ELISS Desk Review Interview Protocol

<u>Informal/Semi-structured Interviews</u> are conducted with 1-4 pre-selected Key Staff implementing the program on the ground (e/g., after school site director, ISS Program Director, CIS staff in a sample school, Fiscal Agent or Finance Officer)

Purpose

Review project operations, activities, enrollment, changes, expenditures, etc. to provided additional context to evidences reviewed to demonstrate compliance on the ELISS Desk Review Instrument and Feedback Report (hereafter, the Report) template. Program Administrators will ask semi-structured questions about their Program Implementation, Response to the COVID-19 Pandemic, and the organization's ELISS Services and Key Impacts on Students.

Output

Brief notes on pages below of what was learned from interview(s), which remain an internal file. Condensed notes can then be added to the ELISS Report in the comments section if needed to demonstrate compliance. Additionally, information from the interviews can be referenced in the Commendations, Recommendations, or Findings narrative section of the final Report which is provided to ELISS grantees.

ELISS STAFF INTERVIEW QUESTIONS AND NOTES

Grantee Organization Name:	
Site staff interviewed (Name and Role):	
Date of Interview:	

A. PROGRAM IMPLEMENTATION

Question	Additional Questions Asked/Notes
A.1. Relationship with Low-Performing Schools	
a. Have you had any problems focusing services in schools that are designated as Low-Performing?	
b. How does your program collaborate/interact with administrators/guidance counselors, etc. of targeted lowperforming schools? Challenges?	
d. How do you work with classroom teachers if at all on determining students' needs?	
c. If you are providing services in schools that are not designated as Low-Performing, what criteria were used to select them for ELISS programming?	

Question	Additional Questions Asked/Notes
A.2. Program Type	
a. What are your key Extended Learning (EL)program components and services?	
b. What are your key Integrated Student Supports (ISS) program components and services?	
b. How were your key program components and/or services impacted by COVID-19 and your districts' reopening plans?	

Question	Additional Questions Asked/Notes
A.3. & A.4. Enrollment & Average Number of Contact Hours	
a. How did your organization determine which students to include in the program?	
b. To what extent was the program able to enroll/serve the number of students projected to serve?	

Question	Additional Questions Asked/Notes
c. What percentage of students served by the program were "at-risk, not performing at grade-level, at-risk of dropping out, or at-risk of suspension/anti-social behavior" upon program entry?	
d. To what extent did enrolled students attend or receive services from the program?	
e. What are successes and challenges your organization has experienced in serving the targeted student population?	

B. RESPONSE TO THE COVID-19 PANDEMIC

Question	Additional Questions Asked/Notes
B.1 Expenditures as Relief and Assistance from the effect of COVID-19	
a. How did your organization use grant funds for expenditures incurred due to the public health emergency with respect to COVID-19?	
b. What process is used to maintain the program's inventory of equipment purchased with ELISS funds?	
c. Due to the short duration of the ELISS program, how does your organization plan to continue to utilize items purchased with ELISS funds after December 30, 2020.	

Question	Additional Questions Asked/Notes
B.2 Fiscal Management	
a. Who is responsible for submitting expenditure reimbursement requests within the ERaCA system? What process is in place to ensure only budgeted line-items from the approved Budget 208 are utilized for expenditures and that reimbursement requests are submitted in a timely manner?	
b. Has your organization had to amend the approved Budget 208 by submission of a Budget 209 amendment? If so, what circumstances led to the requested changes?	

Question	Additional Questions Asked/Notes
C. How does your organization ensure that staff are only compensated for time spent working with the ELISS program?	
d. Does your organization have any extended learning or integrated student supports programs supported with funds other than the ELISS grant? If yes, how does the program ensure that ELISS funds and programming are kept distinct?	

C. ELISS SERVICES RECEIVED AND KEY IMPACTS ON STUDENTS

Question	Additional Questions Asked/Notes
C.1 Program Services	
a. In addition to the key services described above (i.e., in A.2.a), what other types of activities, programs, or services are offered by your ELISS program? How do they assist students whose learning has been negatively impacted by the COVID-19 pandemic?	
b. What specific things are you doing to improve students' **academic outcomes** (e.g., grades, demonstrating proficiency of standards, etc.)? What are you learning in doing this?	
c. What specific things are you doing to improve students' **behavioral outcomes** (e.g., school attendance, attitudes, engagement, socio-emotional development, etc.)? What are you learning in doing this?	

Question	Additional Questions Asked/Notes
C.2 Key Impacts on Students	
a. What key Program Outputs have you selected for your ELISS program?	
b. What are some of the expected short-term outcomes your ELISS-funded program anticipates seeing by the end of December 2020?	
c. What challenges have you experienced in collecting data related to your program outputs?	

d. Do you anticipate any challenges collecting and/or reporting your program outcomes for the End-of-Grant report (due in CCIP on or before December 15, 2020)?	

Question	Additional Questions Asked/Notes
C.3 Collaboration with NCDPI and the SERVE Center at UNCG	
a. In what ways have you collaborated with the SERVE team to prepare for submission of your required final report in December?	
b. Overall how has NCDPI and SERVE provided technical assistance in support to your ELISS program? Do you have any suggestions for improvement?	

Notes on Observation (if applicable)

Grantee:

Date:

Location:

What was observed?

Notes on observation: