2017-2018
21APR Federal Data Collection System
Frequently Asked Questions
April 2018

The 21APR Federal Data Collection System (https://21apr.ed.gov) has opened for the 2017-2018 grant year. This federal data collection and reporting is required of all 21st CCLC subrecipients. The information below provides answers to frequently asked questions regarding the 21APR and reporting process.

When is 21APR due?
> Programs must complete the data reporting on the 21APR system by the end of the respective data entry period. All programs that were funded to provide services during the reporting periods are required to complete the federal reporting process regardless of their current funding status. There are three phases of data entry:
>> ***Summer 2017 Term*:*** April 24, 2018 – May 15, 2018
>> ***Fall 2017 Term:*** May 23, 2018 – July 13, 2018
>> ***Spring 2018 Term**:*** August 1, 2018 – October 15, 2018
>
> **Cohort 16 programs will not report data for Summer 2017, as the program was not in operation during this period.*
> *** For the Spring 2018 term, data will reflect operations and participation for the full 2017-2018 Academic Year.*
>
> *Note that the 21APR system will lock access to the term's data entry pages after the specified date. The Florida Department of Education (FDOE) must review and verify all centers' data before the system closes for each term.*

Who received the username/password?
> The Florida Department of Education (FDOE) appreciates that many 21st CCLC programs are managed by a joint effort of several individuals. For the 2017-2018 reporting year, the FDOE created up to two (2) user accounts per subgrant using the information provided by each program through the 21st CCLC APR Contact Information Form (submitted via SurveyMonkey on April 9 – 18, 2018). The main contact identified on the DOE 100A was used for programs that did not respond to the contact information request.

Can I create user accounts for centers?
> No, there is not a center-level user capability in the 21APR System. Grantee-level users have permission to enter aggregate data for each of their centers.

I forgot my password for the 21APR system. How can it be reset?
> Click on "Forgot your password?" under the password field. You will then enter your email address and answer to the challenge question. Click the Submit button. You will receive a reset password

email from 21apr@thetactilegroup.com. If you cannot remember the answer to your challenge question, please email 21stREU@fldoe.org to have your user account reset.

Who can <u>HELP</u> with 21APR?

The Tactile Group developed and maintains the 21APR system and should be able to answer most questions about the federal data system. Send messages to the Help Desk at **21apr@thetactilegroup.com** or call **1-888-282-4589**. You may also submit a Help Desk Contact Form (see bottom of website for link to the form). The Help Desk will reply within two business days. If you need help with questions that are not technical, please contact the 21st CCLC Research and Evaluation Unit at 21stREU@fldoe.org. It is critical that all data submitted to 21APR are accurate and consistent with all other data that has been submitted to the FDOE (e.g., monthly attendance, operations, etc.).

What browser should I use?

It is recommended that all users interact with the 21APR system using one of the following browsers: Chrome, Firefox, Safari, Edge, or the most recent version of Internet Explorer. It is important to ensure that your browser is up to date.

The system is enormous, how should we complete all the data?

21APR is made of several tabs/pages which work together to ensure you provide a full understanding of your 21st CCLC program. It is helpful to complete the various tabs and buttons in the specified order, thus ensuring all elements are completed.

How do I know when one term ends and the next begins?

Summer 2017: The dates are program-specific and thus depend on when the program's Summer 2017 component began and ended.
Fall 2017: 1st and 2nd Quarters (Nine Weeks) of the 2017-2018 Academic Year (follow the specific school district's calendar).
Spring 2018: Full 2017-2018 Academic Year (i.e. from the program's start date through its end date for the 2017-2018 school year).

What if I don't have disaggregate data for Fall and Spring?

Do your best to disaggregate. No new data elements are being collected on the 21APR. If you have not been collecting information by term, the Tactile Group will work with you on how to enter the data that you do have. **PARTICIPATION** and **OUTCOME** data entry for the Spring 2018 term will reflect cumulative, unduplicated counts from Fall 2017 and Spring 2018.

What if I have multiple programs that I am responsible for?

If you are responsible for more than one subgrant, you will see each of your subgrants listed under **MY GRANTS** on the **WELCOME** page. Click on the subgrant's name to proceed. If you only have one subgrant, your **WELCOME** page will show the centers for that program and the grant information.

How do I add centers for my program?

>While on the **WELCOME** page, click on the **ADD CENTER** button. You will include all your program's centers as identified on the program's site profile worksheet(s).

How do I navigate through the system in order to add my center's data?

>To access the various sections of the APR, click on the center's name. You may click the **Enter APR Data** button and then click on the section that you would like to complete (i.e. Activities, Staffing, Participation, and Outcomes). You may also expand the **MENU** button (MENU) on the left of the screen to reveal the navigation options. You can also use the **top navigation** buttons (Forward (⟶) and Back (⟵) Arrows) to move between each section of the APR.

My program did not operate during Summer 2017. Do I need to enter any data (i.e. zeros) for the different sections?

>If your program (or one of the centers) did not operate during Summer 2017, there should be no data for summer reported (no operations = no data) for that program (or specific center). If you have an inactive center for one term, designate it as such by checking the **"Inactive Term"** box for the respective term under the center's name on the Grantee Overview page.

One of my centers was not active for the 2017-2018 program year. The 21APR system does not allow me to delete the center's name. What should I do?

>Centers under an existing program's grantee profile cannot be deleted. If the center is no longer active, the name of the center needs to be renamed **NULL**. Only centers named **NULL** are excluded from the final federal report.

Our agency changed its name and I do not see the new program name listed under MY GRANTS on the WELCOME page. How do I change the program's name?

>Active grantee profile names cannot be modified. Centers under existing grantees cannot be modified or deleted. Grantee profile names are listed as submitted in the subrecipient's approved RFP along with the respective cohort number.

My organization had a program that closed out at the end of Summer 2017 but was awarded again under the 2017-2018 RFP. Should I enter Summer 2017 data under the new program?

>For a program that closed out at the end of Summer 2017 (i.e. Cohort 11), you will report the summer activity under the Cohort 11 program. New programs that were funded under the 2017-2018 RFP (i.e. Cohort 16) will not report data for Summer 2017, as the program was not funded during this period.

Can an individual be counted as more than one staff type (i.e. classifying one individual as both a school-day teacher and a parent) under STAFFING?

>No. A single individual should only be classified as falling within only one staff type category. **Note:** If your program had staff members that did not fall in one of the listed 21APR categories, they should be included in the "Other" category. All staff types are mutually exclusive.

In the STAFFING section, who is defined as Subcontracted Staff?

Subcontracted staff is the staff that works in the program as part of a contract. For example, if your program contracts with another agency to provide a fitness class, the staff provided by that contractor for the activity would be consider subcontracted staff.

Under Population Specifics in the PARTICIPATION section, what is meant by Family Members?

Family members refer to the number of UNDUPLICATED adult family members served during the specified term by the center. The individuals are adults, age 19 or older, who are NOT in elementary, middle, or high school that are family members of participating children and who participate in educational services or other activities appropriate for adults provided by the 21st CCLC program.

My program does not collect state assessment, teacher survey, and grades data during the summer. What should I enter for the OUTCOMES section?

NO outcome data will be entered for **Summer 2017** and **Fall 2017**; you will click the **"No Data to Report"** check box for these terms. You will, however, report data on the **Teacher Reported and Grades** outcome types for the **Spring 2018** term. Note that **Teacher Reported** refers to the state-administered teacher survey.

How do I know if the APR data entered has been saved and submitted?

The 21APR system saves data with every click or keystroke. After entering the data for each section, click the review button (i.e. **Review Activities**) at the bottom of the page. A page will appear displaying the data you entered. After reviewing the information, click the continue button (i.e. **Continue to Staffing**) at the bottom of the page.

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.