



Texas ACE Monitoring Training Webinar

21st CCLC Program Implementation Monitoring

October 5, 2017



Agenda

- **Welcome and Introductions**
- Overview of 2016-2017 Monitoring Results
- Monitoring Process Recap & Timeline
- Evidence Requirements
- Monitoring Resources
- Q&A

Webinar logistics

- Please use the Q&A feature to post questions
- Questions will be answered during the Q&A session at the end of the webinar
- Use the chat feature for help with technical issues
- The webinar recording will be available on [MyTexasACE](#)

About Safal Partners

Safal Partners is a Houston-based
education consulting firm established in
2010 ...

... to serve the needs of the sector and its
stakeholders from foundations and non-
profits, to districts, state agencies, and the
U.S. Department of Education.



Safal provides its clients with *content expertise* and
technical assistance, conducts qualitative and
quantitative *research and analysis*, extends *logistical
services* to stakeholder convenings, and develops *tools
and systems* to ease program implementation and
evaluation.

Introducing the team

Mukta Pandit
Program Director



Sarah Hamshari
Project Manager



Frances Jones
Monitoring Assistant



Reggie Baker
Monitoring Assistant



Faith Massingill
Monitoring Assistant



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Monitoring goals

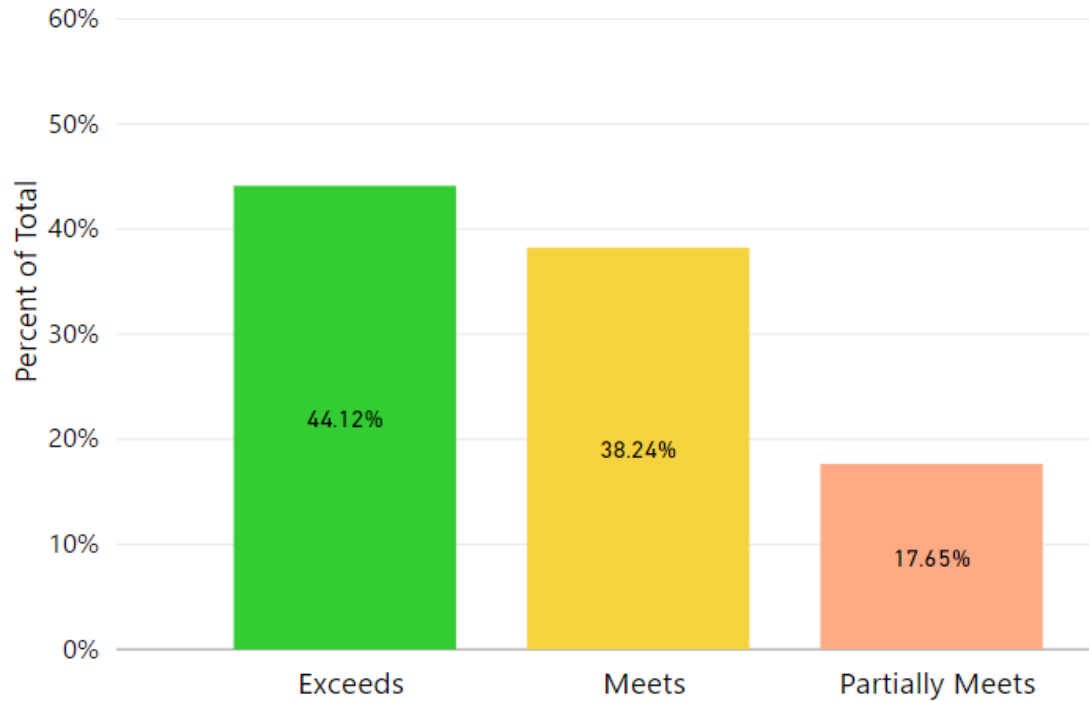
- Ensure grantees have the foundation in place to offer high-quality programs
- Monitor program implementation to confirm that grantees are following all program requirements stipulated in program guidelines and assurances
 - Grantees present a plan to address all statutory and program requirements in the initial grant application
 - Monitoring follows up on this to ensure grantees remain in compliance

2016-2017 monitoring results

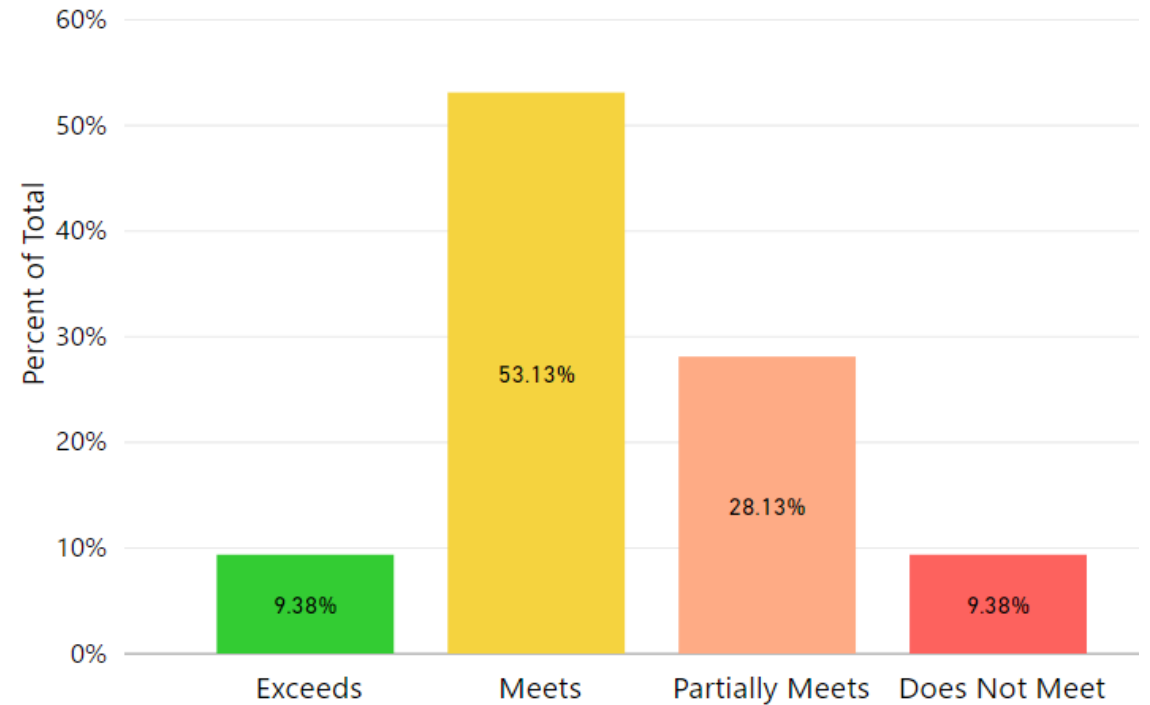
- 66 grantees monitored
 - 34 Cycle 8
 - 32 Cycle 9
- Four-category findings scale – *Does Not Meet, Partially Meets, Meets, or Exceeds Expectations*
 - 27% Exceeds
 - 45% Meets
 - 23% Partially Meets
 - 5% Does Not Meet

Results by cycle

Cycle 8 Overall Results (%)



Cycle 9 Overall Results (%)



Grantees excelled in these areas...

- Engaging your communities (Task 1)
- Supporting families and offering excellent family resources (Task 3)
- Collecting and reporting student and program data (Task 5)
- Developing detailed operational plans at the project and center levels (Task 10)

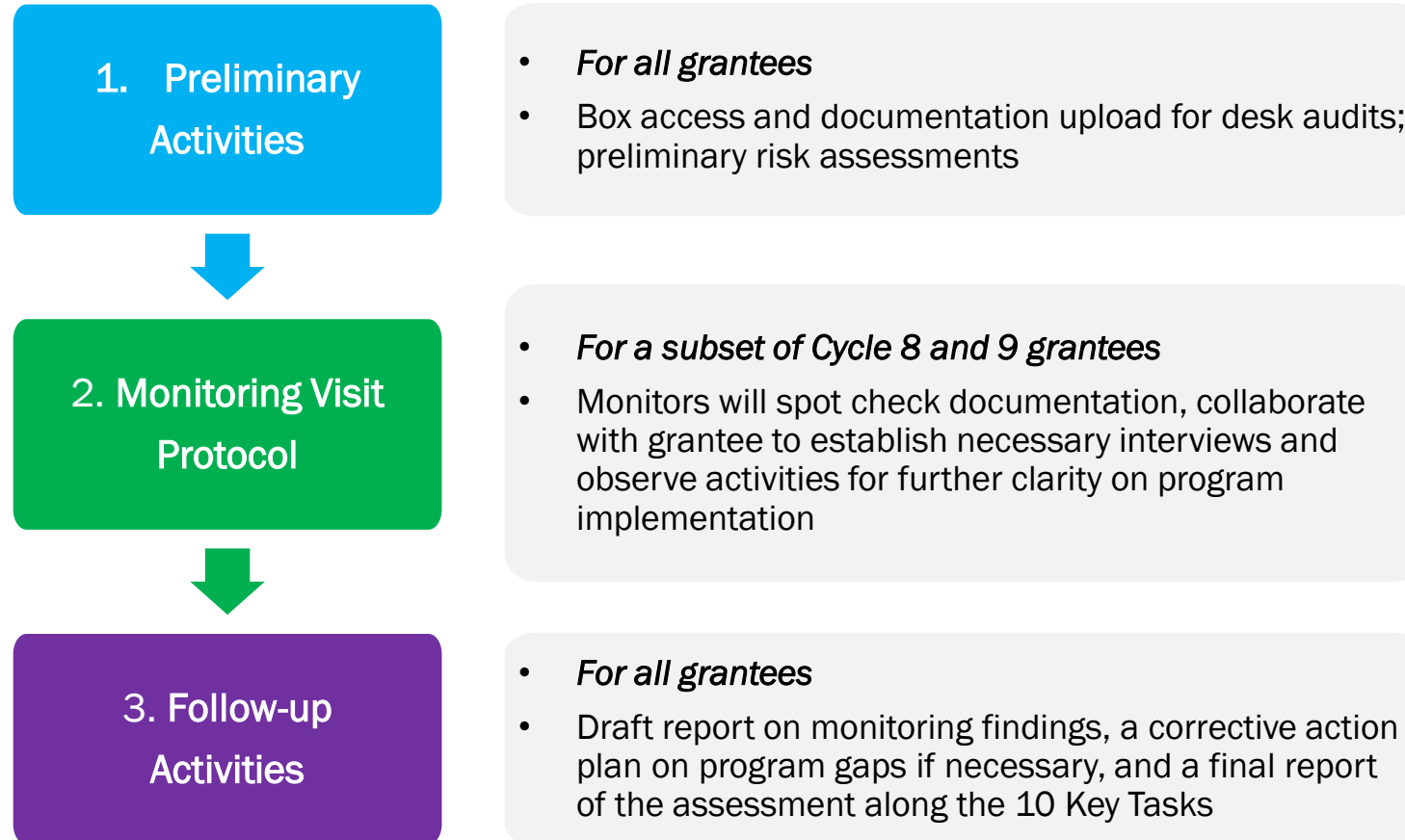
Grantees struggled most with these KTA areas...

- Staffing requirements and observations (Task 4)
- Fiscal management and accounting practices (Task 6)
- Sustainability planning (Task 7)
- Documenting all federal assurances (Task 9)

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Key Task Assessment (KTA)



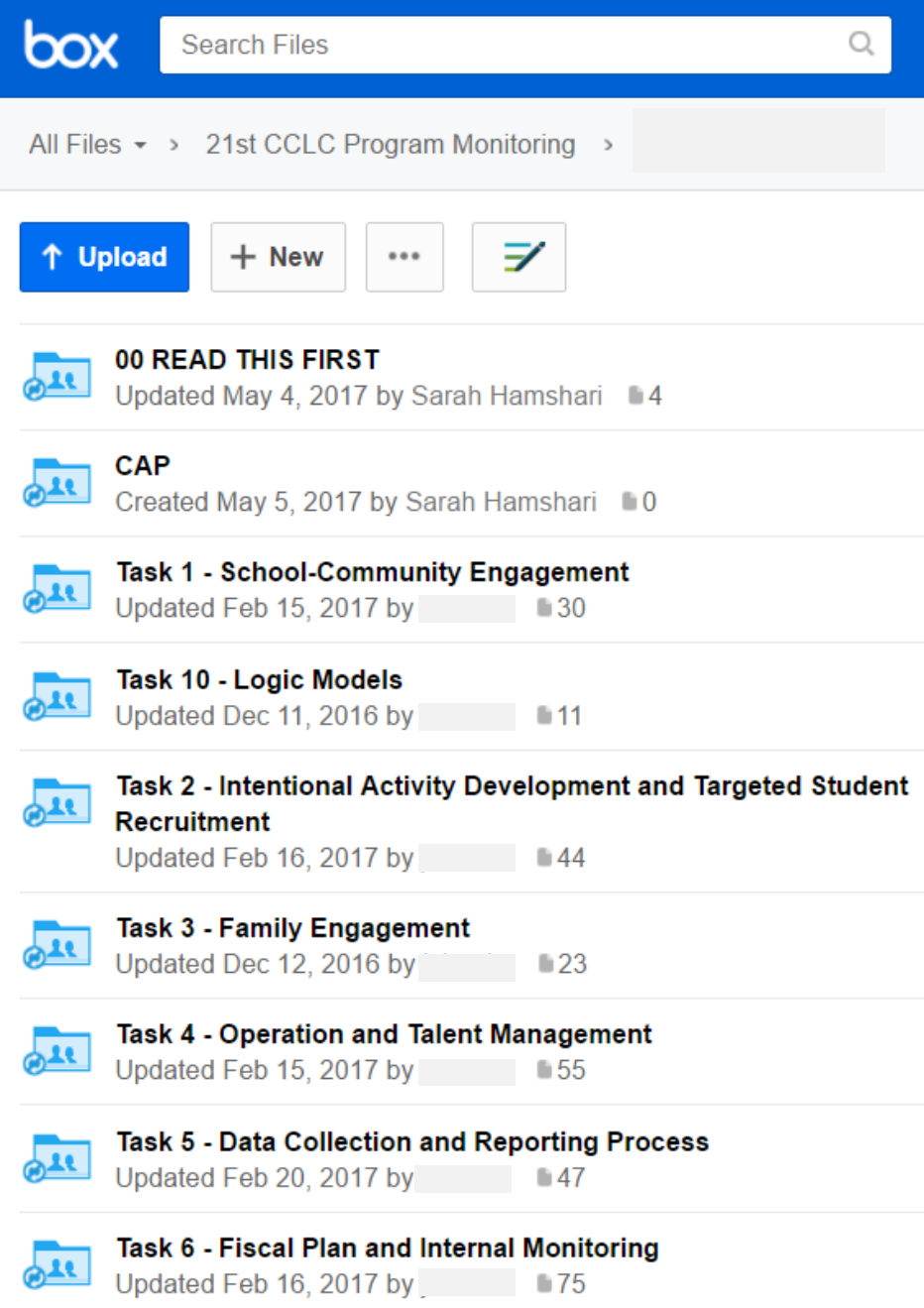
Timeline for this year

- We will begin reviewing evidence on **November 1st**
- Please plan to upload evidence for all task areas in the fall
 - Only one desk audit phase this year
- Monitoring visits will start this fall for Cycle 8s and continue in the spring for Cycle 9s

Box overview

> Task 1-10 Folders:

- Open the documents in the 00 Read This First folder
- Call or email your monitor if you have questions
- Upload the recommended number of documents (see the Sample Evidence List)
- Upload documents in Word, PDF, or JPEG format
- Make sure you are uploading your evidence into the 2017-18 folder!



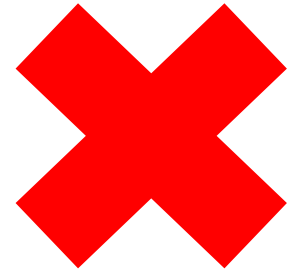
The screenshot shows the Box web interface. At the top, there is a blue header with the 'box' logo and a search bar labeled 'Search Files'. Below the header, the breadcrumb path is 'All Files > 21st CCLC Program Monitoring >'. A row of action buttons includes 'Upload', 'New', a three-dot menu, and a document icon. The main content area displays a list of folders, each with a folder icon, a title, and update information:

- 00 READ THIS FIRST**
Updated May 4, 2017 by Sarah Hamshari 4
- CAP**
Created May 5, 2017 by Sarah Hamshari 0
- Task 1 - School-Community Engagement**
Updated Feb 15, 2017 by [redacted] 30
- Task 10 - Logic Models**
Updated Dec 11, 2016 by [redacted] 11
- Task 2 - Intentional Activity Development and Targeted Student Recruitment**
Updated Feb 16, 2017 by [redacted] 44
- Task 3 - Family Engagement**
Updated Dec 12, 2016 by [redacted] 23
- Task 4 - Operation and Talent Management**
Updated Feb 15, 2017 by [redacted] 55
- Task 5 - Data Collection and Reporting Process**
Updated Feb 20, 2017 by [redacted] 47
- Task 6 - Fiscal Plan and Internal Monitoring**
Updated Feb 16, 2017 by [redacted] 75

Tips to remember

- Do not upload blank forms – make sure you are submitting completed documents
- If a document requires a signature, upload the signed copies

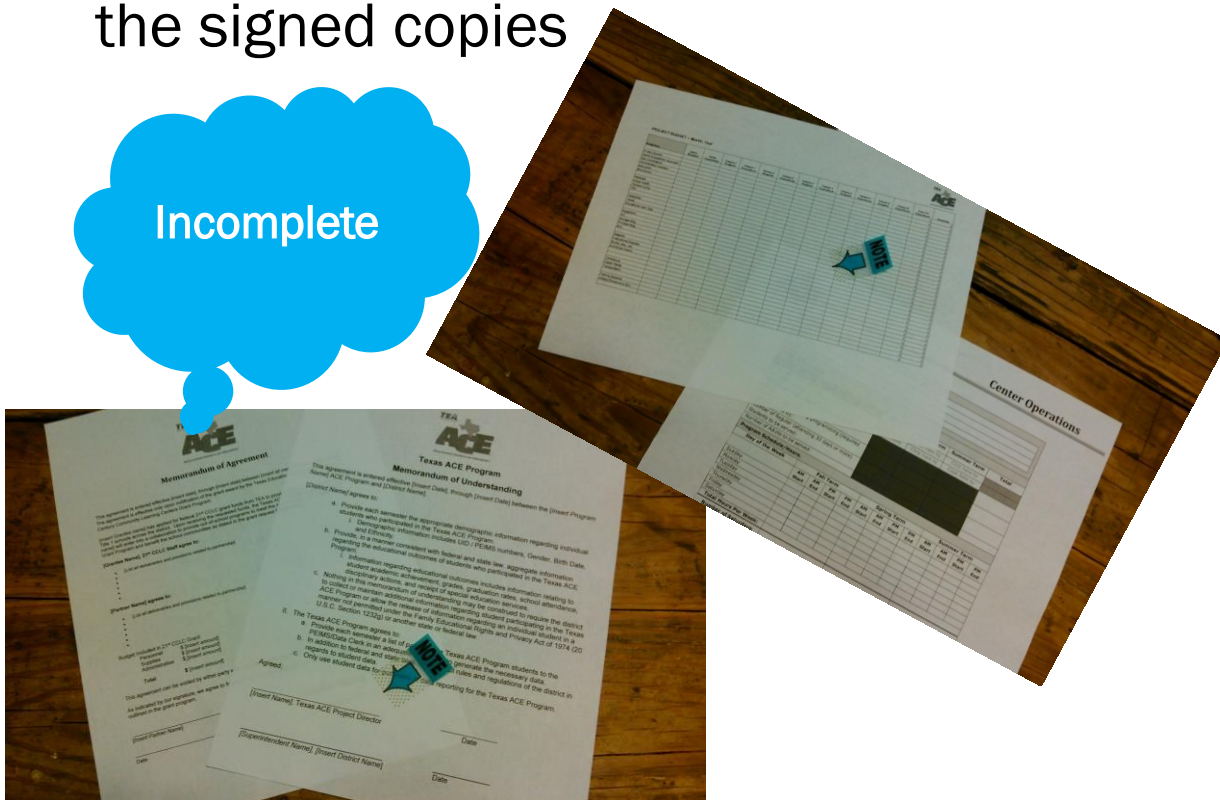
- Names of students
- Social Security #s
- Birthdates with names



- Names blacked or whited out
- Identifiable information (birthdays, SS #s, etc.) covered or crossed out so it cannot be seen



Incomplete



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Changes this year

- You will no longer have to upload evidence samples for:
 - 2.3b Count of regular students (end of 2016-2017 school year)
 - 5.2e Program activity data collection
 - 5.4a Weekly data entry
 - 5.4b Daily data entry (optional)
 - 5.5 TX21st Attendance reports
- Your monitor will check TX21st or TEA official documents for these requirements regularly throughout the year and record findings in the monitoring report

Changes this year

- Job descriptions no longer have to be signed
- ACE Activity & Lesson Templates will be optional for both cycles
- Quantity of written agreements required can vary across grantees depending on program size and number of centers
- Evidence showing compliance with agreed upon activities in grant application for private school service (rather than submitting grant page) for ISDs and ESCs

Changes this year

- We are removing the following requirements from the KTA:
 - BOTH CYCLES:
 - Task 4.4c Staffing Reqs/Org Structure
 - Task 9.2 Quality Assurance Self-Assessment
 - CYCLE 9 ONLY: Task 2.5 Evidence of Behavior Interventions and Data Review
- Grantees may see changes in tools and resources as TEA rolls out training and implements ESSA this year

Upcoming change for 2018-2019

- We will ask that you submit evidence of a public posting of your program evaluation
 - This may be a web link or screenshot of an online posting
 - Per Section 4205(b)(2) of Title IV, Part B – “The Grantee made results of the independent evaluation (internal or external) available to TEA and to the public upon request, with public notice of such availability provided”
 - You should complete this requirement each year, but it will not be formally assessed in the KTA until next year

Sample evidence list

- Refer to the Sample Evidence List for other minor updates, including:
 - Additional examples of evidence you can upload for KTA items
 - Quantity and quality of evidence samples requested
 - Combined subtasks with overlap in information (e.g., compliance visits to centers and staff observations)

**Note that the Sample Evidence List was emailed to all Project Directors on 9/29 and placed in your "Read This First" folder on Box*

Sample evidence list

Task 1: School-Community Engagement	Common Evidence Documents	Common Quantity and Quality
1.1: Campus Needs Assessments	<ul style="list-style-type: none"> › Campus Improvement Plan with ACE program highlighted › District Improvement Plan with ACE program highlighted › Other needs assessment surveys, reports, summary results, plans, forms or completed checklists › During year 1, grantees may use the needs assessment provided in grant application to the extent it presents campus needs 	1 recent sample that reflects the grant period
1.2: Community Needs Assessments	<ul style="list-style-type: none"> › Student and family surveys used for “voice and choice” (p. 6 Blueprint) › Community and parent surveys or comments › Evidence of using county-wide analysis (e.g. Texas AgriLife Extension analysis of youth and families) to plan for meeting community needs › During year 1, grantees may use the needs assessment provided in grant application, to the extent it presents community needs 	1 recent sample that reflects the grant period
1.3: Community Engagement/Community Advisory Council	<p><i>1.3a Information Dissemination:</i></p> <ul style="list-style-type: none"> › Grant promotional materials (e.g., flyers, brochures, electronic newsletters, videos, social media postings, newsletters, phone scripts) with Texas ACE branding <p><i>1.3b Active Community Participation:</i></p> <ul style="list-style-type: none"> › Community-based meeting sign-in sheets, agendas, and minutes <p><i>1.3c Volunteers (optional):</i></p> <ul style="list-style-type: none"> › Volunteer roster with evidence of completed background checks and volunteer training › Volunteer meeting agendas and sign-in sheets › Volunteer outreach materials such as emails, newsletters, meeting agendas <p><i>1.3d Community Advisory Council (optional only for Cycle 8; required for Cycle 9):</i></p> <ul style="list-style-type: none"> › CAC agendas, sign-in sheets, and meeting minutes › Membership roster that demonstrates involvement from a variety of community members 	1-2 current samples (for each subtask)

Specific evidence documents (list is representative but not exhaustive)



Number of evidence samples per term for each subtask



Notation of optional tasks and differences across cycles

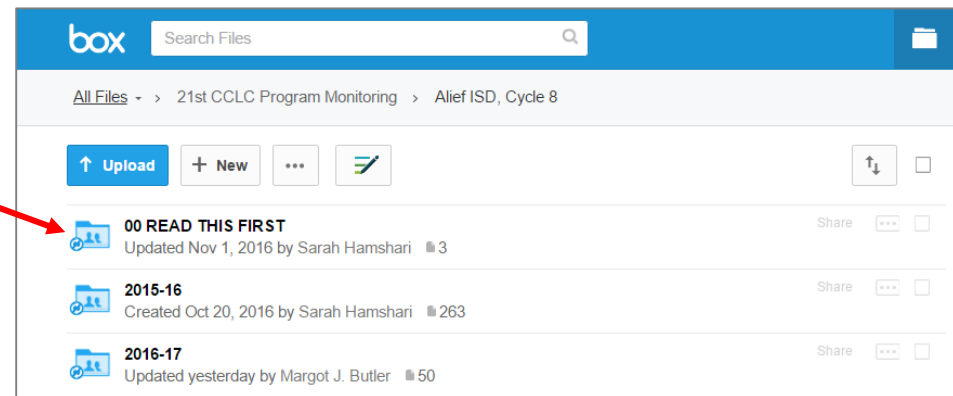
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Monitoring resources

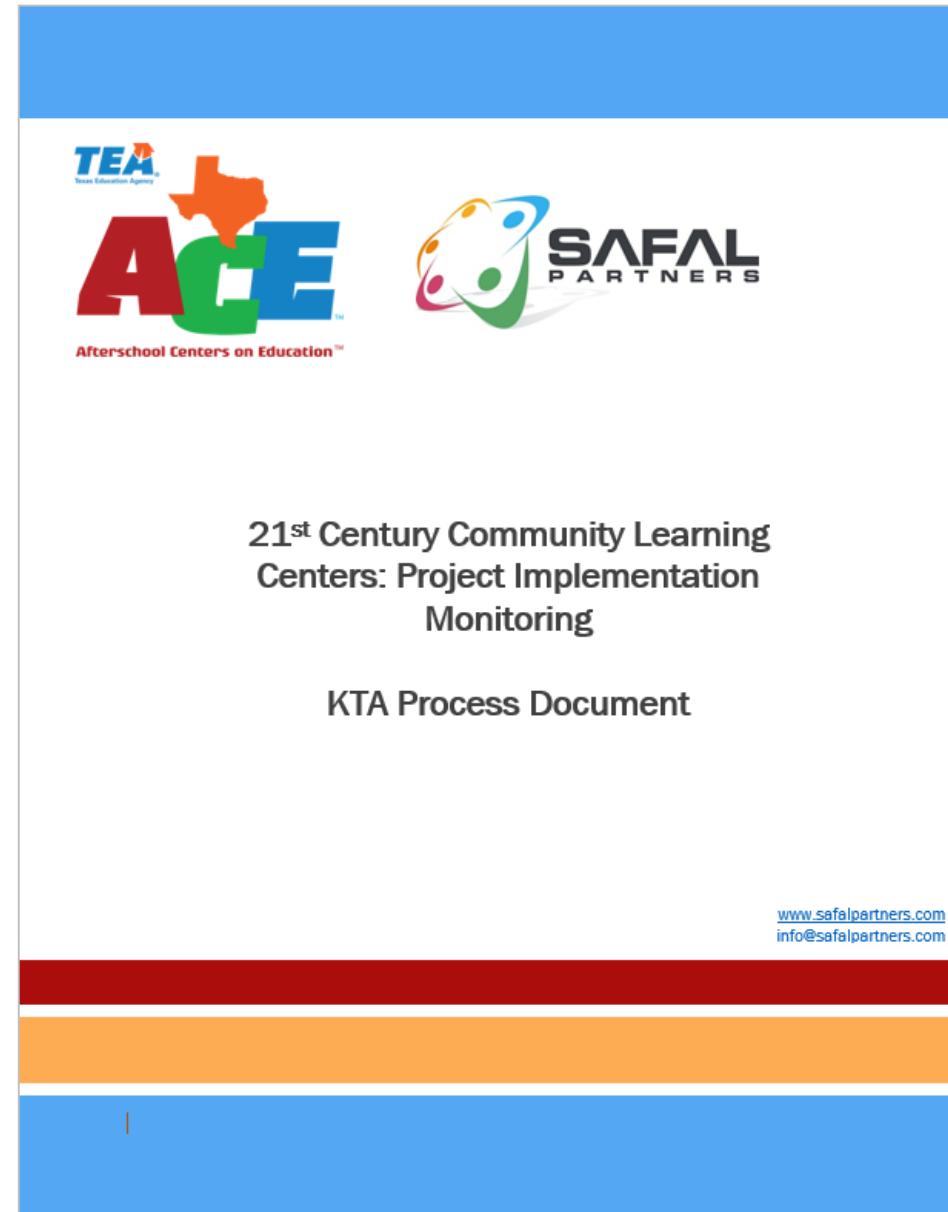
- **Grantee Process Document** has guiding resources to help you through the process, including:
 - Description of monitoring protocol and risk assessment rubric
 - KTA tree diagrams, showing the breakdown of tasks and subtasks
 - Sample monitoring visit protocol, sample interview questions, and description of each key task area

**New version will be uploaded to your "Read This" folder on Box*



Grantee process document updates

- Be on the lookout for our updated 2017-2018 KTA Process Document next week!



We recommend...

- Review and understand all components of your original grant application, even if someone else wrote it
- Develop strong documentation practices across all areas of the grant
- Use both TEA and your peers as a resource for learning about successful practices

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Questions & Answers

➤ Please submit any questions using the Q&A feature

Thank You!

Contact Us

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