

## **21<sup>st</sup> Century Community Learning Center Afterschool21 (formerly APlus) Data and Accountability Review Guidance**

- 1. Do I have to use the Afterschool21 (formerly APlus) data collection software?** All 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grantees must use the Afterschool21 (formerly APlus) data collection software. This software and technical assistance is provided to all grantees throughout all five years of 21<sup>st</sup> CCLC funding. Capitol Region Education Council (CREC) will train all new Afterschool21 users as well as provide ongoing technical support. Additional trainings will be offered on an ongoing basis to all grantees.
- 2. When do I have to have my data entered by?** All data must be entered by the 7<sup>th</sup> of the following month, for example, October's data must be entered by November 7<sup>th</sup>. Monthly reports will be processed using the data entered by each grantee between the 8<sup>th</sup> and 15<sup>th</sup> of each month.
- 3. When will I get my monthly reports?** CREC will provide copies of these reports each month starting in October of each fiscal year. Copies will be emailed to the data contact person, the grantee contact, the Quality Advisor, and the Connecticut State Department of Education by the 15<sup>th</sup> of each month. You can also run your own monthly reports at any time. Contact your data entry staff person for more information.
- 4. What happens if my data does not reach at least 60% of my targeted attendance goal?** Programs that do not meet 60% of their average daily attendance goal in any month will begin an "Accountability Review" period which will include additional technical assistance and quality advising. If a program does not increase their average daily attendance over a three-month period (beginning with the first month of the Accountability Review), they will attend an Accountability Review meeting with the CSDE. CSDE will examine the appropriateness of the funding level, which could result in a reduction of funding or elimination of funding.
- 5. How do I know what my target goal is?** Each grantee has identified an attendance goal in their Request for Proposal. The attendance goal includes a per pupil allocation and a number of students to be served per day. For example, if your application stated that you would serve 150 students for 130 days, the goal is to serve all students for all days of programming. This target goal will also be listed at the top of the monthly report.
- 6. How will I know if I am not meeting my attendance goal?** All grantee data entry staff will be trained on how to run reports using the Afterschool21 data collection software. In addition, if in any given month you do not meet 60% of your stated average daily attendance you will be notified via email by CREC. If there is an error in your data entry, you will be given an opportunity to correct the error. If you are experiencing difficulty in meeting your goal, your Quality Advisor and the CSDE will assist in a program improvement plan.
- 7. What is the improvement plan process?** Your Quality Advisor will set up a meeting to discuss the program challenges and assist in the development of an improvement plan to increase your programs recruitment and retention. If necessary, the CSDE will attend the meeting and assist in the development of the improvement plan.