IOWA 21ST CENTURY
COMMUNITY LEARNING CENTERS
Soaring Beyond Expectations

Iowa Department of Education monitoring of the 21st Century Community Learning Center Program

Desktop Monitoring

There are three components of the monitoring process conducted by the 21st CCLC Program Supervisor: **desktop monitoring**, **on-site monitoring**, and **post monitoring** activities. Desktop monitoring will be conducted annually of all sub-grantees.

Desktop Monitoring entails an intensive review of a number of reports, emails and data on each sub-grantee, including PPICS data, local evaluation reports, Continuation Reports and monthly budget worksheets.

Issues or concerns of potential non-compliance identified by the desktop monitoring may trigger an on-site monitoring visit within the immediate program year.

Desktop Monitoring

EMAIL COMMUNICATION

MAIL COMMUNICATION

Monitoring goes on all the time in an electronic age

PHONE COMMUNICATION

CELL PHONE COMMUNICATION

Monitoring in an electronic age

It is important to be transparent and open with the public about
your program.
I get phone calls and emails on occasion from folks who are upset,
about how the program communicated a policy or how a program is
being operated. Today, almost everyone has access to a phone with
long distance and to email.

Complaints are followed up on.

Communicate with me- if you are concerned that
Something might be a future issue- so we can solve it together.

On-Site Monitoring

- On-site monitoring is an official visit from the 21st Century program consultant at the Iowa Department of Education.

- We review program, budget, evaluation and the other elements of the site monitoring tool (s).

- You should receive **two visits from the Iowa Dept of Education within the three years of your grant**.

- The monitoring form(s) are posted on the IDOE website and will be emailed to you before a visit.

- This is not the same as the best practice site visit.

Post Monitoring

- Post Monitoring- is the ongoing monitoring of any issue or concern until it is resolved or the required capacity is developed.

- The monitoring tool may have identified a requirement you need to improve on.

- Post Monitoring may be facilitated with email, phone calls, virtual or or a face to face meeting.