **Programmatic Desk Review - 1st Year Implementation Review (Options 1, 2 & 3)**

Question 1 * Required

Application: Programming described in the approved application is being offered.

Supporting Documentation (**please select one, no more than two**):

- + 21st CCLC daily program schedule + Program Description
- + Subsequent amendments/history log note

Question 2 * Required

The program is licensed.

Supporting Documentation (**please select one**):

- Ohio Department of Job and Family Services (ODJFS) Childcare License
- Ohio Department of Education (ODE) School Age Childcare License

+

Proof of Youth Development Exemption (documentation should be a letter from the 21st CCLC program of office acknowledging the exemption request) - *as aligned with the Ohio Revised Code*

FY25 21st CCLC 1st
Year Implementation –
Desk Review Survey
Questions



COMPONENTS TO BE COMPLETED: CAPA MONITORING SURVEY/ ON-SITE REVIEW

Part 1:
Fiscal
Component

Part 2:
Program
Component

Part 3:
Pre-Site Documentation Review
and On-Site Visit Component

FY25 CAPA MONITORING REVIEW LIST

IRN	Organization	County	Region	Grant Number	Consultant
010100	Afterschool All-Stars Columbus	Franklin	Central	19492	Stacey Brinkley
142273	Boys and Girls Clubs of Northeast Ohio	Lorain	Northeast	19049	To Be Announced
142273	Boys and Girls Clubs of Northeast Ohio	Lorain	Northeast	19427	To Be Announced
019152	Buckeye Community School	Richland	Northeast	19450	To Be Announced
019441	Buckeye Community School - London	Madison	Central	19449	Stacey Brinkley
019442	Buckeye Community School - Marion	Marion	Central	19333	Stacey Brinkley
048793	Cardington-Lincoln Local	Morrow	Central	18767	Stacey Brinkley
016843	Citizens Leadership Academy East	Cuyahoga	Northeast	18409	To Be Announced
043794	Cleveland Heights-University Heights City	Cuyahoga	Northeast	14991	To Be Announced
043794	Cleveland Heights-University Heights City	Cuyahoga	Northeast	17187	To Be Announced
043794	Cleveland Heights-University Heights City	Cuyahoga	Northeast	18927	To Be Announced
113217	College Now Greater Cleveland	Cuyahoga	Northeast	18687	To Be Announced
113217	College Now Greater Cleveland	Cuyahoga	Northeast	17331	To Be Announced
113217	College Now Greater Cleveland	Cuyahoga	Northeast	19510	To Be Announced
113217	College Now Greater Cleveland	Cuyahoga	Northeast	19511	To Be Announced
043950	Euclid City	Cuyahoga	Northeast	18067	To Be Announced
000431	GRAD Cincinnati, Inc.	Hamilton	Southwest	16508	Stacey Brinkley
000431	GRAD Cincinnati, Inc.	Hamilton	Southwest	16509	Stacey Brinkley
093914	Greater Cleveland Neighborhood Center Association	Cuyahoga	Northeast	18268	To Be Announced
098897	Horizon Education Centers	Cuyahoga	Northeast	18308	To Be Announced
013769	Learning Grove	Hamilton	Southwest	19587	Stacey Brinkley
044248	Logan-Hocking Local	Hocking	Southeast	19168	To Be Announced
044305	Maple Heights City	Cuyahoga	Northeast	18309	To Be Announced
123521	Mid-Ohio ESC	Richland	Northeast	18689	To Be Announced
014777	Midwest Regional ESC	Logan	Southwest	17487	To Be Announced
044479	New Lexington School District	Perry	Southeast	19528	To Be Announced
044479	New Lexington School District	Perry	Southeast	19524	To Be Announced
044453	Newark City	Licking	Central	19269	Stacey Brinkley
044578	Norwood City	Hamilton	Southwest	15070	To Be Announced
044578	Norwood City	Hamilton	Southwest	18828	To Be Announced
012571	Omega Community Development Corporation	Montgomery	Southwest	18647	To Be Announced
044784	Sidney City	Shelby	Southwest	15271	To Be Announced
015444	United Way of Youngstown and the Mahoning Valley	Mahoning	Northeast	18809	To Be Announced
045005	Warrensville Heights City	Cuyahoga	Northeast	16287	To Be Announced
063156	Youngstown State University	Mahoning	Northeast	19471	To Be Announced
063156	Youngstown State University	Mahoning	Northeast	19472	To Be Announced
045179	Zanesville City	Muskingum	Southeast	19507	To Be Announced

FY25 CAPA Monitoring List

***FY2025
Monitoring
Reviews will
occur January
– May 2024.***



COMPONENTS TO BE COMPLETED: GRANT CLOSEOUT REVIEW



Department
of Education

FY 2023 21st Grant Closeout Survey

Grant Close-Out (Not Started)

Group Name	Grant Close-Out
Question 1	
Required	
	The subgrantee attended the mandatory Grant Closeout Training, offered at the FY23 21st CCLC Orientation. Supporting Documentation: Proof of Attendance (21st CCLC Orientation Certificate of Attendance)
Question 2	
Required	
	The subgrantee has allowable expenditures that supported 21st CCLC program objective expenditures, in accordance with federal and state requirements for the purpose of 21st CCLC programming. Supporting Documentation: Budget Account Information (BUDLED) or Financial Detailed Report (FINDET) sorted by object code for last two (2) fiscal years; or a Report of all year-end expenditures for Fund 509
Question 3	
Required	
	The subgrantee has a current, accurate physical inventory/fixed assets policy in place. Supporting Documentation: Current Physical Inventory/Fixed Assets Policy to include tagging procedures - regardless if purchased with 21st CCLC grant funds or not. (DO NOT upload your list of inventory purchased)
Question 4	
Required	
	The subgrantee maintains a list of equipment and supplies for disposition purposes for acquisition cost of \$5,000 or more, in accordance with EDGAR, CFR 34, Part 80.32. Supporting Documentation: Copy of completed Inventory and Disposition Records form (REQUIRED)
Question 5	
Required	
	The subgrantee implemented their program sustainability plan and will continue to provide after school program services, without 21st CCLC funding. Supporting Documentation: The program will be sustained - provide summary that indicate if all four 21st CCLC components (Math, Reading, Youth Development, and Parent/Family Engagement) will be part of programming The program will not be sustained - N/A The program will not be sustained, but attached is a final program evaluation report Copy of final program evaluation report that determines the effectiveness of your program and of student achievement over the grant cycle

FY25 21st CCLC Grant Closeout Survey Questions



PROGRAMMATIC DOCUMENTATION

First Year Implementation and CAPA programmatic documentation must be uploaded no later than **Dec. 13, 2024.**

Contact your assigned regional consultant regarding CAPA documentation **OR** First-Year Implementation documentation at



FISCAL DOCUMENTATION

All documentation for the Fiscal Component (1st Year and/or CAPA) must be uploaded no later than

Friday, December 13, 2024.

Grant Closeout documentation must be uploaded no later than **Friday, October 4, 2024.**

Please reach out to your assigned regional consultant with any questions.



COLLABORATIVE MONITORING REVIEWS

21st CCLC CAPA Process ONLY

- Direct communication with regional consultant throughout process.

Department Collaborative Monitoring Review Process

- This applies to grantees with multiple compliance reviews across the Department.
- Initial communication will come from agency point of contact (may not be from 21st CCLC).



COMPLIANCE DOCUMENTATION TIPS

- ✓ **Consider uploading well before the deadline.**

The more time that your consultant has, the more time there is to correct insufficient documentation – especially those that have a CAPA on-site review.

Your regional consultant will contact you if there is missing documentation OR not completed by the deadline.

COMPLIANCE DOCUMENTATION TIPS

LESS IS MORE!

1. Carefully review documentation to ensure that it includes what is required to answer the indicator.
2. Please note the number of documents required, providing only what necessary documentation.

Group Name | **Program Administration**

Question 1 * Required

#1 → The sub-grantee will provide an organizational description of staff paid by 21st CCLC funds to support the 21st CCLC program, and names and job titles of volunteers from the sub-grantee and partner organization(s).

Supporting Documentation MUST include names and job titles of staff members and volunteers of both sub-grantee partners supporting the 21st CCLC program. **(Please select one):**

+ Table of Organization + Roster Spreadsheet + Written Description
 + Volunteer Roster + Other:

← #2

COMPLIANCE DOCUMENTATION TIPS

- Documentation should be grant specific.
 - When possible, ***please convert documents to PDF***
 - Please take time to highlight areas in documentation and save the file, to show how it meets the indicator. *See next slide, for an example.*
-

COMPLIANCE DOCUMENTATION TIPS

Hours/Days of Operation

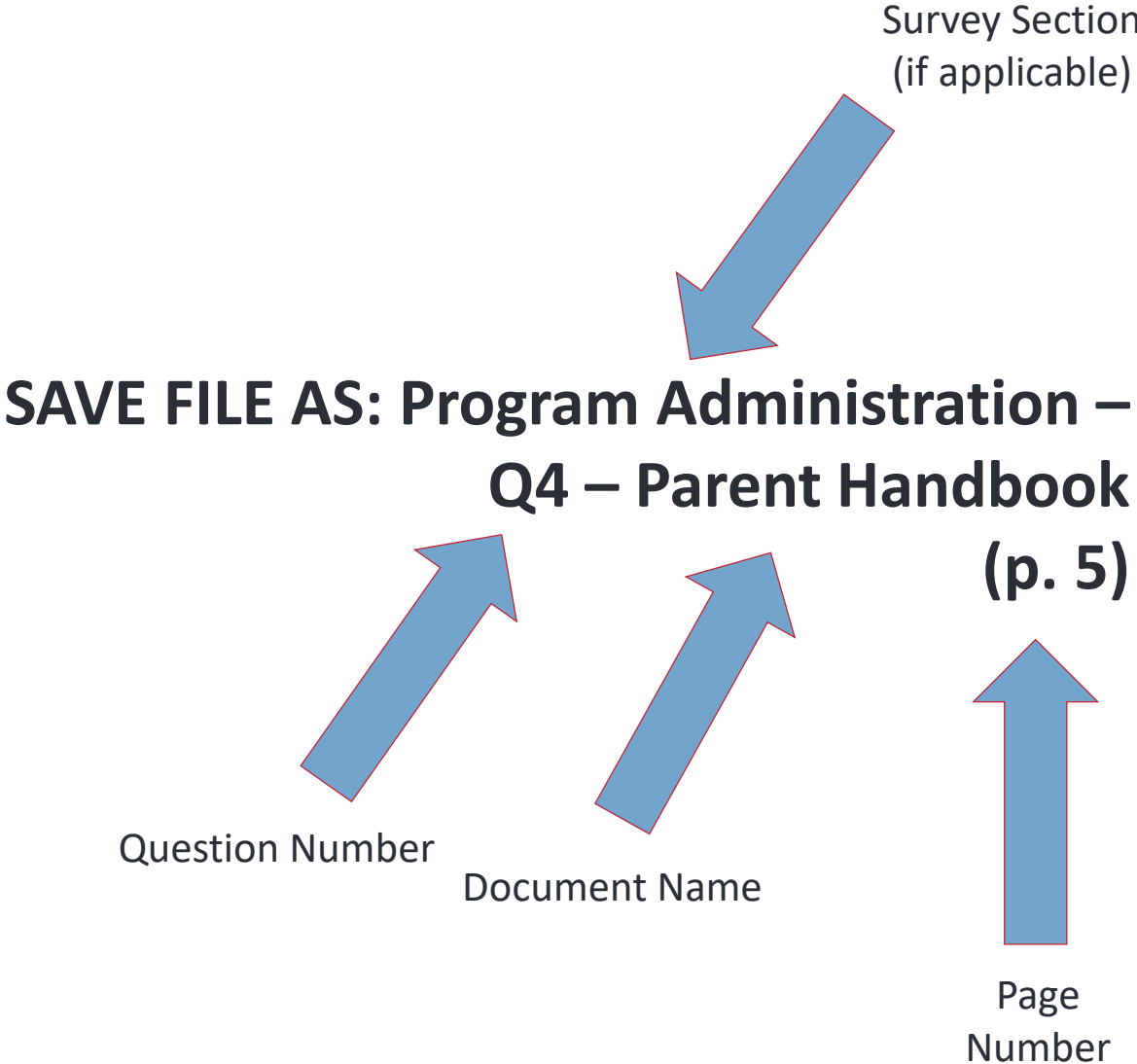
School Year
The 21st CCLC Program is held Monday-Thursday, morning from 6:45 – 7:45am and after school 3:15 pm until 5:00 p.m. Transportation is provided for students whose parents requested transportation assistance on the registration form. The program will not operate on teacher workdays, school vacation, or holiday periods. When school is closed due to inclement weather or facility issues (no water, electricity, etc.); students will be sent home by the method designated on their registration form. If the program closes during after school hours, parents or guardians will be contacted and asked to pick-up their child immediately.

Summer Camp
The 21st CCLC Summer Camp Program hours of operation will be announced in the spring and are contingent upon funding. Transportation is provided for students whose parents requested transportation assistance on the registration form. The program will not operate on teacher workdays, school vacation, or holiday periods. When school is closed due to inclement weather or facility issues (no water, electricity, etc.), students will be sent home by the method designated on their registration form.

Attendance
Regular attendance is essential to meet program goals. Regular attendance is expected for students to obtain the maximum educational opportunity provided to them.

Arrival
Upon arrival at the program, children will go to the designated area where attendance will be taken. During this time students will be assigned to homework assistance and enrichment areas. While staff are working on the daily schedule, students will be provided a free snack and/or power snack based on USDA guidelines.

Daily schedule
Students may be divided according to grade levels and/or multi-grade levels based on the number of participants at the school.



***if you have monitoring reviews for multiple grants, please start the file name with the grant number first (e.g., Grant #11111 – Program Administration – Q4 – Parent Handbook (p. 5))**



COMPLIANCE DOCUMENTATION TIPS

- Documentation should reflect the following:
 - 1st Year Implementation: the **CURRENT 2024-2025 SY/Fiscal Year 2025**
 - CAPA Desk Review: the **PREVIOUS 2023-2024 school year/Fiscal Year 2022**
 - Pre-Site Visit Documentation Review:
CURRENT 2024-2025 SY/Fiscal Year 2025
 - Grant Closeout: **through the END of the 2024-2025 school year/Fiscal Year 2025**

COMPLIANCE DOCUMENTATION TIPS

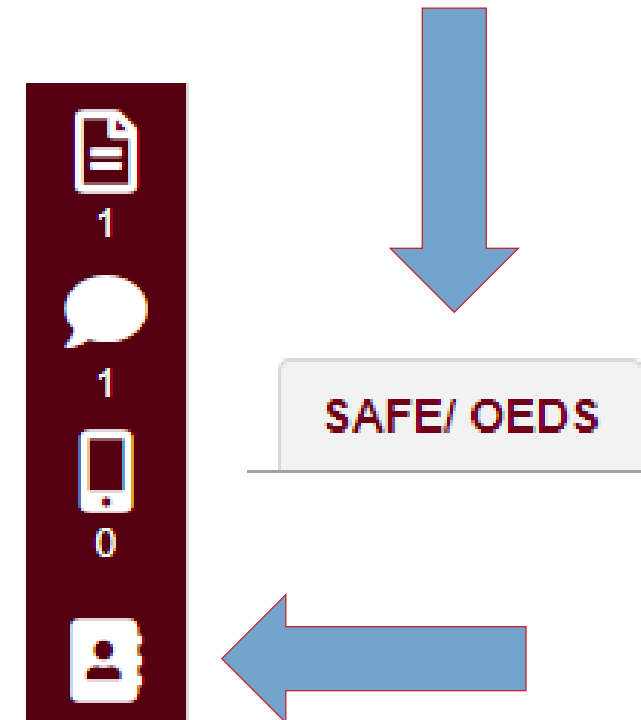
Ensure scanned documents upload properly and are not blank.

Ensure that documents are in a recognized format.

Grantees **cannot** delete documents once added. Email consultant to delete documents.

Compliance Documentation Tips

To ensure the proper roles have been assigned for application/system access, please click on the **Contacts** icon, then the **SAFE/OEDS** tab.



There are no saved/refresh buttons, due to the cloud-based environment.

COMPLIANCE DOCUMENTATION TIPS

- Personal student data should NOT be uploaded, as part of your monitoring survey documentation. *This includes: SSID and Social Security Numbers.*
- Program licensing documentation is only required to be uploaded for the **1st Year Implementation survey.**
- Program **MUST** submit a Sustainability Plan and Progress Reports.



COMPLIANCE DOCUMENTATION TIPS: PARTNERSHIP AND COLLABORATION

- Grantees must show that program actively participates in the following, throughout their 5-year grant cycle:
 - Teacher (TBT), building (BLT) and/or district (DLT) leadership teams
 - Primary Partnership Meetings
- Questions 11 and 22 of the CAPA desk review will require evidence to show active participation in partnership meetings (e.g., presenting student program data, program updates, results of partnership impact, etc.)

PRE-SITE VISIT DOCUMENTATION REVIEW DETAILS

- Approximately 1 hour before the on-site visit
- ***Please be ready to review and discuss documentation for Questions 1 - 4 of the CAPA Monitoring Review (ODE) section***
 - ✓ In-Person Meeting – present physical docs
 - ✓ Virtual Meeting – upload in advance (see slide 36)

ON-SITE VISIT REVIEW DETAILS

- ✓ Please review section questions (#6 -10) with pertinent site staff to understand what your consultant will need to see, at that time.
 - ✓ This includes brief conversations with students and staff to gauge program impact
- ✓ In advance of your site visit, please email the day's agenda/schedule or curriculum, so your consultant can follow along with programming.

COMPLIANCE STATUS

Technical Assistance

Non-Compliance

Corrective Action Plans

TECHNICAL ASSISTANCE

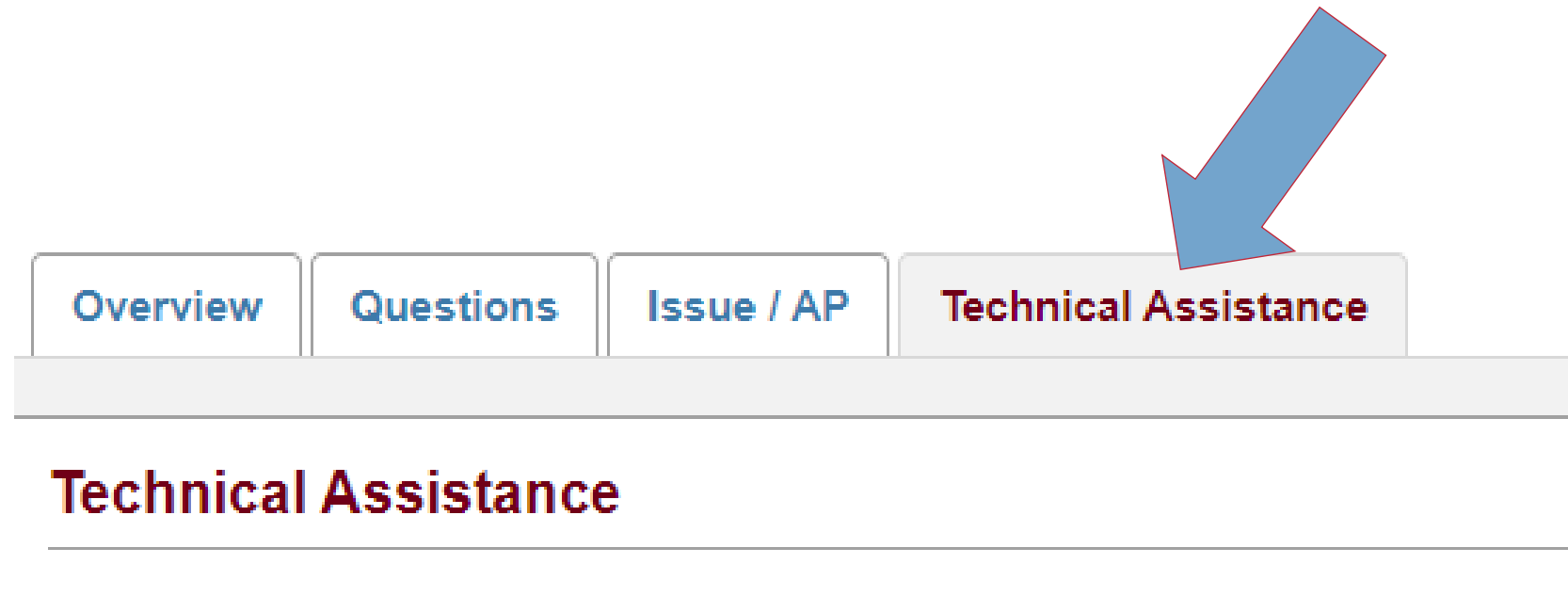
Technical Assistance on an indicator means the issue does not rise to the level of a finding.

Correction is expected to be implemented and maintained.

Failure to implement a technical assistance correction could result in a finding or CAP.

TECHNICAL ASSISTANCE

Click on the Technical Assistance tab on the grantee home screen.



TECHNICAL ASSISTANCE

Consultant creates Technical Assistance.

“Offered to” box names the grantee staff member to whom the TA was explained.

It is expected that the concern is addressed and corrected going forward.

NON-COMPLIANCE

Non-compliance is a severe issue that must be corrected through a Corrective Action Plan.

There must be correction through a significant program change, process change or reimbursement.

Corrective Action Plans are submitted into the Monitoring Application.

CORRECTIVE ACTION PLANS (CAPS)

Consultant marks the pertinent question/indicator non-compliant.

Grantee reviews the non-compliant indicators under the *Issues/AP* tab on the home screen.

Click on the details button for each non-compliant indicator to see the working tabs.

CORRECTIVE ACTION PLANS OVERVIEW TAB

Overview Questions **Issue / AP** Technical Assistance Meeting

Issues *Required

[Add New Issue](#)

New Issue

Issue Name Survey Section/ Test Sheet Description

Issue name... Issue description...

* Issue Creation Date AP Submission Deadline AP Implementation Deadline Risk Flag

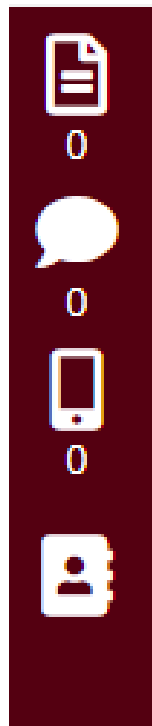
11/04/2024 Select Date... Select Date...

All corrective action work is done from the Issues/Action Plan section and ties to the unique area(s) of non-compliance.



EVIDENCE TAB

The grantee uploads the documentation that supports the CAP.



Once uploaded, documents will be housed under **Documents** – on the left side of the screen.

SYSTEM NOTIFICATIONS

Authorized Representative will receive system email notices when the Issue/Condition is created.

Authorized Representative will receive system email notices when the CAP is approved, and the non-compliance is resolved.

RESOURCES

21st CCLC Blog

21stcenturylearningcenters.wordpress.com/

QUESTIONS? CONTACT US

Stacey Brinkley

Stacey.Brinkley@education.ohio.gov

Tiffany Cartier White

Tiffany.Cartier@education.ohio.gov

Jackie Cheadle

Jacqueline.Cheadle@education.ohio.gov

Shannon Teague

Shannon.Teague@education.ohio.gov





<https://education.ohio.gov/>

