

2015-2016
21st CCLC Federal Data Collection
Annual Performance Report (21APR) System

The 21st CCLC Annual Performance Report (21APR) System, <https://21apr.thetactilegroup.com> has opened for the 2015-2016 grant year. This federal data collection and reporting is required of all 21st CCLC subrecipients.

Programs must complete the data reporting on the 21APR system by **September 30, 2016**. All programs that were funded to provide services during the reporting periods are required to complete the reporting activities regardless of their current funding status.

There are three phases of data entry:

Summer 2015 Term: May 7, 2016 – June 8, 2016

Fall 2015 Term: June 16, 2016 – July 25, 2016

Spring 2016 Term: August 1, 2016 – September 30, 2016

The 21APR system will lock access to the term's data entry pages after the specified date.

While the 21APR system has reporting windows different from those listed above, you must adhere to the timeframe provided above. The Florida Department of Education (FDOE) has set earlier deadlines to allow for the review, verification, and certification of data before the system closes for each term.

The following pages provide guidance and tips for navigating and completing the 21APR system. The FDOE will share information as it is made available by the US Department of Education (USED) regarding the 21APR.

If you have any questions, please contact the 21st CCLC Research and Evaluation Unit (REU) at 21stREU@fldoe.org or 850-245-0851 (Dr. Tonetta Scott) or 850-245-9922 (Dr. Matthew Trengove).

Grantee Profile

- **GRANTEE OVERVIEW:** ALL programs should review and edit this information as needed.
 - Contact Information
 - Grantee Location
 - Grantee Type
 - Grantee Award Information (Note: You cannot edit the award information; this information is provided by the FDOE.)

- **CENTERS:** This is one of the most important sections of the Grantee Profile. Each center operated during the reporting period must be listed. On the **WELCOME** page, click on the **ADD CENTER** button. The process is as follows:
 - **Center Information:** This field is populated by federal data on schools. If the center you are entering is a school, you should be able to find the school name and select it from the drop down options. While all schools should be in the list, it is possible that charter schools and private schools are not on the list.

Begin typing the name of your center/site in the “What is the center’s name?” field. Please look carefully for the FULL NAME of the school – it will help you tremendously if you can find the school on this list. Please keep in mind that there may several schools with similar names. It is important that you select the correct school name.

 - If the center is selected from the list, the center’s address will automatically populate in the respective fields. Please verify that the information is correct.
 - If you cannot find the school on the drop down list or are located at a non-school facility, then you may type the name of the center and address in the respective fields. If you must manually add a center name, be sure to use the official name maintained on the Florida 21st CCLC website.
 - **Center Contact Information:** Indicate the contact person at the center level (i.e. site coordinator)
 - **Center Type:** Indicate the type of center (i.e. public school, charter school, college/university, community based, faith based, or other).
 - **Expanded Learning Time:** Indicate whether the center participates in Expanded Learning Time (ELT). Note: ELT programs have the ‘ELT’ designation in the Grantee Name. These are the only programs that should select **YES** to this question.
 - **Feeder Schools:** Indicate whether the center’s feeder school(s). Feeder schools are schools in which participants of the program are enrolled in during the regular school day. Select **YES**, add the name of each feeder school.
 - **Partners:** Indicate whether the center has partners. Partners are entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If yes, add the name of each partner.
 - In the common case where a subrecipient’s partners work across all its centers, Grantee Users may enter the partnership data in only one of the center profiles. USED will assume that the partner(s) work across all centers.

NOTE: After adding all of the information for a center, click the **“Continue to Review”** button at the bottom of the page. After reviewing the information, click the **“Save Center”** button at the bottom of the page. Return to the Centers profile page by clicking on the center’s name on the **GRANTEE OVERVIEW** page. Once on the **CENTERS** page, there are arrows at the top of the page to move back to a previous section or ahead to the next section of the APR.



Annual Performance Report (APR)

Now that you have entered the primary information for your program and the centers, it is time to enter the actual operational data for your Summer 2015 and 2015-2016 Academic Year. There are four “pages” for each center. **Once you have clicked on the CENTER’S NAME, click on the arrows at the top right or top left of the page to navigate to the next or previous section of the APR.** The method of completion is as follows:

- **ACTIVITY:** Mark each area that the center provided activities in and complete the subsequent fields.
 - Academics
 - Enrichment
 - Character Education
 - College and Career Readiness

Be sure to click the “Review Activities” button at the bottom of the page.

After reviewing the information, click the “Submit Activities” button at the bottom of the page.

- **STAFFING:** Enter the number of staff (paid and volunteer) that met the types listed. If your program had staff members that do not fall in one of the listed categories, they should be included in the “Other” category.

Be sure to click the “Review Staffing” button at the bottom of the page.

After reviewing the information, click the “Submit Staffing” button at the bottom of the page.

- **PARTICIPATION:** Please note that the 21APR system collects participation data by grade group, PreK-5th grades and 6th-12th grades. After entering the Grade Level subsection, information in the remaining subsections will be reported separately for these two groups.

After entering data for the subsection, be sure to click the “Continue” button at the bottom of the page; the next subsection will then appear.

- **Grade Level:** Indicate the number of total student participants (attending at least one day) for each grade level that the program served during the specified term.
- **Student Attendance:** Indicate the number of students that attended for less than 30 days, 30 to 59 days, 60 to 80 days, and 90 or more days. This must be the unduplicated count of students. Therefore, a student that attended a total of 47 days would be included in the total number reported for the 30 to 59 days field but not in any of the other groups.
- **Race/Ethnicity:** Indicate the number of students for each racial/ethnic group. This must be the unduplicated count of students. If no data was provided, indicate the number of students for which this is true.
- **Sex:** Indicate the number of students that are male or female. If no data was provided, indicate the number of students for which this is true.
- **Population Specifics:** Indicate the number of total participating students that met each category. Indicate the number of family members that participated/attended events at the center related to 21st CCLC.

Be sure to click the “Review Participation” button at the bottom of the page.

After reviewing the information, click the “Submit Participation” button at the bottom of the page.

For Spring 2016 data entry, enter the cumulative participation counts across the full 2015-2016 Academic Year (fall and spring semesters). The count must represent unduplicated students. Summer participation should not be included in this cumulative count.

Examples:

- If you reported in the fall term that you had 20 students in kindergarten and in the spring semester an additional 20 kindergarten students joined, you would report 40 students for kindergarten.
- If you reported in the fall term that you had 15 students in sixth grade and in the spring semester those same 15 sixth grade students attended (no additional students enrolled), you would report 15 students for sixth grade.
- If you reported in the fall term that you had 20 students in tenth grade and in the spring semester those same 20 tenth grade students attended and an additional 5 tenth grade students joined, you would report 25 students for tenth grade.
- **OUTCOMES:** Outcome data must be reported for regularly participating students (attending 30 days or more). The 21APR system breaks down the outcomes data by grade group (K-5th grade and 6th-12th grade) and attendance group (30-59 days, 60-89 days, 90 days or more). Please ensure that data is reported accordingly.
- **Type of Outcomes:** All subrecipients are required to report **Teacher Reported** (teacher survey) and **Grades** outcomes.

Summer 2015: No Outcome Data

Fall 2015: No Outcome Data

Spring 2016: Teacher Reported and Grades Outcome Data

NOTE: For **Summer 2015** and **Fall 2015**, no outcome data will be entered; you will skip this section. You will only report data on Teacher Reported and Grades for **Spring 2016**.

○ **SPRING 2016**

- **State Assessment** – You are not required to report on the State Assessment outcome for the 2015-2016 APR.
- **Teacher Reported** – You will use the results from the 21st CCLC End-of-Year Teacher Survey.
 - 1. For the question, “How many teacher surveys were distributed for PreK-5th (or 6th-12th) grade?” you will report the total number of regularly participating students for the respective grade group.
 - a. **Tips for reporting on Teacher Survey:** *For the Teacher Reported question on homework completion and class participation, you may use the response for question 5-2 (completing quality homework to your satisfaction) or question 5-3 (paying attention and participating in class) of the 21st CCLC End-of-Year Teacher Survey. In your counts, you would consider all those students that either did not need to improve or improved.*
- **Grades** – To align with your objective assessments and success criteria of maintaining or improving academic grades, you will report grades data on all regularly participating students.

1. For the question, “Of these # regular participants, how many needed to improve their _____ grades from fall to spring?” you will report the **total** number of regularly participating students (whatever number was in the question).
 - a. **Example:** *Of these 10 regular participants, how many needed to improve their mathematics grades from fall to spring?*
 - i. *Your response would be 10.*
2. For the question, “Of these # regular participants who needed to improve, how many did improve their _____ grades from fall to spring?” you will report the number of regularly participating students that met your standard of success (i.e. maintain an A/B grade or improve from a grade of C to B or a grade of D/F to C (or grading scale equivalents)).
 - a. **Example:** *Of these 10 regular participants who needed to improve, how many did improve their mathematics grades from fall to spring?*
 - i. *If 8 of the 10 regular participating students improved their math grade or maintained a “B” or above, then your response would be 8.*

Be sure to click the **“Review Outcome”** button at the bottom of the page.

After reviewing the information, click the **“Submit Outcome”** button at the bottom of the page.

Remember that the data will be entered in phases between May and September 2016.

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