Glossary for the Site Monitoring Visit Tool
(*revised 5/23/19*)

Accommodation plan: is a written set of instructions (e.g. 504 plans, behavioral modification plan, individual service plan, Individual Education Program (IEP), Behavioral Intervention Plan (BIP) etc.) that detail specific strategies and practices that teachers/activity leaders may use to ensure that a student's learning needs are met

Activity Log: is a report in which all the recorded events are sequentially ordered and displayed

Attendance records: records that verify either student or other stakeholder attendance at an event or activity. Records would include name/title of attendees, date/time of event or activity, meeting title/purpose, if applicable.

Behavioral Intervention Plan: is a plan that includes, but not limited to, a description of the problem behavior, intervention strategies that include positive behavioral supports, and services to address the behavior

Collaborative planning: collaborative planning in this context should include program and partner staff working and learning together as they plan lessons and address other programmatic issues or concerns. Lesson planning for program should address NYS learning standards, SEL benchmarks, and clear learning objective(s) that are aligned with program's Template of goals and objectives

Correspondence records: documented evidence, such as dated emails, to show that there was correspondence between stakeholder groups

Curriculum map/Scope and Sequence: a resource created by a school or district that outlines the depth/breath and order of the content to be taught at a specific grade level and development of the content across grades

Educational Liaison: an individual who serves in the role of supporting the link between the school day and the program

Enrollment roster: list of students that are enrolled for a particular activity

FS-10: the form that a sub-grantee uses to report the annual budget for their approved grant

FS-10-A: the form that a sub-grantee uses to *amend* the annual budget for their approved grant

FS-10-F: the form that a sub-grantee uses to report their Final Expenditure Report, which is due 90 days after the end of their program period

FS-25: the form that a sub-grantee uses to request funds from their approved grant. The amount of funds requested at any one time may only include actual expenditures to date plus, where allowed, anticipated expenditures for the next month.

Home Language Questionnaire (HLQ)[1]: is completed by the parent/guardian. However, programs may create their own form for diagnostic assessment of a student's linguistic needs.

Institutional Review Board (IRB): an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated (e.g. in NYCDOE, the IRB is Research and Policy Support Group (RPSG)

Minutes: notes corresponding to agenda items from a meeting that record key discussion points and decisions.

Needs Assessment - is a process used by organizations to determine needs/gaps, priorities, make organizational improvements, or allocate resources. In this context, it refers to a survey given to families to assess their needs regarding family literacy programming. Examples might include such choices as financial literacy, resume workshops, English as a Second Language (ESL) classes, parenting classes, etc.

Participant File – a paper or electronic folder for storing information on an individual. It would include a participant's enrollment form, which should have critical information on it such as emergency contacts, learning accommodations, and medical information; may also include parent-program or program-school correspondence regarding student participant.

Participant Surveys - data collection tools used to gather participants' (students and parents) input about program offerings (to match needs and interests) and/or their satisfaction and perception of the program impact

Partner: in this context, partners are those entities who have entered into a partnership agreement to collaboratively plan and implement the funded program over the life of the grant. *Note: an individual, agency, or organization or other entity that only provides products or services described in the proposed program is considered a vendor, not a partner.* **For the purpose of this funding, the required evaluator must be a vendor, NOT a partner.**

Personnel Activity Reports (PARs): mandatory reports that must be completed for each employee of the program that verifies the percentage of time (% of FTE- {full time equivalent}) worked and paid through 21st CCLC program. NYSED requires that PARs are completed monthly or semi-annually.

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[1]Home Language Questionnaire: http://www.nysed.gov/common/nysed/files/programs/bilingual-ed/hlqguidance_final.pdf

Personnel Eligibility Tracking System (PETS): NYCDOE's system that records, and tracks fingerprint-based New York state-level criminal history and nationwide FBI checks performed to clear personnel working or serving NYC schools.

Personnel File: a paper or electronic file/folder for storing Human Resource and payroll documents related to new, existing, or past employees. It includes but is not limited to security clearance, fingerprinting clearance, background checks, completed program activity implementation reviews, and basic employee and compensation information in compliance with federal and state labor laws.

Program Activity Implementation Review (PAIR): a review conducted using a formal protocol, NYSED has created an example, for the purpose of promoting on-going program improvement and oversight by program administration. Areas to assess include the implementation of program activities to ensure best practices, including but not limited to, respectful interactions between staff and students are maintained and learning objectives of each activity are continually made explicit to the student. This is not a teacher performance evaluation, but rather administrator check on implementation.

Program Staff: includes all staff working in the program, both lead agency's staff AND partners' staff

Quality Self-Assessment (QSA)[2]: is an instrument that was developed for use by out-of-school time program providers to assess the quality of their programs and to assist staff and stakeholders to create an action plan for continuous program improvement. 21st CCLC programs are required to use the tool at least twice a year.

Staffing schedule: list of employees and associated information (location, working days/times, responsibilities, roles). In this context it refers to all staff working in the 21st CCLC program

Student with a disability: as defined in Section 4401(1) of the Education Law, who has not attained the age of 21 prior to September 1st and who is entitled to attend public schools pursuant to Section 3202 of the Education Law and who, because of a mental, physical or emotional reasons, has been identified as having a disability and who requires special services and programs by the department. The terms used in this definition are defined in Commissioner's Regulations Part 200.

Supplement/Not Supplant: this is a provision common to many federal education program statutes. In general, this statutory requirement specifies that a State or local educational agency may allocate and use funds received under a particular federal program only to supplement (enhance) and not supplant (replace) funds from non-federal sources.

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[2] Quality Self-Assessment: http://networkforyouthsuccess.org/wp-content/uploads/2018/08/QSAGUIDE2018-1.pdf