

**EDC**

Education  
Development  
Center

# 21<sup>ST</sup> CCLC SITE VISITS: WHAT, HOW AND WHY?

Sheila Rodriguez, Gabriela Garcia and Sophia  
Mansori

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# Agenda

- 1 Welcome and Introductions
- 2 EDC Evaluation Team site visits
- 3 Preparing for a site visit
- 4 Lessons Learned
- 5 Questions and Wrap Up

# Evaluation Questions

- 1. Do 21<sup>st</sup> CCLC programs provide opportunities for participants to increase participation in activities and subjects such as technology, the theatre and arts, and extracurricular activities such as sports and clubs? In what ways? For whom?**
2. To what extent do program goals and activities address and support increased academic achievement for program activities?
- 3. To what extent do program goals and activities address and support increased positive behavioral changes and improved social-emotional skills?**
- 4. To what extent are 21<sup>st</sup> CCLC programs working toward being inclusive of families? In what ways?**
5. In what ways are 21<sup>st</sup> CCLC programs partnering , collaborating and working with federal funding sources, agencies, other community partnerships to ensure family participation and benefits to the community?
- 6. What are the characteristics of students and families served by the subgrantees?**
7. What professional development and training opportunities are available to program personnel?
8. In what ways are 21<sup>st</sup> CCLC programs addressing sustainability?

# Types of Site Visits

## **EDC**

- Statewide evaluation site visits, focused on learning

## **ISBE**

- Monitoring site visits

## **AIR (Illinois Quality Afterschool)**

- Technical assistance site visits

# Reasons for EDC Site Visits

- Provides a snapshot of program activities and highlights lessons learned
- Provides insight on grantees' successes and possible challenges
- Informs ISBE and our statewide evaluation



# EDC Approach to Site Visits

## Design:

- Visit one site per grantee.
- Case study approach, with a focus on a specific topic and theme for our visits. Topics so far have included:
  - Summer programming
  - Arts programming
  - Parent/Family engagement
  - STEM programming
  - Social-emotional learning

## Structure:

- Observations of relevant activities
- Interviews with project director, site coordinator, and staff

# Before the Site Visit...

- What day(s) of the week do you provide activities?
- Which site is best to visit?
- What day of the week works best for the site visit?

Good afternoon [name],

My name is [Site Visitor Name] and I am part of the 21st CCLC Statewide Evaluation team. As part of the evaluation, we are looking to conduct site visits of Cohort 15 grantees. The goal is to gain a better understanding of the kind of activities that are being offered to parents and families as part of the grant. Please note that this is **not** a monitoring visit or an evaluation of your site or grant. Instead, the goals are to: 1) see your program in action; 2) help ISBE learn about your program offerings to parents and families; and 3) gather feedback on how to improve the experience for future grantees when it comes to planning for parent and family-related activities.

During the site visit, we would like to conduct short interviews and observe one parent/family-related program activity. The goal is to interview the site coordinator and a program instructor that works with the parents and families, and parents (about 5) who attend the observed activity. The site coordinator interview will take 20-30 minutes and the program instructor interview will take 15-20 minutes to complete. Each parent interview will take about 5-10 minutes to conduct. For the visit, there is no need for your staff to prepare anything ahead of time. I will only need to visit once.

In order to schedule a convenient time for you and your staff, please provide me with the information below:

- What day(s) of the week do you provide parent/family-related activities?
- What are your hours for parent-family-related activities?
- Which site do you think would be best for me to visit to observe parent/family-related activities?
- What day of the week would work best for the site visit?

Thank you for your time and willingness to participate in the statewide evaluation of the 21- CCLC program. I am looking forward to working with you in scheduling this site visit. If you have any questions, don't hesitate to contact me via phone or email.

Sincerely,

21- CCLC Evaluation Team

# Preparing for the Site Visit

- We want to see a “typical day” of your program, and observe activities related to the topic of the visit.
- Make sure that the appropriate program activities are being offered on the day of the visit.
- Share artifacts (i.e., curriculum, program schedule, brochures, lesson plans, etc.) on programming or data about the site visit topic.
- Make sure staff are available for interviews on day of visit.

# How to Use the Site Visit

- Site visits are a great time to reflect on your program as a whole.
  - Talk with your staff before and after about how the visit went, what you learned, and what questions you asked and answered.
- Take this opportunity to “show off” your program!
  - What do you have to share about the specific topic of the visit? What are you most proud of?
  - This is a chance to practice telling the story of your program--be sure to share and show off your program with your partners and community.

# Lessons Learned and Expectations

## What we are doing (EDC):

- Clearly communicate site visit purpose and expectations (phone call)
- Gathering a complete picture of the program by visiting all activities
- Confirm staff interview requests and availability
- Arrive early to plan for day and to meet staff
- Arrive with a sense of humor and flexibility!

## What we want you to do (Grantee):

- Clearly communicate site visit purpose and expectations to your staff
- Provide activity schedule & descriptions being offered before the visit
- Make sure requested staff is available for interviews
- Make sure that the main contact person is there to greet the site visitor
- Communicate with site visitor on any changes to schedule

# What happens after the site visit?

- The person who visited your site will write up a short report describing the visit for EDC's internal use.
- EDC analyzes site visits by topic/theme:
  - We code and transcribe interviews
  - We review and synthesize site visit reports and observations
  - We discover common practices, strategies, and challenges
  - We write up a report for each topic to share with ISBE, and with you!
- EDC does not share individual site visit data, other than a description of what your program does.

# What have you learned?

- If you've participated in a site visit, what insights have you gained from our site visits?
- Any suggestions for improvement on how we conduct site visits?
- What are your concerns with respect to site visits?



# Questions



**Contact us!**

EDC Evaluation Team Email:

[21stCCLC.Evaluation@edc.org](mailto:21stCCLC.Evaluation@edc.org)



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# THANK YOU

Sheila Rodriguez

[srodriguez@edc.org](mailto:srodriguez@edc.org)

Gabriela Garcia

[GabrielaGarcia@edc.org](mailto:GabrielaGarcia@edc.org)

Sophia Mansori

[SMansori@edc.org](mailto:SMansori@edc.org)