

21ST CENTURY COMMUNITY LEARNING CENTERS

Data Management Guidance



IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT | 21ST CCLC

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INTRODUCTION

This document outlines the basic requirements for data collection and reporting for Idaho 21st Century Community Learning Centers (21st CCLC) grantees. This document is intended to be used in conjunction with:

- *School-Year-Grantee-Name-Center-Name-Data-Collection-CCLC* – Excel file used to collect all center-level data required by the US Department of Education (USED) and Idaho State Department of Education (SDE) for school year programs.
- *Summer-Year-Grantee-Name-Center-Name-Data-Collection-CCLC* – Excel file used to collect all center-level data required by the US Department of Education (USED) and Idaho State Department of Education (SDE) for summer programs.
- *Data-Management-Technical-Guide-CCLC* – Word Document used to provide step-by-step guidance of collecting required 21st CCLC data.

This document is broken into the six (6) primary aspects of data required to collect:

1. Staffing
2. Activity
3. Participant Attendance
4. Family Engagement
5. Participant Demographics
6. Outcomes

Furthermore, this document also contains guidance on the following:

- Center Dashboard
- Participant Dashboard
- 21APR Tactile Data Collection System Report
- Statewide Objectives Report

CENTERS

All Idaho 21st CCLC grantees are required to track participant, family, and operation data based on each center.

Important: A center is defined as the site or location where programming primarily occurs.

STAFFING

Staff are those individuals that (1) have specific responsibilities for the planning and/or implementation of the program, and (2) have regular involvement in the program based upon the program needs and agreements.

All staffing information and professional development is collected and reported on the individual center level in the *staffing* tab of the *Data Collection Excel Workbook*.

Important: *if an individual has responsibilities or regular involvement with multiple centers, then grantees are instructed to enter data into only one (1) center to prevent duplication of staff.*

Staff Information

21st CCLC grantees are required to track staff information for each center of operation. Below are the required elements to collect for staff information:

7. Fall Term
 - a. **Yes:** the individual had responsibilities or regular involvement in the center from the first day of school year program until January 31.
 - b. **No:** the individual did not have responsibilities or regular involvement in the center from the first day of school year program until January 31.
8. Spring Term
 - a. **Yes:** the individual had responsibilities or regular involvement in the center from February 1 until the last day of school year program.
 - b. **No:** the individual did not have responsibilities or regular involvement in the center from February 1 until the last day of school year program.
9. Status
 - a. **Paid:** the individual received payment (i.e. hourly, contracted, stipend, etc.) with 21st CCLC grant funds.
 - b. **Volunteer:** the individual did not receive payment with 21st CCLC grant funds.
10. Type

Important: *an individual can only be classified into one (1) of the following types, regardless of how many types apply to the individual; therefore, the list below is in the order of priority.*

- a. **Administrator:** individual responsible for the planning, implementing, and evaluating of the 21st CCLC program. Typically, the administrator is responsible for: legal and fiscal management, staff management and human relations, educational programming, family support, public relations, and leadership.

Important: all 21st CCLC program directors and program assistants are classified as administrators; however, center coordinators are not.

- a. **School Day Teacher:** individual that has obtained (1) full state certification as a teacher or (2) passed the state teacher licensing examination and holds a license to teach in the state of Idaho.
- b. **Other School Day Staff:** individual that works during the school day but is not a classroom teacher, which may include para-professional, SRO, custodian, transportation, clerical librarian, counselor, food service, etc.
- c. **College Student:** individual that attends a college, university, or higher institution of learning.
- d. **High School Student:** individual that is currently enrolled in a public or private high school.

Important: high school students **cannot** be counted as staff **and** participants.

- e. **Parent:** Individual that is the legal guardian of a 21st CCLC participant.

Important: parents that participate in Family Engagement activities are not counted as staff.

- f. **Community Member:** individual from a diverse population within the community, actively involved in the implementation of the center.
- g. **Subcontracted Staff:** individual contracted to provide a service, such as club instructor or mentor.
- h. **Other:** individual that does not fit into one of the EIGHT (8) categories aforementioned.

11. First and Last Name

- a. Individual's first and last name.

Staff Professional Development

21st CCLC grantees are required to track staff professional development (PD) for each center of operation. This would include any mandatory state or regional 21st CCLC meetings and Child Abuse Reporting Training ([Idaho Code 16-1605](#)) and Bullying ([Idaho Code 33-1631](#)). Below are the required elements for PD reporting:

- 1. Date
 - a. MM/DD/YYYY.
- 2. Total Hours
 - a. Number of hours offered

Important: If PD is not an even hour, then round to the nearest quarter (i.e. 15 min = 0.25; 30 min = 0.50; 45 min = 0.75).

3. PD Name
 - a. Name or type of PD
4. Attendance
 - a. A character marking indicating if staff member was present. If staff member was not present, then leave blank.

ACTIVITY

Centers offer participants activities that reinforce and compliment the regular academic program as well as help participants to meet the Idaho Content Standards. Each day, Centers are required to offer a minimum of: one (1) academic activity, one (1) enrichment activity, and one (1) healthy snack.

Activity

21st CCLC grantees are required to track activities and times offered for each center of operation. Below are the following required elements for activity reporting:

1. Daily Hours
 - a. **Total AM Hours:** enter the typical hours offered for each day of the before school or AM session.
 - b. **Total PM Hours:** enter the typical hours offered for each day of the afterschool or PM session.

Important: only break out AM and PM hours if you have a break in services (i.e. before school and afterschool) or a switch in participation (i.e. morning kindergarten and afternoon kindergarten)

2. Block
 - a. **Start Date:** enter the first date for the block of activities offered.
 - b. **End Date:** enter the last date for the block of activities offered.
 - c. **Activity:** enter the type of activity offered using the dropdown options (activity descriptions are included below).

Important: often activities may overlap within the activity types offered. Even though it is recommended to select the best activity, grantees may select a primary and secondary focus for the activity (excluding sub-activity types).

- d. **Time Offered:** enter the total time offered for the activity for the day.

Important: If PD is not an even hour, then round to the nearest quarter (i.e. 15 min = 0.25; 30 min = 0.50; 45 min = 0.75).

The data collected by block breakouts will automatically be updated and reflected in the *activity adjustments* tab of the *Data Collection Excel Workbook*.

Academic Activity

Academic activities are opportunities for participants to practice new knowledge and skills to meet Idaho Content Standards and any local academic standards.

- **Homework Help:** accomplish work assigned by the school day teacher.
- **Literacy:** skills and knowledge to identify, understand, interpret, create and compute, using printed and written materials associated with varying contexts.
- **Tutoring:** skills and knowledge to meet Idaho Core Standards and/or improve on academic achievement.
 - **Academic Intervention:** learn a new skill, build fluency in a skill, or encourage a participant to apply an existing skill to new situations or settings.
- **Science, Technology, Engineering, and Math (STEM):** skills and knowledge in science, technology, engineering or mathematics, which utilizes interdisciplinary strategies to make informed decisions, create new products and process, and solve problems.
 - **Computer Science:** skills and knowledge of the principles, applications, and technologies of computing and computers to build problem solving and creative thinking.
- **English Language Learner Support:** skills and knowledge for participants from non-English speaking homes and backgrounds to be successful in the English language.
- **College & Career Readiness (CCR):** skills and knowledge in enrolling and succeeding in credit-bearing courses at a postsecondary institution or a high quality certificate program with a career pathway to future advancement.

Enrichment Activity

Enrichment activities are those opportunities for participants to supplement or expand existing knowledge, skills, or resources in real-world, relevant ways.

- **Physical Activity:** skills and knowledge for body movement and energy expenditure. Some examples may include walking, running, swimming, yoga, dancing, sport activities, physical games, and exercise.
 - **Nutrition Education:** skills and knowledge in cooking and healthy eating habits.
- **Arts & Music:** skills and knowledge in artistic and musical disciplines.

- **Culture Diversity:** skills and knowledge of diverse populations and cultures.
- **Entrepreneurship:** skills and knowledge of entrepreneurial success in a variety of settings.
 - **Financial Literacy:** skills and knowledge in money management and financial well-being.
- **Community / Service Learning:** skills and knowledge in performing acts for the benefit of the local community, which may also include incorporating service with standards-based learning.
- **Mentoring:** one-on-one interaction between a participant and an individual that provides support and advice in dealing with day-to-day and life challenges.
- **Drug Prevention:** skills and knowledge in preventing the onset of drug use.
- **Counseling Program:** skills and knowledge in focusing on at least one (1) of the following: mental health, education, college & career, family, and substance abuse.
 - **Character Education:** skills and knowledge in developing moral, civic, mannered, healthy, behaved, and socially acceptable beings.
 - **Social-Emotional Learning:** knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- **Violence Prevention:**
 - **Bully Prevention:** skills and knowledge to prevent and address bullying ([Idaho Code 18-917A](#)).
- **Truancy Prevention:** skills and knowledge in preventing unexcused absence from school.
- **Youth Leadership:** skills and knowledge of youth exercising authority over themselves and others and/or to lead civic engagement, education reform, and community activities.

Activity Adjustments

Important: the activity adjustment tab in the Data Collection Excel Workbook is **NOT** required to adjust, etc. All the information will automatically be transferred from the activity tab. However, it is available if grantees would like to make an adjustment on a specific day of programming.

PARTICIPANT ATTENDANCE

Participation

21st CCLC grantees are required to track participation for each student based on the days of services offered. Below are the required elements to report for participation:

1. Proposed # of Students
 - a. Number of students from original grant proposal.
2. Date of service
 - a. MM/DD/YYYY.
3. Participant Information
 - a. Participant first name, last name, and grade level.
4. Attendance
 - a. A character based on the appropriate attendance:
 - i. “a” if participant attended the AM / Before School service;
 - ii. “p” if participant attended the PM / Afterschool service;
 - iii. “b” if participant attended both the AM / Before School service and the PM / Afterschool service; or
 - iv. Leave blank if participant was not present.

Important: A participant is considered to be “in attendance” if present at his/her assigned afterschool program site, or an activity sponsored by the program, for at least half of the regular program day.

Important: A participant is **only** considered a participant if he/she participates in at least **one** day of services.

FAMILY ENGAGEMENT

- 21st CCLC grantees are required to track family engagement for each center of operation. Each year, Centers are required to offer a minimum of: five (5) family literacy services and three (3) parent involvement opportunities. Below are the required elements to report for family engagement:
 1. Date of service
 - a. MM/DD/YYYY.
 2. Total Hours
 - a. Number of hours offered.

Important: If PD is not an even hour, then round to the nearest quarter (i.e. 15 min = 0.25; 30 min = 0.50; 45 min = 0.75).

3. Service Name
 - a. The name of the parent/family engagement (i.e. *Love & Logic*, *Lights On Afterschool*, *Literacy Night*, etc.).
4. Service Type
 - a. “Family Literacy Service” or “Parent Involvement Opportunity.”
5. Total Unique Family Member
 - a. Calculated from participant attendance.
6. Participant Information
 - a. 21st CCLC participant first name, last name, and grade level.
7. Attendance
 - a. Total number of unique 21st CCLC family members for the year.

Important: If all family members present have participated in a previous family engagement activity (family literacy service or parent involvement opportunity), then enter an “x” to demonstrate participation.

Important: If two (2) or more participants are family members (i.e. siblings), then enter number of unique family members present to one participant and the other participant(s) enter an “x” to demonstrate participation.

PARTICIPANT DEMOGRAPHICS

21st CCLC grantees are required to track participant demographics for each center of operation. Below are the required elements to report for participant demographics:

1. Fall Term
 - a. “Yes” or “No” if participant participated in services during the first day of school and January 31st.
2. First and Last Name
3. Grade Level
4. ID Student ID
 - a. 9-digit State Edu ID number.
5. Sex
 - a. “M” for male
 - b. “F” for female; or
 - c. “Data Not Provided”
6. Race / Ethnicity

- a. "American Indian / Alaska Native"
 - b. "Asian"
 - c. "Black / African American"
 - d. Hispanic / Latino"
 - e. "Native Hawaiian / Pacific Islander"
 - f. "White"
 - g. "Two or More Races"
 - h. "Data Not Provided"
7. Limited English Proficiency
 - a. "LEP" if participant is identified as Limited English Proficiency.
 8. Special Needs
 - a. "Special Needs / IEP" if participant is identified with special needs and/or IEP.
 9. Free / Reduced Lunch Status

Important: Collected in aggregate two times per year (i.e. end of Fall Term and end of Spring Term).

Important: Separated by PreK-5th Grade and 6th-12th Grade.

OUTCOMES

The Idaho State Department of Education (SDE) uses participant's 9-Digit Idaho Student ID number to retrieve State Assessment Scores:

- K – 3rd Grade: Idaho Reading Indicator (Fall to Spring Proficiency)
- 4th – 5th Grade: Idaho Standards Achievement Test (Spring to Spring Proficiency) - ELA
- 6th – 10th Grade: Idaho Standards Achievement Test (Spring to Spring Proficiency) - Math

Furthermore, the SDE also tracks growth for those students in 4th through 8th grade (based on 8th grade proficiency).

Aggregate assessment results are shared with grantees from the SDE when the results become available (typically the following fall: Oct/Nov).

DASHBOARDS

Center Dashboard

21st CCLC grantees are able to see center-level data in a visual format. Below are the available charts and graphs:

1. Center First and Last Date of Operation
2. Center Operations (*Bar Graph*)
 - a. Total Days Offered
 - b. Average Daily Attendance (ADA)
 - c. Total Attended (Unique Participants attending at least one (1) day)
3. 12 hour/week (*Bar Graph*)
 - a. Percentage of weeks center offered 12 hours or more of services
4. Participation (*Bar Graph*)
 - a. Total Attended (Unique Participants attending at least one (1) day)
 - b. Total Participants attending less than 30 days
 - c. Total Participants attending 30 to 59 days
 - d. Total Participants attending 60 to 89 days
 - e. Total Participants attending 90 or more days
5. Participation Breakdown (*Pie Chart*)
 - a. Percentage of Participants attending by Days Participated
6. Daily Attendance (*Line Graph*)
 - a. Total number of participants each day services were offered
7. Monthly Attendance (*Bar Graph*)
 - a. Total Number of Days Offered by Month
 - b. Average Daily Attendance by Month
8. Participation by Grade Level (*Bar Graph*)
 - a. Total Number of Participants by Grade Level
 - b. Total Participation by Days Participated
9. Participation by Race / Ethnicity (*Bar Graph*)
10. Participation by Sex (*Pie Chart*)
11. Activities Offered (*Bar Graph*)
 - a. Total Number Activity was Offered
 - b. Total Time Activity was Offered
12. Activity Time (*Pie Chart*)
 - a. Percentage of Time Spent by Activity
13. Family Engagement (*Bar Graph*)
 - a. Total Family Literacy Services and Parent Involvement Opportunities Offered

b. Total Unique Family Members Participating

Participant Dashboard

21st CCLC grantees are able to see participant-level data in a visual format. Below are the available charts and graphs:

1. Participant Name
 - a. Select participant by using dropdown menu in cell C3.
2. First Day and Last Day
 - a. Participant's first and last day of attendance
3. Total Days Attended (*Bar Graph*)
 - a. Total Number of Days of Participation
4. Average Daily Attendance (ADA) (*Pie Chart*)
 - a. Average Daily Attendance based on first and last day of attendance
5. Hours of Participation (*Bar Graph*)
 - a. Total AM / Before School Hours
 - b. Total PM / Afterschool Hours
 - c. Total Hours (AM & PM)
6. Monthly Attendance
 - a. Total Number of Days of Participation by Month
7. Daily Attendance
 - a. Total Number of Days of Participation by Day

REPORTS

21APR Tactile Report

21st CCLC grantees are able to see center-level reports that are submitted to the US Department of Education (USED). Below are the following requirements to report to USED:

1. Activity
2. Staffing
3. Participation
4. Outcomes

Statewide Objectives Report

21st CCLC grantees are able to see center-level reports that are submitted to the Idaho State Department of Education (SDE). Below are the following requirements for the Statewide Objectives:

1. Academic Activity
 - a. Offer at least one (1) academic opportunity each day
 - b. Regular Program Participants show improvement / growth in academic content.
2. Enrichment Activity
 - a. Offer at least one (1) enrichment opportunity each day
3. Family Engagement
 - a. Promote & offer opportunities for families: five (5) family literacy services and three (3) parent involvement opportunities.
4. Targeted Services
 - a. Offer program at least 100 days; typical 4 days, and 12 hours per week.
 - b. Serve the proposed number of students on a daily basis.
5. Continuous Improvement
 - a. Offer Professional Development for staff