



AFTER SCHOOL PROGRAMS

PREPARING FOR FEDERAL PROGRAM MONITORING (FPM)

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CALIFORNIA DEPARTMENT OF EDUCATION

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What we will cover today:

- What is a FPM? What to expect?
- Before and After School Programs (BASP) FPM Instrument
- Resources



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What is an FPM?

- Purpose and expectations
- FPM Schedules:
 - Cycle B On-site
09/2015 through 02/2016
 - Cycle D On-line
03/2016 through 06/2016



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What is the BASP FPM Instrument?

- <http://www.cde.ca.gov/ta/cr/documents/basp1516.pdf>

The instrument will be completed on line at the California Department of Education (CDE)

A review of each item will have a conclusion of:

- Meets requirements
- Does not meet requirements
- Not Monitored



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Seven Dimensions of the BASP Instrument

- I. Involvement (Items 1-2)
- II. Governance and Administration (Items 3-11)
- III. Funding (Items 12-15)
- IV. Standards, Assessment, and Accountability (Items 16-17)
- V. Staffing and Professional Development (Items 18-20)
- VI. Opportunity and Equal Educational Access (Items 21-22)
- VII. Teaching and Learning (Items 23-24)



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I. Involvement

Parents, staff, students, and community members participate in the on-going development, implementation, and evaluation of core and categorical programs



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Evidence for Dimension I can include:

- Review of Documents:
 - Planning Documents/Private School Consultation
 - Records of Meetings
 - Operational Processes and Procedures
- Interviews with:
 - Grant Coordinator
 - After School Program (ASP) staff, Site Principal, and Regular Day Staff
 - Community Representatives
 - Parents
 - School Site Council
- Review BASP items 1-2



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II. Governance and Administration

Policies, plans, and administration of categorical programs meet statutory requirements



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Evidence for Dimension II can include:

- Review of Documents:
 - Local Educational Agency (LEA) Plan
 - Single Plan for Student Achievement
 - Program Plan in the Grant Application
 - Schedules, Menus, Policies

Interviews with:

- After Site Principal and Regular Day Staff
 - Parents
 - Contractors
 - Community Representatives and Other Stakeholders
- Review BASP items 3-11



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FPM Resources

Regional Technical Assistance Contacts

- Regional After School Technical Assistance System contacts within the 11 service regions of the California County Superintendents' Educational Services Association.

<http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>

- FPM County Leads Contact Information

<http://www.cde.ca.gov/ta/cr/contact.asp>



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III. Funding

**Allocation and use of funds
meet statutory requirements for
allowable expenditures**



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Evidence for Dimension III can include:

- Review of Documents:
 - Line item budget and expenditure reports
 - Audit reports
 - Personnel documents (timesheets and duty statements)
 - Contracts and Memorandums of Understanding
 - Matching funds
- Interviews with:
 - Grant and site coordinators
 - ASP and LEA staff with fiscal responsibilities



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Guidance on Match Evidence

Match Requirement

III-BASP 14. (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. (*California Education Code (EC) sections 8483.7[a][5] and 8483.75[a][4]*).

- Show where your grant match comes from by providing a list of match contributors, what the contribution was and its value (calculate amount for in-kind). Show total match value as a percent of total grant amount and clearly show the calculation of the percentage of the match that is provided.
- Attach evidence (i.e., Memorandums of Understanding, volunteer documentation) supporting the entries on the list of match contributors.
- [Link to Match Documentation Spreadsheet](#)
- Review BASP items 12-15



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IV. Standards, Assessment, and Accountability

Categorical programs meet state standards, are based on the assessed needs of program participants, and achieve the intended outcomes of the categorical program



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Evidence for Dimension IV can include:

- Confirmation of data submitted.
- Principles of Effectiveness:
 - Conduct a needs assessment
 - Develop performance measures
 - Use science-based programs and strategies
 - Regularly evaluate your program for effectiveness
 - Use results of local evaluation to strengthen and modify your program
- Review BASP item 16-18



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V. Staffing and Professional Development

Staff members are recruited, trained, assigned, and assisted to ensure the effectiveness of the program



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Evidence for Dimension V can include:

- Review of Documents:
 - Personnel records
 - Training plans
 - Schedules and sign in/out sheets
- Interviews and Site observations
- Review BASP items 19-20



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VI. Opportunity and Equal Educational Access

Participants have equitable access to all programs provided by the LEA as provided by law



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Evidence for Dimension VI can include:

- Review of Documents:
 - ASES Program plan
 - School safety plan
 - Program handouts/brochures
- Interviews with:
 - After school program and district staff
 - Teachers and parents
 - School security officers and stakeholders
- Site Observations
- Review BASP items 21-22



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VII. Teaching and Learning

Participants receive core and categorical program services that meet their assessed needs



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Evidence for Dimension VII can include:

- Review of documents:
 - Curriculum material
 - Program description/plan
 - Lesson plans
 - Brochures/course offerings
 - Student work

Note: where appropriate, the activities should be research-based and aligned with the school day.
- Interviews with:
 - Parents,
 - After school program and school site staff
 - Other stakeholders
- Review BASP items 23-24



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Document Uploading Guidance

Before and After School Programs Only

Please read the following **BEFORE** uploading your documents.

- Review your program – ASES / 21st CCLC / ASSETs
- Please do **not** provide any information that goes beyond what is required to provide evidence that you are meeting the specific requirement.
- Number all pages of the documents you are submitting consecutively. This may be done by hand and it is not necessary to eliminate page numbers that already exist in your documents.
- Prior to uploading, highlight or mark the section(s) in each document that contains information relevant to the item being tested. In the FPM and at the beginning of the document, note the page number(s) of the highlighted sections.
- Do not submit the content of trainings and workshops (i.e., PowerPoint© slides). An agenda for the workshop that lists presenters and a statement of who attended from your organization and their role is sufficient.



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What to Expect After the FPM Visit

- Onsite FPM:
 - Formal exit meeting/debrief
 - Notice of finding (NOF) date
- Online FPM review:
 - Preliminary draft of findings deadline
 - Debrief date, if necessary and requested
 - NOF date
- Proposed Resolution of Findings (PRF)
 - Track findings
 - Communicate between ASD Consultant and FPM Office on findings
 - Ongoing Technical Assistance



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Questions?

Thank you for your participation.

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For further BASP assistance email:

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