

# Rhode Island 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grant

## Data Guidance – Updated September 2017

All 21<sup>st</sup> CCLC sites are required to maintain a data system to track program activities, youth participants, program attendance, and other data. This may be the district's student information system (e.g. ASPEN, Skyward, etc.) or a third party system (e.g. YouthServices, Cayen, EZReports, etc.). Whatever system is used, the data must be accessible to RIDE. RIDE matches the data with other records in its Data Warehouse and uses the data for mandated federal reporting (21APR), statewide evaluation, state reporting systems, and sharing with appropriate outside entities (e.g. Rhode Island KIDS COUNT). The following information and guidance is intended to help ensure accuracy and data quality.

### Best Practices

- **Update frequently.** Data should be entered on an ongoing basis, preferably daily.
- **Be efficient.** Try to eliminate extra steps. For example, consider taking attendance electronically instead of taking it on paper and then entering it.
- **Tell RIDE about special circumstances.** Please let RIDE staff know about unusual situations, such as students from one site participating at another site or groups of students from another school participating in an activity.

### 21APR, the federal reporting system

- **Terms** – 21APR, the federal reporting system, has three separate data collection periods (Summer, Fall, and Spring).
  - **Summer** is defined as July 1 through the last day before school starts. Summer data are due to RIDE in mid-April.
  - **Fall** is defined as from the first day of school – which varies by district – through December 31. Fall data are due in mid-May.
  - **Spring** is defined as from January 1 through June 30. Spring data are due in mid-August.
- **Data entry and sources** – RIDE enters all of the data into the 21APR system, based on data received from grantees.
  - Most data come directly from grantees' data systems. RIDE receives extracts of data for each term from YouthServices. For those using another system, RIDE will work with you on the best way to get the data. Once RIDE has the data, it is matched with records in RIDE's Data Warehouse, and processed before being entered.
  - Some data are collected separately as spreadsheets sent by grantees directly to RIDE.
- **Data reported by site (or "center")** – If an agency has a grant to serve multiple sites, all data are reported separately for each site.
- **Grade spans** – 21APR asks for student information by two grade spans, Pre-K through 5<sup>th</sup> grade and 6<sup>th</sup> through 12<sup>th</sup> grade.
- **21APR Reporting areas** – 21APR data are reported for the following areas:
  1. **Activities** – Activities are reported separately for all three terms. Activity reporting includes:
    - A. Basic information about types of activities provided – This comes from Activity data in each grantee's data system.
    - B. Average length, frequency and participation of each type of activity – These are calculated using Program Participation data in each grantee's data system
  2. **Staffing** – Staff reporting is a simple count of paid and volunteer staff by category. Staff data are reported separately for all three terms. Counts are provided through a separate spreadsheet sent by grantees directly to RIDE.

3. **Participation** – Participation data are reported separately for Summer and for Fall, and as a combined fall-through-spring number for Spring reporting. Participation reporting includes:
  - A. Youth program participation counts (<30/30/60/90 day) – Youth program participation counts are calculated using basic Youth information and Program Attendance data from each grantee’s data system.
  - B. Youth demographics – Youth demographics come from RIDE’s Data Warehouse.
  - C. A count of family members served – Family member participation data are provided through a separate spreadsheet sent by grantees directly to RIDE.
4. **Outcomes** – Outcome data are reported only in the Spring reporting, covering the entire year. Outcomes are based on the federal [Government Performance and Results Act \(GPRA\)](#) Measures and include:
  - A. State Assessment Scores – These are pulled from the RIDE Data Warehouse, for youth that hit the 30 day regular attendance threshold (see Participation above). Data are reported for:
    - Reading for students in PreK through grade 5
    - Mathematics for students in grades 6 through 12.

Data are only reported for those youth who have results in two consecutive years using the same type of assessment (i.e. PARCC, RICAS). Data are reported as the number of regular attendees who were not proficient one year and, of those, the number who were proficient the next.
  - B. Teacher Survey – These come from each grantee’s data system, although arrangements may be made to provide this data separately. 21APR collects teacher reports of changes in behavior, class participation and/or homework completion for all students who met the regular attendance threshold (30+ days).
5. **Grantee/Centers** – General information about each grant, grantee and center (or site) are reported once in the Spring, covering the entire fiscal year (summer through spring). Most of the information comes from RIDE’s internal records. The list of Partners is provided through a separate spreadsheet sent by grantees directly to RIDE.

### Grantee Data – in grantee’s system (YouthServices, ASPEN, etc.)

#### Youth data

- **Purpose for 21APR** – Youth data are used for:
  - Youth demographics and helping calculate participation counts in the Participation report,
  - Helping calculate average attendance in the Activities report,
  - Helping filter results for regular attendees in the Outcomes report.
- **Required data fields** – The following data are required in the data system for each Youth:
  - **Youth ID** – Each youth should have a unique identifier. This is auto-generated by most data systems; you might not even see it. This is not necessarily the student’s official SASID or LASID.
  - **Name (First and Last)** – All youth need a first and last name; the middle name/initial is optional.
    - Beware of switching first and last names.
    - Preferably enter the full given first and last names and enter nicknames elsewhere.
  - **DOB** – All youth need a Date of Birth entered.
    - If you do not currently collect this for some youth in your program, please change your enrollment process to include it.
    - Beware of switching the month and day.
    - Beware of entering the current date.

- **Sex (M/F)** – All youth need to have their sex entered in the system. For transgender students, you are encouraged to enter students’ identified sex, although you should ensure that their confidentiality is protected; you should refer to any relevant school policies or protocols.
- **Other Demographics** (for youth not enrolled in a public school)
  - For students who are **not** enrolled in a public school (e.g. private school students, homeschooled students, summer program participants who just moved there, etc.), all of the following demographic information is required:
    - **Grade (Pre-K through 12)** - Please use the grade level of the student at the end of the school year.
    - **Race/ethnicity (7 category)** – American Indian/Alaskan Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, White, or Two or More Races
    - **Special needs status (Y/N)** – students who have a current Individualized Education Program (IEP) or 504 Plan (Section 504 of the Rehabilitation Act of 1973)
    - **Free/Reduced Price Lunch (FRPL) status (Y/N or Free/Reduced/Not reduced)**, and
    - **English Learner (EL) status (Y/N)** – Please note that students in “monitoring” status are no longer classified as ELs (i.e. report them as No).
  - For students who are already enrolled in a Rhode Island public school, other demographic information is helpful but is not required for 21APR reporting. RIDE uses demographics from the Data Warehouse for all of its reporting and evaluation purposes. However, each program should decide demographic information is needed for their own purposes (e.g. for evaluation).

### Activity data

- **Purpose for 21APR** – Activity data are used for:
  - Basic information in the Activities report
- **Required data fields** – The following data are required for each Activity in the data system:
  - **Activity Type (21<sup>st</sup> CCLC vs. Non-21<sup>st</sup> CCLC)** – All activities must be denoted as either 21<sup>st</sup> CCLC activities (in which case they will be included in all reporting) or non-21<sup>st</sup> CCLC activities (in which case they will be excluded). YouthServices and other systems have a field for identifying this; please do not leave it blank. A 21<sup>st</sup> CCLC Activity is any program, service or activity in which at least one youth is served at least one time, which falls under one of the 21APR categories below, and which promotes the goals of the 21<sup>st</sup> Century Community Learning Center. If 21<sup>st</sup> CCLC funds are used in any way (e.g. for staff time, for a provider, for supplies, to administer it as part of the 21<sup>st</sup> CCLC, etc.) it should be included as a 21<sup>st</sup> CCLC Activity.
  - **Activity ID** – Each activity series should have a unique identifier. This is auto-generated by most data systems; you might not even see it.
  - **Activity Name** – All activities should have a name in the system. If activity data from multiple sites are stored together, then the activity name must include the name of the site to which the activity is associated
  - **21APR Activity Category** – All activities must be coded under a single 21APR category for reporting purposes. Currently, those federally-defined categories are as follows:
    - *Academics: STEM*  
“Activity that contributes to the development of science, technology, engineering, or mathematics skills”
    - *Academics: Literacy*  
“Activity that contributes to the development and enjoyment of reading and writing skills”
    - *Academics: Tutoring*  
“Activity that provides direct support for the core academic subjects”
    - *Academics: Homework Help*

- “Activity that provides direct support in the completion of homework assigned during the school day”
  - *Academics: English Language Learners support*
    - “Activity that provides direct support to students classified as English language learners”
  - *Enrichment: Entrepreneurship*
    - “Activity that contributes to the understanding of small business practices and business ownership”
  - *Enrichment: Arts & Music*
    - “Activity that engages students in the creation of art and music and develops the appreciation of art and music”
  - *Enrichment: Physical Activity*
    - “Activity that engages students in a physical activity and develops the appreciation of health and nutrition”
  - *Enrichment: Community/Service Learning*
    - “Activity that engages the students in an activity that benefits the community outside the center”
  - *Enrichment: Mentoring*
    - “Activity that engages the student with a role model”
  - *Character Education: Drug Prevention*
    - “Activity that provides information about alcohol or other drug use prevention”
  - *Character Education: Counseling Programs*
    - “Activity that provides socio-emotional counseling services”
  - *Character Education: Violence Prevention*
    - “Activity that promotes peaceful conflict resolution”
  - *Character Education: Truancy Prevention*
    - “Activity that promotes school attendance”
  - *Character Education: Youth Leadership*
    - “Activity that promotes the active engagement of leadership roles”
  - *College & Career Readiness*
    - “Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high quality certificate program with a career pathway to future advancement”
- **College & Career Readiness (Y/N)** – All activities must also be coded as to whether they “prepare students to enroll and succeed in a credit bearing course at a postsecondary institution or a high quality certificate program with a career pathway to future advancement” as a secondary goal, in addition to the primary goal above.

### Program Attendance data

- **Purpose for 21APR** – Program Attendance data are used for:
  - Helping calculate 30/60/90 counts in the Participation report,
  - Helping calculate length, frequency and average attendance in the Activities report,
  - Helping filter results for regular attendees in the Outcomes report.
- **Required data fields** – The following data are required in the data system for Program Attendance:
  - **Youth ID, Activity ID, Date** – Each program attendance record should be associated with a youth for a specific activity on a specific date.
  - **Attendance (Present/Absent)** – Daily attendance should be clearly marked as Present or Absent for each youth in each activity on each date. Blanks in program attendance data are treated as absences and are not included in federal reporting.
  - **Program length (in minutes)** – The length of time each activity lasts should be recorded properly.

## Teacher Survey data

- **Purpose for 21APR** – Teacher Survey data are used for:
  - Calculating totals for Teacher Survey data in the Outcomes report.
- **Required data fields** – The following data are required in the data system for Teacher Survey:
  - **Youth ID** – Each survey record should be associated with a specific youth. Again, you might not even see this number in your system.
  - **Homework Completion** – US ED defines this as “the number of [regular] participants whose school-day teachers indicated improvement in the completion of homework”
  - **Class Participation** – “the number of [regular] participants whose school-day teachers indicated improvement in the class participation”
  - **Student Behavior** – “the number of [regular] participants whose school-day teachers indicated improvement in student behavior”
- **Notes** - Typically an 8-point scale is used (Did Not Need to Improve, Significant Decline, Moderate Decline, Slight Decline, No Change, Slight Improvement, Moderate Improvement, Significant Improvement) although a simpler scale may be used. The homework completion and class participation numbers are combined into a single measure (using a logical “AND”) in the 21APR reporting.

## Spreadsheets – submitted directly to RIDE

### Staffing spreadsheet

- **Purpose for 21APR** – Staff data are used for:
  - All information in the Staff report
- **Definition** – US ED defines staff, “the people who work, in either a paid or unpaid capacity, in the center in direct support of the program and those that provided support for any activity for any amount of time in this term.”
- **Notes** – Please be aware of the following when completing the spreadsheet:
  - **Unique count** – Please enter individuals only once, even if they could fall under more than one category.
  - **High school students** – Per federal rules, high school students reported as staff cannot also be counted as 21st CCLC participants.
- **Fields** – The Staff spreadsheet includes the following fields:
  - **Site** – Please enter the name of the program site.
  - **Paid or Volunteer** – Counts are provided by the paid/volunteer status of the various staff members.
  - **21APR Staff Category** – The following are the federally-defined staffing categories:
    - *Administrators*  
“Individuals who have a primary oversight capacity of the staff and functions of the center”
    - *College Students*  
“Individuals currently enrolled in a post-secondary institution”
    - *Community Members*  
“Individuals from the community at large”
    - *High School Students*  
“Individuals currently enrolled in a secondary institution.”
    - *Parents*  
“Individuals who are the parents or guardians of students enrolled in the 21st CCLC program at the center.”

- *School Day Teachers*  
“Individuals whose primary role is as a teacher within the school district or... school.”
- *Other Non-Teaching School Staff*  
“Individuals whose primary role is to provide services or activities such as security, custodial, clerical, athletic, or transportation within the school district or feeder school.”
- *Subcontracted Staff*  
“Individuals who enter into a formal contract to provide services to the center. Often referred to as ‘vendors.’ May provide specialized activities.”
- *Other*  
“Individuals who are not identifiable with any category above”

### Family Members Served

- **Purpose for 21APR** – The Family Members Served spreadsheet is used for:
  - Family members served in the Participation report
- **Definition** – Based on the US ED definition, this is a count of “the total number of family members (of youth participants in your 21<sup>st</sup> CCLC) who participated in activities sponsored by 21<sup>st</sup> CCLC funds.”
- **Fields** – The Family Members Served spreadsheet includes the following fields:
  - **Site** – Please enter the name of the program site.
  - **Grade span (PreK-5<sup>th</sup>/6<sup>th</sup>-12<sup>th</sup>)** – Counts are provided by the grade span of the student to whom the family members are related.
- **Notes** – Please be aware of the following when completing the spreadsheet:
  - **Unique count** – This is intended to be a unique count of individual family members within each grade span, within each term. Please do not include family members who did not participate in any 21st CCLC-related activities. Please do not double-count family members who participate in multiple events or activities. However, for sites that serve students in both grade spans, if there are sibling program participants in both grade spans, their family members may be included in both counts.
  - **Siblings** – Please do not include in these counts any siblings who are also being counted as youth served by your program.

### Partners

- **Purpose for 21APR** – Partners are used for:
  - Partners information in the Grantee/Center report
- **Definition:** US ED defines partner as “any entity – other than the grantee or the school(s) served – which provides an in-kind or cash contribution that supports the objectives of the 21st CCLC.”
- **Fields** – The Partners spreadsheet includes the following fields:
  - **Site** – Please enter the name of the program site.
  - **Partners** – The spreadsheet includes spaces for partners from the previous year’s report, with a place to check off whether to keep or add that partner for the current year’s report, as well as a place to add new partners.
- **Notes** – The above definition is a very specific. It may include individuals, as well as just about any group including community organizations; businesses; faith-based organizations; federal, state or city agencies; foundations; colleges; coalitions; financial institutions; teams, clubs or other associations; etc. Subcontractors and providers may or may not fit this definition. If they provided you with a discounted rate or if they provided additional goods or services beyond what you paid them for, then they should be included. Otherwise, probably not. Entities that provided in-kind or cash contributions to your organization for programs other than the 21st Century program would not be included.