



CDE Federal Program Monitoring 2016-17 Before and After School (BASP)

I. Involvement

BASP 01: Collaboration with Schools

1.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend. (20 U.S.C. § 7174 (b)(2)(D); EC §§ 8482.5(b), 8422(b), 8483.3(c)(6), 8484.6(a))

1.1. (ASES, 21st CCLC, ASSETs) The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff), governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. (EC §§ 8422(b), 8482.5(b), 8483.3(c)(6))

1. 2. (ASES, 21st CCLC, ASSETs) The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities. (20 U.S.C. § 7174 (b)(2)(D).), EC § 8483.3(c)(5))

1. 3. (ASES, 21st CCLC) Offsite programs align the educational and literacy/academic assistance element of the program with participating students' regular school programs. (EC § 8484.6(a))

Partners' meetings agendas and minutes

PrtnrsMtgAgndaMnts

Description: Regular day-After School program meeting agendas, minutes, emails with school principals and site staff; partner meetings agendas and minutes. Scan all documents as one file.

Surveys

Srvys

Description: Community, parent, student, school staff, etc. surveys that show collaboration with these groups. Scan all documents as one file.

I. Involvement

BASP 02: On-going Consultation with Private Schools

2.0 (21st CCLC, ASSETs) The LEA/grantee agency consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs. (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A))
- (b) What services will be offered. (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B))
- (c) Service delivery options, including services through a contract with a third-party provider and the method or sources of data used to determine the number of low income children in the participating school attendance areas who attend private schools. (20 U.S.C. §§ 6320 (b)(1)(C)(F)(G), 7881(c)(1)(C))
- (d) Assessment and improvement of services. (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D))
- (e) The size and scope of services to be provided to the private school and the proportion of funds allocated. (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E))
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4))
- (g) Written reason for not using a contractor preferred by private school officials. (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2))

Private School Affirmation

PvtSchIAfmtn

Description: Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the Authorized representative.

Meetings with private schools

PvtSchIMtg

Description: Agendas and minutes of meetings with private schools which demonstrates outreach efforts for private school consultation. Scan all documents as one file.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 03: Serves Eligible Pupils in Appropriate Grade Levels

3.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency serves eligible pupils in appropriate grade levels at participating schools. (20 U.S.C. § 7173 (a)(3)(A)(i)(iii); EC §§ 8421(a), 8482.3(a), 8484.8(e)(1))

3.1 (ASES) The LEA/grantee agency serves eligible students in kindergarten and grades one through nine, inclusive, at participating public and charter schools. (EC § 8482.3(a))

3.2 (21st CCLC) The LEA/grantee agency serves eligible students in elementary and middle grades of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(i); EC § 8484.8(e)(1))

3.3 (ASSETs) The LEA/grantee agency serves eligible students in grades nine through twelve, inclusive, of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(i); EC § 8421(a))

Flyers/brochures and outreach materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 03: Documents which demonstrate the grades served by your program.
BASP 07: Flyers and/or brochures that demonstrate opportunities for physical activities you provide at the selected FPM school site(s).
BASP 23: Flyers/brochures/outreach materials that provide evidence of your academic enrichment activities.
BASP 24: Family literacy outreach materials such as flyers and/or brochures.

Web page

WbPg

Description: If available, a Web link that demonstrates program hours and days of operations, including that the program is open until 6 p.m. during regular school days.

Item Instructions: BASP 03: Web link to program specific information indicating grade levels served.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 04: Operates Program Required Hours and Days

4.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day. (EC §§ 8421(c), 8483, 8483.1(a)(1), 8483.2)

4.1 (ASES, 21st CCLC) The after school program component commences immediately upon the conclusion of the regular school day and operates a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (EC § 8483)

4.2 (ASES, 21st CCLC) Before school programs operate for no less than one and one-half hours each regular school day. (EC § 8483.1(a)(1))

4.3 (ASES, 21st CCLC) The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day. (EC § 8483.2)

4.4 (ASSETs) The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school only or after school and during any combination of before school, weekends, summer, intersession, and vacation. (EC §§ 8421(c), 8422(d) (1),(2))

Hours and days of operation

HrsDysOprtn

Description: Flyers, brochures, program schedules, and enrollment applications showing program hours and days of operations, clearly stating the program is open until 6 p.m. during regular school days.

RelaWeb page

WbPg

Description: If available, a Web link that demonstrates program hours and days of operations, including that the program is open until 6 p.m. during regular school days.

Item Instructions: BASP 03: Web link to program specific information indicating grade levels served.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 05: Early Release and Late Arrival Policies

5.0 (ASES, 21st CCLC) The LEA/grantee agency has established policies for reasonable early release of pupils in the after school program and reasonable late daily arrival of pupils in the before school program. (EC §§ 8483(a)(1), 8483.1(a)(1)).

Early release/late arrival policies

ErlyLtRIsPlcy

Description: A copy of the early release/late arrival policy which indicates the allowable reasons for student early release and late arrival, and procedures for how staff capture this information.

Rolling sign-in/out sheets

RIngSgnShts

Description: A copy of early release policy and late arrival policy. One week of attendance reports (names redacted) to show how the LEA implements its early release and late arrival policies.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 06: Daily Nutritious Snack and/or meal, or Breakfast

6.0 (ASES, 21st CCLC, ASSETs) The program provides a daily nutritious snack and/or meal, or breakfast for attending students. (EC §§ 8423(c)(3), 8483.3(c)(8), 8483.1(c))

6.1 (ASES, 21st CCLC) The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code Section 49430 (EC § 8482.3(d))

6.2 (ASES, 21st CCLC) The before school program offers a breakfast meal for attending students as described by Education Code Section 49553. (EC § 8483.1(c).)

Menus

Menus

Description: One week of menus within the current or previous FPM review year.

Nutrition facts label

NtrnFtsLbl

Description: Nutrition information for every item served for your daily snack, or other meal for two days of menus from the linked menu period.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 07: Physical Activity Element

7.0 (ASES, 21st CCLC) The program provides opportunities for physical activity. (EC § 8483.3(c)(7))

7.1 (ASSETS) The program provides a physical activity element ((EC § 8423(c)(3))

Flyers/brochures and outreach materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 07: Flyers and/or brochures that demonstrate opportunities for physical activities you provide at the selected FPM school site(s).

Lesson plans and activities

LsnPlnAct

Description: Academic enrichment lesson plans and an academic enrichment activity schedule for the most recent month of the current school year.

Item Instructions: BASP 07: One month of scheduled activities and lesson plans that document opportunities for physical activities for students enrolled in your after school program.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 08: Submits Data and Maintains Records

8.0 (ASES, 21st CCLC) The LEA/grantee agency submits data and reports and maintains records as required. (EC §§ 8482.3(f)(5), 8482.3(f)(10)(A)-(B), 8484.8(b)(3))

8.1 (ASES, 21st CCLC) The LEA/grantee agency maintains documentation of the after school program plan for a minimum of five years. (EC § 8482.3(g)(1)(F))

Operation policies

OprtnPlc

Description: Documents to demonstrate policy and administrative procedures exist for collection and retention of fiscal, attendance, and other operational data for the program for a minimum of 5 years.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 09: Effective Use of Public Resources

9.0 (21st CCLC, ASSETs) The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources. (EC §§ 8421(f)(5), EC §§ 8484.8(e)(5))

Collaboration activities or plans to partner with other programs

ClbrtnActvts

Description: Agendas, minutes of meetings with coordinating agencies and/or communication or documents demonstrating activities or plans to partner with other programs.

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 10: Inventory

10.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946)

Equipment Inventory

EqpmtInvty

Description: Historical inventory of all equipment \$500 or more in unit price and/or those items under \$500 that are easily pilferable.

Item Instructions: BASP 10: A spreadsheet for items great than or equal to \$500 with columns for items (a) through (i) in BASP 10. If no purchases were made, then indicate that in the comment section.

BASP 15: If no purchases were made, please indicate that in the comment section.

Related Items: BASP 10, BASP 15

2016-17 BASP Program Instrument (Continued)

II. Governance and Administration

BASP 11: Program Plan Review

11.0 (ASES, 21st CCLC) The LEA/grantee agency reviews its after school program plan every three years including, but not limited to, program goals, program content, outcome measures, and other information requested by CDE. (EC § 8482.3(g)(1))

Program plan

PrgmPIn

Description: The most current version of your After School Program Plan.

2016-17 BASP Program Instrument (Continued)

III. Funding

BASP 12: Funding Direct Services to Pupils

12.0 (ASES, 21st CCLC) The LEA/grantee agency allocates no less than 85 percent of total grant amount to school sites for direct services to pupils. (EC § 8483.9(c))

12.1 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. (EC § 8426(c)(1), EC §§ 8483.9(b))

12.2 (ASSETs) The LEA/grantee agency spends no more than the greater of 6 percent of the grant amount or seven thousand five hundred dollars (\$7,500) to collect outcome data for evaluation and for reports as required by the CDE. (EC § 8426(g)(2))

Contracts

Cntrcts

Description: Subcontract budgets with other entities paid for in part or whole with after school funds. Indicate the percentage allowed for direct services vs. percentage allowed for administrative services.

Duty statements

DtyStmnt

Description: A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

Item Instructions: BASP 12: Duty statements (in one document) for ALL after school LEA and subcontractor staff who are paid for with after-school funds.
BASP 15: Duty statements for after school staff and subcontractors (if applicable), paid for by after school funds.

Related Items: BASP 12, BASP 15

Time sheets, including time accounting methods

TmShts

Description: One month of time sheets (in one document) for selected payroll general ledger expenditures for personnel charged to the after school funds.

Expenditure reports subcontractor staff

SbcntrctrExpRpts

Description: A detailed position control/labor distribution report for the previous fiscal year or current year. General ledger for Resource 4124/6010. Include name, title, FTE, RC and Salary and Benefits.

2016-17 BASP Program Instrument (Continued)

III. Funding

BASP 13: Fiscal and Auditing Standards

13.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency follows all fiscal and auditing standards required by the CDE. (EC §§ 8421(f)(8)(B), 8482.3(f)(5), 8484.8(b)(3),(4))

13.1 (21st CCLC) The LEA/grantee agency conducts an annual fiscal audit. (EC § 8484.8(b)(3))

Independent Annual Audit

IndpdntAnlAdt

Description: Recent independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

2016-17 BASP Program Instrument (Continued)

III. Funding

BASP 14: Local Contribution of Cash or In-Kind

14.0 (ASES) The LEA/grantee agency operating an ASES program has obtained a local contribution of cash or in-kind local funds equal to not less than one-third of the total grant amount. Facilities or space usage may fulfill not more than 25 percent of the required local match. (EC §§ 8483.7(a)(7); 8483.75(a)(4))

Local cash and/or in-kind contributions

LclCshCntribtns

Description: A spreadsheet of all local cash or in-kind contributions for the previous fiscal year. Include a description of the contribution, source, amount, and how the amount was derived.

Memorandum of Understanding

MOU

Description: A signed agreement between two or more LEAs.

Item Instructions: BASP 14: MOUs that show cash or in-kind donations of goods or services to the after-school program.

2016-17 BASP Program Instrument (Continued)

III. Funding

BASP 15: Supplement not Supplant

15.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds. (EC § 8483.5(e); 20 U.S.C. § 7174 (b)(2)(G))

Duty statements

DtyStmnt

Description: A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

Item Instructions: BASP 12: Duty statements (in one document) for ALL after school LEA and subcontractor staff who are paid for with after-school funds.

BASP 15: Duty statements for after school staff and subcontractors (if applicable), paid for by after school funds.

Related Items: BASP 12, BASP 15

Equipment Inventory

EqpmtInvty

Description: Historical inventory of all equipment \$500 or more in unit price and/or those items under \$500 that are easily pilferable.

Item Instructions: BASP 10: A spreadsheet for items great than or equal to \$500 with columns for items (a) through (i) in BASP 10. If no purchases were made, then indicate that in the comment section.

BASP 15: If no purchases were made, please indicate that in the comment section.

Related Items: BASP 10, BASP 15

LEA fiscal records

LEAFscIRcrds

Description: A detailed general ledger or Financial Activity Report for all expenditures paid for with after school funds. Include a description of the expenditure, date, vendor, and resource code.

2016-17 BASP Program Instrument (Continued)

IV. Standards, Assessment, and Accountability

BASP 16: Evaluation Requirements

16.0 (21st CCLC, ASSETs) The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:

- (a) Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities;
- (b) Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities;
- (c) Program is based upon scientifically based research that will help the students meet state and local academic achievement standards (if appropriate);
- (d) Program undergoes a periodic evaluation to assess progress toward providing high-quality opportunities for academic enrichment;
- (e) The results of evaluations are used to refine, improve, and strengthen the program or activity and to refine performance; and
- (f) The results of evaluations are made available to the public upon request with public notice of such availability provided. (20 U.S.C. § 7175 (b)(1)-(2))

Evaluation plan

EvalPIn

Description: The evaluation plan.

Evaluation reports

EvalRpt

Description: Link a copy of a current evaluation of student data, student services, and program goals in the LEA plan.

Item Instructions: BASP 16: The most recent evaluation report.

Evaluation results used to refine, improve, and strengthen program

EvalRslts

Description: Documents that show how evaluation information was used to improve the program.

Notice of public availability of evaluation results

EvIRsltsPblcNtc

Description: A copy of the notice of public availability, which includes when and how the notice was posted and how the evaluation results can be obtained.

2016-17 BASP Program Instrument (Continued)

IV. Standards, Assessment, and Accountability

BASP 17: Data-Driven Quality Improvement Process

17.0 (ASES, 21st CCLC) Programs submit evidence of a data-driven quality improvement process that is based on the department's guidance on program quality standards. (8484(a)(2))

Data-Driven Quality Improvement Process

DtDrvnQltyImprvmntPrcls

Description:

A description of your process, including:

- The data you collected and how and when you collected it
- Partners involved
- A brief summary of what you discovered and the standard(s) you selected
- The improvement action taken

2016-17 BASP Program Instrument (Continued)

V. Staffing and Professional Development

BASP 18: Provides Staff Training

18.0 (ASES, 21st CCLC) The LEA/grantee agency provides staff training and development. (EC § 8483.3(c)(4).)

Professional development/training records

PrfDvlpmntTrngRcrds

Description: Staff professional development and/or training agendas, conferences which your staff attended.

Training schedule

TrngSchdl

Description: Annual Professional Development and/or training schedule.

Training sign-in sheets

TrngSgnInShts

Description: Sign-in sheets indicating who attended the training you provided for your staff. This should correlate with your professional development/training records.

2016-17 BASP Program Instrument (Continued)

V. Staffing and Professional Development

BASP 19: Student-to-Staff Ratio

19.0 (ASES and 21st CCLC) The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1. (EC § 8483.4)

Daily attendance roster

DlyAtndncRstr

Description: Student attendance sheets (names redacted) for the previous month.

Staff assignments

StffAsgnmnts

Description: Staff assignment sheets and attendance records for the previous month.

2016-17 BASP Program Instrument (Continued)

V. Staffing and Professional Development

BASP 20: Staff Minimum Qualifications

20.0 (ASES, 21st CCLC) The LEA/grantee agency ensures that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide according to the policies of the school district. (EC § 8483.4)

District policy

DstPlcy

Description: District policy for minimum qualifications for instructional aid for staff who directly supervise students.

Item Instructions: BASP 20: For every staff who directly supervise pupils at sites (one of the following): Transcripts demonstrating successful completion of a minimum of 48 credit hours at an institution of higher education; An Associate degree or higher from an institution

Instructional aide minimum qualifications documentation

InstctnlAideMnQlfcctnsDcmntn

Description: Personnel records reflecting staff meet minimum qualifications, including copies of transcripts, degrees, or district administered test.

Recruitment and training materials

RcrtmntTrngMtrls

Description: Recruitment materials that indicate minimum requirements for positions in the afterschool program. Only for schools listed on review schedule.

2016-17 BASP Program Instrument (Continued)

VI. Opportunity and Equal Educational Access

BASP 21: Safe Access to Facilities

21.0 (ASES, 21st CCLC) The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. (EC § 8484.6, 20 U.S.C. § 7174(2)(A)(i)(ii))

21.1 (21st CCLC, ASSETS) If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as available and accessible to the students to be served as if the program were located in an elementary or secondary school. (20 U.S.C. § 7174 (c))

21.2 (ASES) If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the pupils enrolled in the program. (EC § 8421(d)(1), 8484.6(a))

21.3 (ASSETS) If an entity operates programs on multiple sites, safe transportation is available to transport participating pupils if necessary. (EC § 8421(d)(1))

Program policy

PrgmPlcy

Description: District and/or Program policy related to safe travel to and from program site(s) including policy for students served in a facility not on the school site.

Parent notification

PrntNtfctn

Description: Documents from the current year.

Item Instructions: BASP 21: Document(s) that demonstrates parents have been informed of the program's safe travel policies. This includes pick-up and release policies.

School Safety Plan and safety drills

SchISftyPln

Description: The School Safety Plan which includes reference to after school programs, and records of all safety drills conducted during after school time.

2016-17 BASP Program Instrument (Continued)

VI. Opportunity and Equal Educational Access

BASP 22: Information in Parents' Languages

22.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency provides parents with information on school and parent programs, meetings, and activities in a format and, to the extent practicable, in a language the parents can understand. (EC § 48985, 20 U.S.C. § 6318 (e)(5))

22.1 When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (EC § 48985)

School language census data

SchlLnggCnsDt

Description: School language census data.

Item Instructions: BASP 22: A copy of your most recent school language census data.

Translated parent notifications

TrnsltdPrntNtfctns

Description: Based on your school language census data, examples of parent information sent in the appropriate language for any sub-population that is greater than or equal to 15% (whole number, rounded).

2016-17 BASP Program Instrument (Continued)

VII. Teaching and Learning

BASP 23: Provides Academic Enrichment

23.0 (ASES, 21st CCLC, ASSETs) The LEA/grantee agency shall provide opportunities for:

23.1 (ASES and 21st CCLC) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, math, history and social science, computer training, or science. (EC § 8482.3(c)(1)(A))

23.2 (ASES and 21st CCLC) An educational enrichment element that may include, but is not limited to: fine arts, career technical education, recreation, physical fitness, and prevention activities. (EC § 8482.3(c)(1)(B))

23.3 (21st CCLC, ASSETs) a) Academic enrichment to help students that is coordinated to meet state and local academic standards in core academic subjects such as reading and mathematics.
b) Educational enrichment services, programs, and activities that are coordinated to reinforce and complement the regular academic program of participating students. (20 U.S.C. § 7171 (a)(1)(2))

Academic achievement results

AcdmAchvmntRslts

Description: Examples of local program Academic Enrichment assessments.

Coordinated academic enrichment activities

CrdntdAcdmcEnrchmntAct

Description: Evidence that academic enrichment activities are coordinated with the students' regular academic programs.

Curriculum materials

CrclmMtrls

Description: Examples to demonstrate inclusion of physical activities in ASSETs programs.

Lesson plans and activities

LsnPlnAct

Description: Academic enrichment lesson plans and an academic enrichment activity schedule for the most recent month of the current school year.

Flyers/brochures and outreach materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 23: Flyers/brochures/outreach materials that provide evidence of your academic enrichment activities.

2016-17 BASP Program Instrument (Continued)

VII. Teaching and Learning

BASP 24: Provides Literacy Education for Families

24.0 (21st CCLC, ASSETs) The LEA/grantee agency offers opportunities for literacy and related educational development for families of students served. (20 U.S.C. § 7171 (a)(3))

Flyers/brochures and outreach materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 24: Family literacy outreach materials such as flyers and/or brochures.

Related Items: BASP 03, BASP 07, BASP 23, BASP 24

Program schedules

PgrmSchdls

Description: Family literacy meeting schedules, meeting agendas, sign-in sheets.

Parent training materials

PrntTrngMtrls

Description: Samples of parent materials you use in your family literacy work.

2016-17 BASP Evidence Requests Glossary

Academic achievement results

AcdmAchvmntRslts

Description: Examples of local program Academic Enrichment assessments.

Item Instructions:

Related Items: BASP 23

Collaboration activities or plans to partner with other programs

ClbrtnActvts

Description: Agendas, minutes of meetings with coordinating agencies and/or communication or documents demonstrating activities or plans to partner with other programs.

Item Instructions:

Related Items: BASP 09

Contracts

Cntrcts

Description: Subcontract budgets with other entities paid for in part or whole with after school funds. Indicate the percentage allowed for direct services vs. percentage allowed for administrative services.

Item Instructions:

Related Items: BASP 12

2016-17 BASP Program Instrument (Continued)

Curriculum materials

CrcImMtrls

Description: Examples to demonstrate inclusion of physical activities in ASSETs programs.

Item Instructions:

Related Items: BASP 23

Coordinated academic enrichment activities

CrdntdAcdmcEnrchmntAct

Description: Evidence that academic enrichment activities are coordinated with the students' regular academic programs.

Item Instructions:

Related Items: BASP 23

Daily attendance roster

DlyAtndncRstr

Description: Student attendance sheets (names redacted) for the previous month.

Item Instructions:

Related Items: BASP 19

District policy

DstPlcy

Description: District policy for minimum qualifications for instructional aid for staff who directly supervise students.

Item Instructions: BASP 20: For every staff who directly supervise pupils at sites (one of the following): Transcripts demonstrating successful completion of a minimum of 48 credit hours at an institution of higher education; An Associate degree or higher from an institution

Related Items: BASP 20

2016-17 BASP Program Instrument (Continued)

Data-Driven Quality Improvement Process

DtDrvnQltyImprvmntPrcls

Description: A description of your process, including:

- The data you collected and how and when you collected it
- Partners involved
- A brief summary of what you discovered and the standard(s) you selected
- The improvement action taken

Item Instructions:

Related Items: BASP 17

Duty statements

DtyStmnt

Description: A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

Item Instructions: BASP 12: Duty statements (in one document) for ALL after school LEA and subcontractor staff who are paid for with after-school funds.

BASP 15: Duty statements for after school staff and subcontractors (if applicable), paid for by after school funds.

Related Items: FM 01, FM 03, ME 08, ME 09, BASP 12, BASP 15

Equipment Inventory

EqpmtInvty

Description: Historical inventory of all equipment \$500 or more in unit price and/or those items under \$500 that are easily pilferable.

Item Instructions: BASP 10: A spreadsheet for items great than or equal to \$500 with columns for items (a) through (i) in BASP 10. If no purchases were made, then indicate that in the comment section.

BASP 15: If no purchases were made, please indicate that in the comment section.

Related Items: EES 06, AE 03, AE 09, ME 06, BASP 10, BASP 15

2016-17 BASP Program Instrument (Continued)

Early release/late arrival policies

ErlyLtRIsPlcy

Description: A copy of the early release/late arrival policy which indicates the allowable reasons for student early release and late arrival, and procedures for how staff capture this information.

Item Instructions:

Related Items: BASP 05

Evaluation plan

EvalPIn

Description: The evaluation plan.

Item Instructions:

Related Items: BASP 16

Evaluation reports

EvalRpt

Description: Link a copy of a current evaluation of student data, student services, and program goals in the LEA plan.

Item Instructions: BASP 16: The most recent evaluation report.

Related Items: ME 05, BASP 16

Evaluation results used to refine, improve, and strengthen program

EvalRslts

Description: Documents that show how evaluation information was used to improve the program.

Item Instructions:

Related Items: BASP 16

2016-17 BASP Program Instrument (Continued)

Notice of public availability of evaluation results

EvIRsItsPblcNtc

Description: A copy of the notice of public availability, which includes when and how the notice was posted and how the evaluation results can be obtained.

Item Instructions:

Related Items: BASP 16

Flyers/brochures and outreach materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 03: Documents which demonstrate the grades served by your program.
BASP 07: Flyers and/or brochures that demonstrate opportunities for physical activities you provide at the selected FPM school site(s).
BASP 23: Flyers/brochures/outreach materials that provide evidence of your academic enrichment activities.
BASP 24: Family literacy outreach materials such as flyers and/or brochures.

Related Items: BASP 03, BASP 07, BASP 23, BASP 24

Hours and days of operation

HrsDysOprtn

Description: Flyers, brochures, program schedules, and enrollment applications showing program hours and days of operations, clearly stating the program is open until 6 p.m. during regular school days.

Item Instructions:

Related Items: BASP 04

2016-17 BASP Program Instrument (Continued)

Independent Annual Audit

IndpdntAnlAdt

Description: Recent independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

Item Instructions:

Related Items: BASP 13

Instructional aide minimum qualifications documentation

InstrctnlAideMnQlfcnsDcmntn

Description: Personnel records reflecting staff meet minimum qualifications, including copies of transcripts, degrees, or district administered test.

Item Instructions:

Related Items: BASP 20

Local cash and/or in-kind contributions

LclCshCntribtns

Description: A spreadsheet of all local cash or in-kind contributions for the previous fiscal year. Include a description of the contribution, source, amount, and how the amount was derived.

Item Instructions:

Related Items: BASP 14

2016-17 BASP Program Instrument (Continued)

LEA fiscal records

LEAFscIRcrds

Description: A detailed general ledger or Financial Activity Report for all expenditures paid for with after school funds. Include a description of the expenditure, date, vendor, and resource code.

Item Instructions:

Related Items: BASP 15

Lesson plans and activities

LsnPlnAct

Description: Academic enrichment lesson plans and an academic enrichment activity schedule for the most recent month of the current school year.

Item Instructions: BASP 07: One month of scheduled activities and lesson plans that document opportunities for physical activities for students enrolled in your after school program.

Related Items: BASP 07, BASP 23

Menus

Menus

Description: One week of menus within the current or previous FPM review year.

Item Instructions:

Related Items: BASP 06

2016-17 BASP Program Instrument (Continued)

Memorandum of Understanding

MOU

Description: A signed agreement between two or more LEAs.

Item Instructions: BASP 14: MOUs that show cash or in-kind donations of goods or services to the after-school program.

Related Items: CTE 07, AE 01, BASP 14

Nutrition facts label

NtrnFtsLbl

Description: Nutrition information for every item served for your daily snack, or other meal for two days of menus from the linked menu period.

Item Instructions:

Related Items: BASP 06

Operation policies

OprtnPlc

Description: Documents to demonstrate policy and administrative procedures exist for collection and retention of fiscal, attendance, and other operational data for the program for a minimum of 5 years.

Item Instructions:

Related Items: BASP 08

Professional development/training records

PrfDvlpmntTrngRcrds

Description: Staff professional development and/or training agendas, conferences which your staff attended.

Item Instructions:

Related Items: BASP 18

2016-17 BASP Program Instrument (Continued)

Program policy

PrgmPlcy

Description: District and/or Program policy related to safe travel to and from program site(s) including policy for students served in a facility not on the school site.

Item Instructions:

Related Items: BASP 21

Program plan

PrgmPln

Description: The most current version of your After School Program Plan.

Item Instructions:

Related Items: BASP 11

Program schedules

PrgmSchdls

Description: Family literacy meeting schedules, meeting agendas, sign-in sheets.

Item Instructions:

Related Items: BASP 24

Parent notification

PrntNtfctn

Description: Documents from the current year.

Item Instructions: BASP 21: Document(s) that demonstrates parents have been informed of the program's safe travel policies. This includes pick-up and release policies.

Related Items: BASP 21

2016-17 BASP Program Instrument (Continued)

Parent training materials

PrntTrngMtrls

Description: Samples of parent materials you use in your family literacy work.

Item Instructions:

Related Items: BASP 24

Partners' meetings agendas and minutes

PrtnrsMtgAgndaMnts

Description: Regular day-After School program meeting agendas, minutes, emails with school principals and site staff; partner meetings agendas and minutes. Scan all documents as one file.

Item Instructions:

Related Items: BASP 01

Private School Affirmation

PvtSchlAfmtn

Description: Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the Authorized representative.

Item Instructions: BASP 02: Include dated e-mails or letters to private schools to participate in the after school program.

Related Items: CE 03, ME 02, BASP 02

Meetings with private schools

PvtSchlMtg

Description: Agendas and minutes of meetings with private schools which demonstrates outreach efforts for private school consultation. Scan all documents as one file.

Item Instructions:

Related Items: BASP 02

2016-17 BASP Program Instrument (Continued)

Recruitment and training materials

RcrtmntTrngMtrls

Description: Recruitment materials that indicate minimum requirements for positions in the afterschool program. Only for schools listed on review schedule.

Item Instructions:

Related Items: BASP 20

Rolling sign-in/out sheets

RlngSgnShts

Description: A copy of early release policy and late arrival policy. One week of attendance reports (names redacted) to show how the LEA implements its early release and late arrival policies.

Item Instructions:

Related Items: BASP 05

Expenditure reports subcontractor staff

SbcntrctrExpRpts

Description: A detailed position control/labor distribution report for the previous fiscal year or current year. General ledger for Resource 4124/6010. Include name, title, FTE, RC and Salary and Benefits.

Item Instructions:

Related Items: BASP 12

School language census data

SchlLnggCnsDt

Description: School language census data.

Item Instructions: BASP 22: A copy of your most recent school language census data.

Related Items: HE 07, BASP 22

2016-17 BASP Program Instrument (Continued)

School Safety Plan and safety drills

SchlSftyPln

Description: The School Safety Plan which includes reference to after school programs, and records of all safety drills conducted during after school time.

Item Instructions:

Related Items: BASP 21

Surveys

Srvys

Description: Community, parent, student, school staff, etc. surveys that show collaboration with these groups. Scan all documents as one file.

Item Instructions:

Related Items: BASP 01

Staff assignments

StffAsgnmnts

Description: Staff assignment sheets and attendance records for the previous month.

Item Instructions:

Related Items: BASP 19

Time sheets, including time accounting methods

TmShts

Description: One month of time sheets (in one document) for selected payroll general ledger expenditures for personnel charged to the after school funds.

Item Instructions:

Related Items: BASP 12

2016-17 BASP Program Instrument (Continued)

Training schedule

TrngSchdl

Description: Annual Professional Development and/or training schedule.

Item Instructions:

Related Items: BASP 18

Training sign-in sheets

TrngSgnInShts

Description: Sign-in sheets indicating who attended the training you provided for your staff. This should correlate with your professional development/training records.

Item Instructions:

Related Items: BASP 18

Translated parent notifications

TrnsldPrntNtfctns

Description: Based on your school language census data, examples of parent information sent in the appropriate language for any sub-population that is greater than or equal to 15% (whole number, rounded).

Item Instructions:

Related Items: BASP 22

Web page

WbPg

Description: If available, a Web link that demonstrates program hours and days of operations, including that the program is open until 6 p.m. during regular school days.

Item Instructions: BASP 03: Web link to program specific information indicating grade levels served.

Related Items: BASP 03, BASP 04
