

**2017-2018
21APR Federal Data Collection System
Reporting Requirements
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.

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

The 21APR system will lock access to the term's data entry pages after the specified date. You must adhere to the timeframe provided above. The Florida Department of Education (FDOE) must review, verify, and certify the data before the system closes for each term. There will **NOT** be a re-open window for programs to update/complete data entry after the term closes and locks.

The following pages provide reporting requirements 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.

Grantee Profile

- **GRANTEE OVERVIEW:** ALL programs should review and edit this information as needed.
 - Grantee 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 **21APR – GRANTEE OVERVIEW** 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 included on the list, it is possible that charter schools and private schools are not listed.

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 center name maintained on the program’s site profile worksheets.
 - **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).
 - **Feeder Schools:** Indicate whether the center has any feeder school(s). Feeder schools are schools in which participants of the program are enrolled in during the regular school day. Select **YES** then 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 **CENTER OVERVIEW** 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. You may also click on **ENTER APR DATA** to begin the data entry process.



- **PRINT GRANTEE RECORD:** Grantee users are able to generate grantee records. The grantee records will include aggregate level results at the subgrant level (i.e. sum of data for all centers) for each section of the APR for each term.

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 Summer 2017 and 2017-2018 Academic Year. There are four sections for each center. **Once you have clicked on the CENTER'S NAME, click on ENTER APR DATA to begin the data entry process.** You may also 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:

- **ACTIVITIES:** Select each area that the center provided activities in and complete the subsequent fields on the frequency of the activity and average attendance for each session of the activity during the respective reporting term.
 - Academics
 - Enrichment
 - Character Education
 - College and Career Readiness

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

Click the “Edit” button if you need to make changes.

After reviewing the information, click the “Continue to Staffing” button at the bottom of the page to proceed to the next section.

- **STAFFING:** Enter the number of staff (paid and volunteer) that met the staffing 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.

Click the “Edit” button if you need to make changes.

After reviewing the information, click the “Continue to Participation” button at the bottom of the page to proceed to the next section.

- **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 each 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 days or more. 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.

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- **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. This must be the unduplicated count of students. If no data was provided, indicate the number of students for which this is true.
- **Population Specifics:** Indicate the number of total participants that met each category. Indicate the number of family members that participated/attended events at the center related to 21st CCLC. This must be the unduplicated count of participants.

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

Click the “Edit” button if you need to make changes.

After reviewing the information, click the “Continue to Outcomes” button at the bottom of the page to proceed to the next section.

For Spring 2018 data entry, enter the cumulative participation counts across the full 2017-2018 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 (PreK-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. **The count must represent unduplicated students.**
 - Type of Outcomes: All subrecipients are required to report Teacher Reported (teacher survey) and Grades outcomes.

Summer 2017: No Outcome Data

Fall 2017: No Outcome Data

Spring 2018: Teacher Reported and Grades Outcome Data

NOTE: For **Summer 2017** and **Fall 2017**, no outcome data will be entered; you will click the “No Data to Report” check box for these terms. You will only report data on Teacher Reported and Grades the for Spring 2018 term.

○ **SPRING 2018**

- **Teacher Reported** – You will use the results from the 21st CCLC End-of-Year Teacher Survey.
 1. For the question, “How many teacher reports were distributed for PreK-5th (or 6th-12th) grade?” you will report the **total** number of regularly participating students for the respective grade group.
 2. **Tips for completing data on Teacher Reported:**
 - a. *For the Teacher Reported questions, you will use the responses from the 21st CCLC End-of-Year Teacher Survey data spreadsheet. In your counts for reported improvement, you will include all those students that either did not need to improve or improved.*
 - b. *Please note that number of regularly participating students (30 days or more) may differ slightly from what is reported on the End-of-Year Teacher Survey data spreadsheet because some students may not have met the 30 days criteria at the time of the survey administration. Please align the teacher reported data with the actual student’s attendance at the end of the program year. This will ensure that all regularly participating students are included in the center’s outcome.*
- **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 Mathematics (or English) 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 Mathematics (or English) 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 above OR improve from a grade of D/F to C or above (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.

Click the **“Edit”** button if you need to make changes.

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 April 2018 and October 2018.

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