

New York State 21 CCLC

# Program Activity Timeline

for Program Directors, Evaluators & Program Management Teams

July 2023 – September 2024

This Timeline represents a Program Year and its consolidated list of the key, required program activities and events, grouped into time segments. It is intended to help program leaders size up the tasks ahead. The program year starts July 1 and ends June 30. This timeline includes additional months to address specific deliverables that run into the following program year. You are encouraged to use this as a guide to check that your Program Management & Data Management schedules, Program Implementation Plans, and Evaluation Plans account for these activities. For a more detailed list of requirements and definitions of these activities, please consult the Site Monitoring Visit (SMV) Tool and other available guides available on the Resource Center website: [www.nys21cclc.org](http://www.nys21cclc.org). While these requirements will remain stable throughout the year, please recognize that some of the specific items, such as event dates and titles, may be updated. The most current version of this Timeline will be released to all Program Leaders and Local Evaluators and posted on the Resource Center website. The revision date is stamped in the top left corner.

Housekeeping Notes Listed, below, are some of the important activities that require ongoing attention and monitoring throughout the year.

## EZReports Data Entry :

Monthly entry of new students' State 10-digit ID numbers (RoS) or OSIS 9-digit ID(NYC) numbers for every enrolled student.

Monthly certification of student essential records enrollment, activities, and attendance records.

# Program Year 2

July 1, 2023, through June 30, 2024

policy updates, to engage in clarifying discussions about evaluation and reporting requirements, and to share/exchange resources, tools, and insights about data collection, progress reporting, and measuring program outcomes/impacts.

Attend **Virtual Technical Assistance Learning session** offered by the NYC TARC in partnership with The Leadership Program September 13, 2023. *Details forthcoming.*

Attend the in-person **Rest of State Fall Conference** September 29 -30, 2023, at Binghamton University Downtown Center. Visit our website for more details and to register by September 13, 2023: <https://www.nys21cclc.org/webinars-eve>

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Program Directors' Progress Brief.

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

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March – April 2024

Submit a **Budget Amendment (FS-10-A)** if there are reasonable and necessary changes to your budget. The (FS-10-A), a revised M/WBE Goal Calculation worksheet, a revised Composite Budget, a revised Budget Narrative, and any applicable M/WBE documents (e.g., updated Utilization Plan, NOI, and/or EEO Staffing Plan) may be uploaded to the [Survey Monkey Apply Portal](#) up to April 15, 2024. Please do not send hard copies until the program office's fiscal team requests them.

Conduct a comprehensive **Needs Assessment** for the next program year. Engaging participants and their families in these information-gathering processes can occur *at multiple points during the program year* and

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Administer **Teacher Surveys** for participants in grades 1 through 5. Survey responses are due no later than June 28, 2024.

Enter Spring 2024 program participation and activity data into EZReports by June 30, 2024

Submit 2024-2025 Budget Packets (FS-10 Budgets, Budget Narrative, Composite Budgets, and M/WBE documents) electronically by May 15, 2024, to [EMSC21STCCLC@nysed.gov](mailto:EMSC21STCCLC@nysed.gov). Please do not send hard copies until they are requested by NYSED's Office of Student Support Services.

Complete MI's "EOY Staff Survey" by June 21, 2024.

Engage in **2nd Internal Improvement Cycle Session**. Use the **Quality Self-Assessment (QSA)** Tool to guide the process of assessing indicators of success and reviewing progress towards the measurable targets/goals set at the beginning of the year. Additional information about the QSA Tool is available at: <http://networkforyouthsuccess.org/gsa>.

Convene **4th Advisory Board Meeting/Year-End Review**. Include all stakeholders. Topics might include a review of program accomplishments, areas for improvement, organizing information to communicate out to stakeholder audiences, and to begin strategic planning.

Collaborate with Local Evaluator to complete any final data collection, share available program and participant data, and to schedule receipt of AER once analyses are completed, results and findings can be presented.

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### July – September 2024

Complete and certify **Year 2 attendance** entry into EZReports by July 15, 2024. *Attendance entered past this date will NOT be counted towards the program's attendance numbers.*

Submit Annual MWBE 104G Compliance Report for Year 2 (posted on 21<sup>st</sup> CCLC website) to the MWBE office at [mwbegrants@nysed.gov](mailto:mwbegrants@nysed.gov) by July 31, 2024.

Attend **US ED's 21<sup>st</sup> CCLC Summer Symposium** July 31- August 1, 2024,