21st Century Community Learning Centers

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Required APR Data Timeline:

- Objectives —September
- Objective Status — June
- Partner Contributions —September
- Staff — September
- Activities — September
- Student Registration Info — September*
- Attendance — Weekly
- Feeder School % — September*
- Operations — Throughout the year**
- Teacher Surveys — One month prior to program end date
- Grades — Following the 1st and 3rd Marking Periods

*Feeder School % captures the percentage of students attending your program from a variety of schools, This information is completed during the registration process.

**By entering attendance completely and accurately, requirements for "operations" will be met.

More Reports

- The "Missing Attendance Report" is helpful to review attendance that has been entered, and complete missing attendance. To run this report, you must enter a start date and an end date. All sessions will be listed with dates. There will be an asterisk if attendance is required for that day. If there's a 0/#, it means that attendance hasn't been entered. If there's a number w/o an asterisk it means attendance was entered on a day there shouldn't be any attendance. This report should be run every few weeks to ensure that attendance information is up to date and accurate. If you find errors, trouble shoot this in the attendance section of the system.
- The "CLC APR" report acts as a checklist about what APR information is entered/missing.
- The "Session Start and End Times" report is helpful to ensure that activity sessions are not overlapping one another, which would affect the operations section of your APR information.
- The "Surveys" section allows programs to print the "Federal Teacher Survey Form". This report should be completed one month before the end of your program for all students with 30 days or more of attendance.

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AfterSchool 21 Guide

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Monthly Reports

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- Each month, programs will receive a monthly attendance report from the Connecticut State Department of Education. This report is generated through the AfterSchool21 system with some modifications. The purpose of the report is to ensure that programs are reviewing attendance on a regular basis and meeting minimum attendance requirements. Sites must reach a minimum of 60% average daily attendance.
- Average daily attendance is calculated utilizing the "Monthly Attendance Summary Report" found on the Reports page under "Attendance by Person".
- Click "Monthly Attendance Summary Report" , then "All Sessions", and "View Report", to generate the report on the screen.
- Here are some other items to pay particular attention to when viewing this report.:
  - "# of Students to be Served (Grant)" indicates how many students should be targeted to attend your comprehensive 21st CCLC program.
  - "Participant Daily Average (all days)" lets you know about how many students come to your site on a daily basis, averaged throughout the year.
  - The two values below indicate numbers (counts) and percentages of students who have attended 60% or more. Please note: these numbers refer to individual students based on the number of students that have attendance in the system. This number could be vastly different than the "Average Daily Attendance" calculated based on your target numbers. Be sure to understand the difference between these values, and contact your Quality Advisor should you have questions.
  - APR Reporting Period, and Staff APR Info indicate whether your APR information is complete. The report will either say "OK" or "Missing Information".
  - In the Student Demographics section you will want to see "OK" and all zeros. This means that no student is missing the information. The number listed next to the specific demographic indicates the number of students who are missing information in the system. (If information is missing for students, refer back to the registration section of the manual to complete the missing information.)
  - Each student will have and expected ("Exp") and actual ("Act") number of days of attendance for each month. The expected number of days is set up in the rosters section of the system. In typical 21st CCLC program in CT, the students expected days is equal to the "# of days Site was Open" unless the student entered or left the program mid month. Other extenuating circumstances could merit a discrepancy in expected days here. Actual days of attendance are calculated through the attendance section of the system.
  - A rule of thumb is: Students' actual days of attendance should never be greater than their expected days. Students' expected days of attendance should never be greater than the number of days the site was opened. Pay close attention to these numbers, and trouble shoot early in the year to avoid a lot of tedious work later in the year correcting data entry errors.

The monthly reports give programs great information to drive student recruitment and retention. Review these reports with front line staff to be sure what is happening on the ground is being reflected in the reports.

Rosters

- Once Registration is complete, it's time to build rosters! Rosters connect groups of students to sessions created under the Activity tab.
- To build a roster click "Build a Roster", then click "For an Activity". Next you will choose the activity and session for which you wish to build a roster.
- Add names to the roster by clicking "By Checkbox". Select the box next to student names you wish to enroll, then click "Update Roster".
- Be sure that all names listed on your roster are highlighted in gray. If names are highlighted red or green it means you wish to respectively delete or add this student to the roster. This action will not be complete until you have clicked "Save Roster" at the top of the list and all names are gray.
- Once rosters are completed, you can click "Print a roster" to create paper rosters to collect attendance information for each session. Most programs use the "By Week" feature, then click "All", then select the appropriate week from the calendar to the right. These steps will print rosters for every session that meets during the selected week on an individual page. When doing this, be sure that attendance is recorded only on the days that session is scheduled to meet.
- Rosters can be printed for parent/student sign out, and also to record the arrival and departure times.

Once the initial set up has been completed, attendance reporting and analysis will probably be the main function of AfterSchool21 for your programs. Designate one point of entry for attendance and enter this information on a weekly basis.

Attendance

- There are two main ways to enter attendance, daily or for several days at a time.
- To enter attendance daily, first select the date. Next, click the activity, then click the session. Next, click "fill attendance list from roster" on the right. Here you will again choose the activity and session. All students will be automatically selected. Uncheck any students that were not in attendance, then click "Save Attendance", and be sure all student names are changed to gray.
- To enter attendance for multiple days, click "Add Attendance on a Grid" on the right, be sure to select "Take attendance for a single activity", choose the activity and session, then click "Continue". (DO NOT use the "Take attendance for multiple activities" feature, as this feature often causes data entry errors.) After clicking "Continue" you will be prompted to enter a date range, then choose the participants to list on the grid. You should use the first option which populates the roster for the specified session. A grid then populates for every day that session ran during the specified date range. Update the attendance as necessary. You can "select all" or "unselect all" by clicking the box with a check or the blank box listed in each row (student) or column (date). For example, if Danielle was absent all week, click the empty box to remove her attendance from the week. Once finished, check the information for accuracy, then click "Save".

D Denotes information to which District Administrators should pay special attention.

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Inside this guide:

The Basics

- The website is aplusct.cayen-server.net. It is a good idea to save the website to your favorites menu.
- If you use a Mac, I suggest you download Firefox or another browser since Safari does not work as well.
- When logging in, a message may appear indicating that the site has had updates since your last log in. To make sure you're getting all of the benefits of the current version, click on the "version" link below the "change credentials tab" on the left.
- You can always check to make sure you're logged into the correct site by viewing your credentials, listed at the top right side of your screen.
- Always allow pop ups on your browser since the data base runs off of pop ups. You can go to the Tools menu and change your pop up settings if needed.
- Because it's an online server, it may be slow sometimes, especially from 3-5pm.
- Users inactive for 899 seconds (approx 15 minutes) will be automatically logged out for security reasons.
- The message menu on the bottom of the home page will give information about AfterSchool 21 from Cayen.
- If you are the sole user of AfterSchool 21 for your grant, you will receive a "district admin" security level. Multiple users from one grant may have a variety of clearance levels. (More on this later!)

Getting Started

- My Preferences —This section allows users to change their password and contact information. Users can also specify ways in which the system will search for data by clicking "My Registration Record Summary/My Search Results".
- Users — This section allows site coordinators and district administrators to add, delete or inactivate users. Users who have inputted information in the system can not be deleted, but can be deactivated. District level administrators should choose security level for each user. The minimum information that should be entered for each new user is: first name, last name, email address, and date of AfterSchool21 training.
- D Terms— At the start of each school year, click "add new" and update the term. Summer terms should be recorded separately from school year terms. Next, edit the district calendar. Finally, click "copy to site calendar", and choose your active sites (you will only copy your district calendar once, any other changes will be made on the site calendar).

District/Grantee Maintenance

- This section of the database should be visited at the beginning and end of each year. Information will generally stay the same from year to year.
- Main Info – fill in required information regarding the site name and address.
- APR Details – fill in all information which includes grantee name, contact person, award length and award amount.
- Objectives – choose one cohort at a time from the “project” line. Then click "add new" to enter a new goal. You may also edit goals if overall program objectives have changed. District administrators must update the status of each goal at the end of each year.
- Registration Form – Programs can create and print registration forms that are unique to the district, by entering their own narrative.
- Certify APR – Throughout the year, as required APR information is updated, district administrators must use this tab to certify that information is complete. This is a sort of checklist for programs that must be kept up to date. Remember, a list of required APR information is listed on page one of this document in a green box.

Sites and Agencies

Agencies, Partners, and Funding Sources are sometimes confused with one another. Be sure to review each section to understand where information should be listed.

- Yearly, programs should visit the “Sites” and “Agencies” sections to ensure that data is accurate.
- Under “Sites”, click edit for each site. Complete the general information listed under “Main Info" and “CLC Details”. Under “CLC Details” Make sure you choose “yes” for "APR required".
- Under “Agencies” programs will enter their partner agency as specified on the cover page of their 21st CCLC grant application. Each grant just has ONE partner agency. Check here to ensure that your partner agency information is current.

Partners

- Partners (not to be confused with Partnering Agencies listed on the cover page of the grant and entered under the Agencies tab) are partners that may provide one time donations or have ongoing relationships with your program.
- Later, under “Partner Contributions”, individual sites will list contribution amounts.
- Site coordinators can request a partner be approved by their district administrator.

Registration, Grades and Federal Teacher Surveys (continued)

- The minimum required registration information is:
    - Last Name
    - First Name
    - SASID (Please note, “participant ID” is generated if one is not manually entered. This is NOT the SASID. Be sure to enter the students SASID number!)
    - Date of Birth
    - Gender
    - Lunch Status
    - Ethnicity
    - Primary Language
    - School Attending During the Day
    - Grade
    - Limited English Proficiency Status
    - Special Education Status

Remember, registration forms can be printed right from the system and will include all of the required fields to ensure that no important information is missed.

- Remember, you can edit student information at any time. Students with no attendance can be deleted entirely from the system.
- When clicking on an individual student, a tab “Enrollment” shows all activities in which a student is registered.
- The “Attendance” tab below “Enrollment” allows you to view the students attendance at activities in the system.
- To register a parent, chose "no" for registered/form signed, and "yes" for adult, then only required information for a parent is a name. After entering a parent, you will be prompted to connect the parent to a household.
- To ensure all registered participants have required demographic information entered, you can use “Quick Data Entry Tools”, then click "edit demographics". Chose a field, then any student who is missing that information will be listed, you then must go through and update the necessary information. Please note: all required fields listed above are not available to access through this feature.
- If a student’s registration information is accidentally entered twice, you can use the "merge registration" button to correct this error.
- 1st and 3rd Marking Period grades can be entered easily by student or subject by selecting ““Quick Data Entry Tools” from the “Registration” page then selecting “Edit Grades by Student” or “Edit Grades by Subject”.
- Federal Teacher Surveys are distributed toward the end of every program year. Surveys are most easily printed in the Reports section of the system (refer to page 10 for more information). Once surveys are printed and returned, simply enter responses in “Registration”- “Quick Data Entry Tools”- “Enter Survey Responses”.

Activities and Sessions

- The activities tab is separated into two major areas: Activities and Sessions.
- Activities are general topics such as “Homework Help”, or “Recreation” where sessions are the specific groups and meeting days and times.
- Many programs find it useful to categorize activities in 4 major areas that best reflect the themes and goals of their own programs.
- To enter an activity, click "add activity". All activities from prior years will come up, you can choose an old activity, or "add new".
- When entering a new activity, enter the activity name and description. Be sure to choose “yes” for the “show on activity list” field and “no” for special event unless this is something like a parent night or field trip that only happens once in a while.
- You must include a focus, at least one APR Subject Area, at least one APR Objectives, and APR Target Student Population, then click “continue” to save the activity.
- Once activities are entered, you will be prompted to enter session information.
- Enter all information in the top section, being sure to select “no” for “time based”. (This is very important, as monthly reports will not run properly unless this is done correctly.)
- On the bottom portion of the screen, you will set the schedule for this session. Under “for schedules” choose the days the program regularly runs. Under “select multiple days” choose the days the session will regularly run. “Select individual days” allows you to add additional days, for example, the program might run every Wednesday and Friday, but it is being offered for selected Thursdays. In this case, select the few Thursdays to add here. If you want to delete any days, click the day in the “days offered” window, and they will delete automatically. To delete all days and reset the schedule, click “clear dates”.

Once all activities and sessions are entered into the system, “Session Start and End Times” is a useful report to run to ensure there are no overlaps or gaps in time.

Registration, Grades and Federal Teacher Surveys

- At this point, you have set up general grantee and site information, and created activities and session. Now, you will register students into the system, which will later be associated with rosters for individual sessions.
- Students can be entered in a variety of ways. One method of registering a student is to pull their registration information from a previous year. Click “Quick Data Entry Tools”, then click “Register Students from Prior Term”. Next, choose the term, click “all” to show all students, then use the check boxes to register students who will be participating again this year. Notice that the students grade will increase by one year when students are registered by clicking “Register Selected”. Please remember to update contact information, etc. that may have changed from the previous year.
- To enter a new participant, click “Add New”. You will be prompted to search for the participant again, to ensure that duplicate entries are not made. Search using Last name, First name AND Date of Birth to ensure you are searching the entire district.
- If the student is not located in the system, you click “Add New” again, and are taken to the registration page.

Schools

- Here, site coordinators can add new schools in order to register students from a new feeder school. Just like with Partners, site coordinators can request a new school to be added, but a district administrator must approve the new school.

District Admin Notes, Success Stories, etc.

- District Admin Notes – This is a great place for district administrators to record notes on program activities, site visits or general data entry concerns when overseeing programs.
- Success Stories – This section has been used to include stories of success within programs. Sites enter feedback from student, teacher or parent point of views. This allows programs to compile “feel good” stories in an organized way.
- Helpful Links – This section includes helpful links, related to after school programming, for site based staff and administrators.
- Translations—Registration forms can be printed in a variety of languages here.

Grade Scales, Evaluations, School Year

- Each site has to enter English and Math grades for 1st and 3rd marking period for all students with attendance.
- Grading Scales - Enter the type of grading system used at your feeder schools.
- Next, click “grades” to give each grade a numeric value (highest achievement is given the highest value, down to zero).
- School year - Click “Add New”, then enter the academic year and the start date.
- Once the school year has been entered, click "grading period" and click "add new". APR Fall will generally be 1st Marking Period Grades, and APR Spring will generally be 3rd marking period grades.
- Next, click "subjects" to enter the subjects that will be tracked and which grading scale is used for that subject area. Remember, we track English and Math grades for Fall and Spring.

This section is important to the upload of APR information. Essentially you are linking your districts grading system with recognizable values and dates in the system.

Required Registration Fields

- Required registration fields allows district administrators to select which fields are required of site coordinators prior to enrolling students. The minimum requirement is Day School, Ethnicity, Gender, Grade, LEP status, Lunch status, and Special Education status. It is the responsibility of district administrators to choose additional required fields based on the needs of your programs.
- Please note: currently SASIDs are not required during the registration process, but programs must ensure that SASIDs are entered for every student.

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General Information for Site Coordinators

- Work right to left to complete information starting with the Site Info tab.
- General information (site info, activities, registration and rosters) will take approximately 10 hours at the start of the school year depending on the size of the site, and variety of activities.
- Throughout the site, the green "SI" symbol means that information comes from the Site Info tab. If there's something missing with this symbol, you must enter this on the Site Info tab, then return to the current page.
- Information that is gray can only be edited by your district administrator.
- At the start of the year, update the site coordinator information on the site info page. On this page, “site coordinator” refers to the individual who runs the day to day operations at the site and is ON SITE for the program activities.

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Funding Sources

Initial site information set up has been estimated to take 10 hours. Please be sure to figure these hours into your workload at the start of each year.

- Click "add new" and enter the required information, making sure to name the funding source the same as "project" on the site info page.
- Be sure to never click “copy district values”. Remember, if a grant is awarded for $200,000 and there are two sites for that grant, funds are divided accordingly in this section. (For example out of the $200,000 grant, if ½ of the students are at my site, I would record $100,000 here.)

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Site Calendar

- This is where you enter your program calendar.
- You must first create a district calendar using the Term tab on the home screen before you can create a site calendar. Once the district calendar has been created, programs can unclick days that the program is not in session, including snow days.

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Site Staff

- Click the Site Staff tab. To enter new staff, click on "add new" then enter required information (first/last name, address/phone number).
- This is also a space where a lot of information that can be added regarding emergency contact information, etc.
- Next, Click APR Staff Info, and complete the requested information on each staff member.

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Expected Term Participants

- This tab is where the target number of students is entered. Although district administrators and site coordinators have the ability to change this number in the system, only state level administrators should change this field.
- The expected term participants (known as the target number of students) is outlined in each program’s grant request. All changes to target numbers must be submitted with a revision request form and approved by Connecticut State Department of Education.

Defaults, User Defined Fields, and Status Settings

- Registration Defaults – You can specify information for city, state, zip and school to automatically enter when students are registered in the system to save time during the registration process.
- User defined Fields – This area is rarely used, but has been effective for programs to track specific information for students such as a T-Shirt size. This field will be listed on the student registration form.
- Status Settings – It is recommended to set a limit such as 30 days of no attendance before a student receives inactive status.

Activity Defaults, Assessments and Rooms

- Activity Defaults – You can create a default start and end time for activities which may save time when creating activities later.
- Assessments – You can keep track of individual assessments created to track progress for activities.
- Rooms – Listing the rooms where program activities are held is helpful, because when creating activities, site coordinators can assign rooms and that information will be available when running reports and printing rosters.

It is essential to complete the Partner Contributions section entirely, including a dollar amount (even if a service such as a speaker was provided). If not, this will effect federal uploads.

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Partner Contributions

- Site coordinators must receive approval from district administrators before selecting a partner here.
- Click “Add New” then list any services, materials or monies provided from a partner as a “contribution” and enter a monetary value for this contribution.
- List subcontractors here as well indicating the amount of money that was paid and the service rendered.

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APR Info/Reporting Period

- Enter the start and end dates of your school year and summer program here.
- Choose current school year and prior year for grades.
- Finally, choose the 4 digit year of when the data will be uploaded to the federal site. (For example, for the 2011-2012 school year, enter 2012).