



WELCOME

Nita M. Lowey 21st Century
Community Learning Centers

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Agenda

We will discuss the three tiers of monitoring.



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Tier I Monitoring

- All grantees are required to actively engage in Tier I Monitoring.
- Tier I Monitoring, commonly referred to as biannual calls, is an essential and recurring activity that takes place twice a year.
- The biannual calls foster friendly and collaborative conversations, enabling ISBE principal consultants to gain invaluable insights into the program's dynamics and progress.
- Grantees will receive direct communication from their principal consultant, who will schedule a mutually convenient time for the biannual call.

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Tier I Monitoring

- Grantees will be provided with a comprehensive biannual call form, which must be completed and returned within the designated timeframe set by the principal consultant.
- The biannual call form is a crucial component that demands timely completion and submission, adhering strictly to the timeline specified by the principal consultant.

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Tier I Monitoring



The completed form plays a pivotal role in steering the conversation during the call, ensuring a focused and productive discussion centered around the program's latest developments and achievements.



Grantees are strongly encouraged to actively engage in the biannual call by participating in a dynamic exchange of information, posing thoughtful questions, and providing insightful answers to foster a collaborative and fruitful dialogue.



Tier II Monitoring

- In the past, Tier II and Tier III Monitoring were additional layers of support given to grantees due to their risk level on our risk analysis.
- Changes were made to allow for only Tier II Monitoring, better known as the desktop audit, to be given to grantees that fall into high risk.



Tier II Monitoring

- The risk analysis uses data that is collected from various departments in our agency or from our contractors.
- This is our internal working document.
- Tier II Monitoring is not a pre-requisite for Tier III Monitoring.



Tier II Monitoring

- Grantees will receive notifications regarding their requirement for Tier II monitoring participation.
- A request for documentation and the deadline for submission will be communicated.
- Once documentation is reviewed, grantees will be notified if there are additional requirements or documentation need.
- If there are none, grantees will receive a closure letter to end that year's monitoring process.



Tier III Monitoring

- Tier III Monitoring is the last part of the monitoring process.
- It is a compilation of an interview, on-site visit, and review of submitted documentation.





Tier III Monitoring

- The US Department of Education requested that each grant, not grantee or site, goes through the Tier III Monitoring process.
- Each grant is selected randomly.
- The visited site is chosen from a review of the previous year's data.

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Tier III Monitoring

- Grantees will receive notifications of their requirements to participate in the Tier III Monitoring process.
- A conversation will be held with each grantee to determine a possible date for the on-site visit.
- A request for documentation and the deadline for submission will be communicated.

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Tier III Monitoring

- An enhancement from prior years, recipients selected for the Tier III Monitoring process will receive prompt notification in mid-Fall.
- At that time, the List of Documentation will be dispatched to those grantees.
- More information about this process will be given to those grantees at that time.

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Tier III Monitoring

To help with documentation gathering:

- Have a designated location, either hard copy or electronic, for all documents.
- Have designated personnel to file and pull documents.
 - Update documents periodically.
 - Review documents for validity and need.
 - Remember certain documents are to be kept for three years after the program ends.

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Tier III Monitoring

- A modified list of documents used for Tier III Monitoring will be available for all grantees on our website in mid September.
- Grantees that will not be monitored can choose to review this list.
- It is **not a requirement** for them to compile the documents on the list.
- However, this list has the potential to enhance programming.

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Contact:

21stcclc@isbe.net



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