



21st Century Community Learning Centers



2018-2019 21APR Federal Data Collection System Reporting Requirements March 2019

The 21APR Federal Data Collection System (<https://21apr.ed.gov>) has opened for the 2018-2019 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 2018 Term: March 19, 2019 – April 30, 2019

Fall 2018 Term: June 3, 2019 – July 31, 2019

Spring 2019 Term: September 3, 2019 – October 15, 2019

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) and this individual’s email and phone number.
 - **Center Type:** Indicate the type of center, choosing the option that most identifies the center
 - **Public School** – Center is located in a public school.
 - **Charter School** – Center is located in a recognized charter school.
 - **College/University** – Center is located in an accredited institution of post-secondary education (i.e. community college, tribal college, college, university)
 - **Community Based** – Center is located in a community-based organization not part of the local school district or a part of a religious organization (i.e. non-profits).
 - **Faith Based** – Center location is affiliated with an organized religion. This includes schools sponsored by a religious organization.
 - **Other** – Center type/location does not fit into any of the other options.

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- **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 other than the center location. 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 2018 and 2018-2019 Academic Year. If a center did not operate during a specific term, under the center's name, check the "Inactive Term" box next to the term then select the appropriate justification. For example, Cohort 17 programs would not have operated during Summer 2018.

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**
 - **STEM** – Activities that contribute to the development of science, technology, engineering, or mathematics skills.
 - **Literacy** – Activities that contributes to the development and enjoyment of reading and writings.
 - **Tutoring** – Activities that provide direct support for the core academic subjects.
 - **Homework Help** – Activities that provide direct support in the completion of homework assigned during the school day.
 - **English Language Learners Support** – Activities that provide direct support to students classified as English language learners.
 - **Enrichment**
 - **Entrepreneurship** – Activities that contribute to the understanding of small business practices and business ownership.
 - **Arts & Music** – Activities that engage students in the creation of art and music and develops the appreciation of art and music.
 - **Physical Activity** – Activities that engage students in a physical activity and develops the appreciation of health and nutrition.
 - **Community/Service Learning** – Activities that engage the students in an activity that benefits the community outside the center.
 - **Mentoring** – Activities that engage the student with a role model/mentor.
 - **Character Education**
 - **Drug Prevention** – Activities that provide information about alcohol or other drug use prevention.
 - **Counseling Programs** – Activities that provide socio-emotional counseling services.

- **Violence Prevention** – Activities that promote peaceful conflict resolution.
- **Truancy Prevention** – Activities that promote school attendance.
- **Youth Leadership** – Activities that promote the active engagement of leadership roles.
- **College and Career Readiness**
 - **College & Career Readiness** – Activities that prepare students to enroll and succeed in a credit bearing course at a postsecondary institution or a high quality certificate program with a career pathway to future advancement. **NOTE:** If the activity’s primary goal is College and Career Readiness (e.g. “College 101”), enter it here. If it is a secondary goal, check the College and Career Readiness box when entering it into its primary activity above.
- **Properties of Selected Activities**
 - **How Often?** – The frequency, on average, with which an activity is delivered at the center (i.e. Monthly, Once per term, More than once a week (times a week), More than once a month (times a month)).
 - **Average Hours per Session** – Once you have designated how often the activities reported take place, indicate what is the average hours of the session (i.e. Less than 1 hour, 1-2 hours, 2-4 hours, More than 4 hours).
 - **Average Participation** – On average, how many students attend the sessions associated with the activities reported (i.e. Less than 5, 5-10, 11-20, 21-30, More than 30).

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.
 - **Administrators** – Individuals who have a primary oversight capacity of the staff and functions of the center.
 - **College Students** – Individuals currently enrolled in a post-secondary institution
 - **Community Members** – Individuals from the community at large.
 - **High School Students** – Individuals currently enrolled in a secondary institution. High school students reported as staff CANNOT also be counted as 21st CCLC participants.
 - **Parents** – Individuals who are the parents or guardians of students enrolled in the 21st CCLC program at the center.
 - **School Day Teacher** – Individuals whose primary role is as a teacher within the school district or feeder school.
 - **Other Non-Teaching School Staff** – Individuals whose primary role is to provide services or activities such as security, custodial, clerical, athletic, or transportation within the school district or feeder school.
 - **Subcontracted Staff** – Individuals who enter into a formal contract to provide services or specialized activities to the center.

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- **Other** – Individuals who are not identifiable with any category above.

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.
- **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. If data is not available or not provided, check the “Data Not Provided” box for the respective category.
 - **Students with limited English Language Proficiency**
 - **Students who are eligible for free or reduced price lunch**
 - **Students with special needs** (i.e. students with a current Individualized Education Program (IEP) or 504 plan)
 - **Family member** (i.e. adult family members of students who participated in activities sponsored by 21st CCLC funds)

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 2019 data entry, enter the cumulative participation counts across the full 2018-2019 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 2018:* No Outcome Data
 - Fall 2018:* No Outcome Data
 - Spring 2019:* Teacher Reported and Grades Outcome Data

NOTE: For Summer 2018 and Fall 2018, no outcome data will be entered; you will check the “No Data to Report” box for these terms. You will only report data on Teacher Reported and Grades for the Spring 2019 term.

- **SPRING 2019**
 - **Teacher Reported** – You will use the results from the 21st CCLC End-of-Year Teacher Survey.
 1. **How many teacher reports were distributed?** – Enter the number of participants whose school-day teachers were asked to complete the teacher survey. You will report the **total** number of regularly participating students for the respective grade group.
 - a. **Example:** *You reported 10 regular participants in PreK-5th grade (or 6th-12th grade) at your center. How many teacher reports were distributed for PreK-5th grade (or 6th-12th grade)?*
 - i. *Your response would be 10.*
 2. **How many teacher reports were returned?** – Enter the number of participants whose school-day teachers returned/completed the teacher survey.
 - a. **Example:** *If 8 of the 10 regularly participating students had teacher surveys returned, then your response would be 8.*

