



WAYNE STATE UNIVERSITY

MDE Documentation
Uploads

2023-2024 Program Year

MDE Documentation Uploads (GEMS)

- Yearly compliance requirement
- Each 21st CCLC grantee has to complete this process
- Updated for the 2023-2024 PY
- Site Coordinators upload to Teams
- Matt will upload to GEMS system



**21ST CENTURY COMMUNITY LEARNING CENTERS
Documentation Criteria for GEMS Upload
Technical Assistance**



Table of Contents

Section 1 Requirements..... 2

Section 2 Requirements..... 3

Section 3 Requirements..... 5

Section 4 Requirements..... 6

Section 5 Requirements..... 8

Section 6 Requirements..... 9

Section 7 Requirements..... 11

Attachments 13-42

- Two documents uploaded in teams to assist
- “C2 Pipeline PY 2023-2024” -> “Files” -> “MDE Compliance”



1a. Requirements: The grantee is recruiting and serving the projected number and target population as identified in the approved grant application.

Documentation upload required:

1. Written recruitment plans
2. Evidence of a recruitment activity
3. Written protocol for selection of students

Technical Assistance

- Documentation should include both asynchronous and synchronous policies and procedures.

1b.

Requirements: All sites are offering the equivalent of services four days per week, two and a half hours per day for 38 weeks, including six weeks during the summer as detailed in the approved grant application.

Documentation upload required:

1. Program year calendar including operating hours by site

Technical Assistance

- See [attachment A](#) for an example of program year calendar.

Frontier International Academy- C2 Pipeline
Recruitment and Retention Plan for Our 30 ADA goal

As of September 27, 2022, the ADA for the Frontier International Academy is currently 30, which consists of 108 active students.

The difference between the 30 attending students in the 2022/2023 program year compared to 16 attending students in the 2021/2022 program year is due to several factors: I have implemented many of the Action Plan steps to improve overall attendance and Registrations.

As it applies to our **recruitment and retention**, we believe that we are well positioned to increase the number of attending students and increase the number of students served to meet our grant target of an average daily attendance of 30 students daily.

Goal	Action Plan
1 st , focus on increasing the number of students participating in C2 Pipeline on a consistent basis.	<p><i>Write the steps you/your site will take to achieve this goal here.</i></p> <ol style="list-style-type: none"> 1. Increase number of Registered Students to capture as many students as possible. 2. Work with ALL afterschool activities at Frontier. This includes Clubs and Organizations like NHS that have not been part of C2 Pipeline in the past. 3. Work to start new Clubs where there is Student interest (Girls' Cooking/Foods Club, Girls' Sports Club, Art Club) 4. Develop MOU's with all Clubs to formalize agreements <p>Deadline: Started 8/21/2022 and ongoing throughout the School Year 2022-2023. Check-ins November, February, April</p>
2 nd , improve the attendance of the students currently active in the program.	<p><i>Write the steps you/your site will take to achieve this goal here.</i></p> <ol style="list-style-type: none"> 1. Communicate with students about the

EXAMPLE PROGRAM CALENDAR

2019 to 2020



Calendar Key
 School Year
 Summer
 Special Events

Site Operating Hours
 Site 1 3:00 pm – 5:30 pm
 Site 2 2:45 pm – 5:30 pm
 Site 3 7:30 am – 8:30 am, 3:30 pm – 6:00 pm
 Site 4 3:00 pm – 5:30 pm

Summer Hours for All Sites 10:00 am – 2:00 pm

Site Coordinator Responsibilities

- Upload 1 piece of evidence for each applicable indicator area into teams
 - Documents should be current (within 1 year)
 - “C2 Pipeline PY 2023-2024” -> “Files” -> “MDE Compliance” -> “Documentation Uploads”
 - 2b= 4 pieces of evidence per site
 - If possible, upload those documents as PDFs
- Each uploaded document should be labeled with the following info **in the header portion of the document:**
 - Site Name
 - Indicator Area
 - *Example: South Lake- 1A*
- When uploading documents into Teams, please make sure you’re naming your file “Site Name- Indicator Area”
- *This is due by 5pm on Wednesday, September 27th*



Questions?

