

21st Century Community Learning Centers (21st CCLC) Grant 21APR System Frequently Asked Questions (FAQ)

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Introduction:

As an obligation of their grant award, all 21st CCLC grantees are required to enter data related to their program into the federal 21st CCLC Annual Performance Report (21APR) system. Data collection for the 2017-18 programming year will begin on April 24, 2018.

The Wisconsin Department of Public Instruction (DPI) has developed the following FAQ in an effort to provide Wisconsin grantees with guidance related to entering data into the 21APR system.

In addition to this FAQ, **we recommend that grantees refer to the 21APR Data Guide**, a document published by the federal Department of Education for users of the 21APR system. **The 21APR Data Guide provides an overview of the types of data grantees are required to enter, as well as helpful definitions.** We have posted the 21APR Data Guide on our webpage. It can also be accessed directly from the 21APR site.

Please be aware that the Federal Department of Education has contracted with the Tactile Group to set up the 21APR system. Consequently, DPI staff do not have the answers to technical problems related to entering data into system.

Those questions should be directed to the Tactile Group at:

21apr@thetactilegroup.com or 1-888-282-4589, Monday-Friday, 9-5 ET. We have been told that the best way to contact them is via email.

What is the timeline for entering 2017-2018 data?

The 21APR system **collects data according to three terms: summer, fall, and spring.** There will be three discrete, sequential windows of time when the system will be open for grantees to enter data related to each of these terms for the 2017-2018 programming year.

Dates for entering data for the 2017-18 school year are as follows:

- **Summer 2017** data can be entered from **April 24-May 22**
- **Fall 2017-18** data can be entered from **May 23-July 17**
- **Spring 2017-18** data can be entered from **August 1-November 29**

What time periods are covered by each of the terms?

- **Summer data** should reflect CLC activities that took place from **June 10, 2017 - August 31, 2017**
- **Fall data** should reflect CLC activities that took place from **September 1, 2017 - January 19, 2018**
- **Spring activities and staffing data** should reflect CLC activities that took place from **January 20, 2018 - June 8, 2018**
- **Spring participation and outcomes data** is cumulative and should reflect **the entire 2017-2018 school year (September 1, 2017 - June 9, 2018)**. Do NOT include data related to summer programming when entering data for the spring term

When I log on to the 21APR system, the dates I see for the Fall and Spring data collection windows do not match those established by the DPI. Which dates should I follow?

When you log on to the 21APR system to enter Fall and Spring data, you will see close dates that do not correspond to those established by the DPI. DPI has set deadlines that are two weeks ahead of when the Fall and Spring windows officially close. We have done this so that we have time to review the data and contact grantees regarding missing/incomplete data. **Follow DPI-established deadlines!** If your data is not complete by the deadlines set by DPI, you will receive official communication from us letting you know that you have incomplete/missing data and are not in compliance with grant requirements.

What kind of information does the 21APR system collect?

The 21APR system collects data related to **four areas: Activities, Staffing, Participation, and Outcomes**. Specific information about how to enter data for each of these areas is included below.

Who can enter data into the 21APR system?

The DPI designates one person per fiscal agent (district, CBO, charter school, etc.) as the primary contact person for the federal 21st CCLC Annual Performance Report (21APR) system. This is the only person who will have a user account and will be able to log on to the 21APR system and enter data.

The majority of the communication from the DPI regarding the 21APR system will be directed to the primary contact person. The primary contact is responsible for passing information about the 21APR system along to other people in their district/organization who may be involved in collecting and reporting data.

The 21APR system help desk will not answer any questions that come from people who are not registered users.

My grant serves multiple schools. Can I add additional users so other people can enter data?

No. **The system only allows one user account per grantee.** If you represent a grantee with multiple sites (i.e. a district with more than one funded school), one grantee-level user has been designated and is responsible for entering data for all sites. If you need to change the designated grantee-level user, please let us know.

Please note, even if you change the contact information in the grantee profile, the user *does not* change. Only DPI can make this change.

I have logged on to the system and am reviewing the information on the “Grantee Overview” page. Can I change the information listed on this page?

You may change some information on the page, but there is other information that should not be changed.

- You **may update** the **contact information** and the **grantee location** (i.e. address). You may also update the grantee type (school-based, CBO, etc.). The grantee type refers to the fiscal agent or organization that receives the grant.
- **DO NOT change** the **name of the grantee**. This is the name that the DPI has chosen and is based on our internal system for keeping track of grants.
- **DO NOT add centers** or **change the names of the centers** listed on the grantee profile. The name of the center(s) should be the name of the primary school(s) served by the grant.

I am ready to start entering data. What do I do?

On the “Grantee Overview” page, scroll down to the section where the names of the centers are listed. **Click on the name of the center for which you will be entering data.** This will take you to the “Center Overview” page. **Click on the “Activities” tab that is located in the upper right-hand corner of the screen OR click on the button that says “Enter APR Data.”** You are now ready to enter data!

I’ve started to enter information in the “Center Overview” section, but our contact information has changed. Should I change it?

Yes, you should make sure the contact information is correct on the “Center Overview” page. Please note, DPI is not notified of changes you make to contact information on the 21APR system. If the contact person for your program has changed, you should also notify DPI of that fact.

What else should I update on the “Center Overview” page?

- You **may edit** the **center address** and **center type**. The center type refers to the location where the program takes place.
- Update the **Feeder School** list, if applicable. You should enter feeder school information if there are CLC participants who are enrolled in a school other than the center location. This list should reflect the feeder schools included in your grant application.
- Update the **Partners** list. For the purposes of the 21APR system, partners are defined as entities other than the grantee or school(s) served that provide an in-kind or cash contribution to support the program.

Is there anything I shouldn’t change on the “Center Overview” page?

- **DO NOT** change the **name of the center**. The name of the center should be the name of the primary school served.

The categories listed in the “Activities” section aren’t an exact match for the activities my program offers. What should I do?

- The categories of activities included in the system are limited to those that the federal Department of Education is required to report on to Congress. As such, they may not reflect the full scope of the programming your

program offers. **If an activity you offer does not easily fit into a given category, choose the best fit.**

- For each activity, **choose the one category that best describes the primary focus or intent of the activity.** For example, if a cooking activity was meant to teach fractions, it should be counted as a math activity. If it was meant to teach students to read a recipe, it should be counted as a literacy activity.
- **Each activity should be reported only once.** Do not report the same activity in multiple categories. If a cooking activity involves both literacy and math skills, choose the one that best reflects the primary intent of the activity.
- **The only exception to this rule is College and Career Readiness.** If the activity also contributes to College and Career Readiness, then it should also be reported there.

What else do I need to report in the “Activities” section?

For each category you select, you will be asked to enter the **average frequency, hours, and participation rates** of the activities of that type for the term that you are reporting (Summer, Fall, or Spring). For example, if your program offered a variety of STEM activities over the course of the Fall term, you would need to report how frequently STEM activities took place (daily, weekly, etc.), the average amount of time students spent doing those activities, and the number of students who took part in STEM activities over the course of the term.

We offer many different literacy-related activities. How do I determine the average number of hours and the average number of participants for that category?

- The **average number of hours** is meant to capture **dosage** – the average amount of time a CLC participant spends doing that type of activity over the course of a term, month, week, or day. For example, if you indicated that literacy-related activities are offered on a weekly basis, you would report the average amount of time a student participates in those activities during a typical week. If different groups of students have access to different amounts of literacy-related programming, you would average

those times together and report the average. So, if Grades 1-2 do four hours of literacy-related programming a week and Grades 3-5 do six hours, you would report five hours.

- The **average number of participants** is meant to reflect the **number of students who participate in that type of programming** over the course of a year, month, week, or day. For example, if there are fifty students enrolled in your program and they all participate in literacy-related activities, you would report that fifty students participate in that type of activity. The amount reported for each category should be an unduplicated count. In other words, if a student participates in more than one literacy activity, you should only count them once when determining the total number of students who participate in literacy-related activities.

When reporting on staffing, who is considered an administrator? Who is considered subcontractor?

- An **administrator** is a staff member who oversees the running of the program – such as a site coordinator or districtwide program coordinator. In short, it is anyone responsible for overall program development, management, or CLC line staff supervision.
- **Subcontractors** are individuals who enter into a formal contract to provide services for the CLC program. Subcontractors are often referred to as “vendors” and they may include paid or volunteer staff from partner organizations who come in to lead specific activities (e.g. Karate Club, etc.).

Many of our CLC staff members work as aides during the school day. Which staffing category do they fit into?

Based on the definitions provided in the 21APR Data Guide, day school aides don't fit into either the “School Day Teachers” category or the “Other Non-Teaching School Staff” category. For that reason, we are advising that grantees report aides as “Other.”

If a staff member is paid, but those funds come from a source other than the 21st CCLC grant, do we report them as paid or volunteer staff?

According to the 21APR Data Guide, staff should be reported as “Paid” only if they are compensated with 21st CCLC grant funds. Staff members who are paid using

other funding sources should be reported as “Volunteer” when entering staffing data into the 21APR system.

What kind of information is collected about students in the “Participation” section?

In the “Participation” section, you will be asked to report on the following things:

- The number of students in each grade level
- The number of students who attended less than 30 days, 30-59 days, 59-89 days, and 90+ days.
- The number of students who fall into a variety of subgroups, including ones based on:
 - Race
 - Sex
 - Free and Reduced Lunch status (Required)
 - ELL status
 - Special Education status

Note: The 21APR system requires users to **report participation data according to two grade bands: K-5 and 6-12**. If your program serves students in grades K-8, you will have to report separately on K-5 students and 6-8 students.

Am I expected to report on all of the types of student demographic data? I have been told by the school that some student information is private and cannot be shared with me. What do I do?

WI CLC programs are expected to report on all of the types of demographic data included in the APR. However, many schools are unwilling to share sensitive, student-level data with after school program staff. For the purposes of the APR, you do not need student-level data. You just need to know the number of students in each category (FRL, ELL, etc.). You can get this information by giving a list of CLC participants to a school administrator and asking them to tell you how many students fall into each category. Sharing the data needed for reporting purposes is one of the things schools and districts agree to do when signing the grant assurances form each year.

The final question in the “Participation” section asks about family members. What does this mean?

This question refers to **the number of adult family members of CLC students who attended CLC family events** over the course of the school year. This includes family members who do not live with students, like grandparents and aunts and uncles. If family events were open to the entire school community, but were sponsored in part with CLC funds, only count those family members in attendance who had a student enrolled in the CLC program.

What “Outcomes” should Wisconsin CLC grantees report?

All Wisconsin grantees are required to report on teacher survey data in the “Outcomes” section of the 21APR system. This type of data is called “Teacher Reported” in the 21APR system. Teacher surveys should be administered in the spring for all CLC participants who are regular attendees (i.e. attended more than 30 days). The teacher survey form, as well as instructions for administering the survey and entering survey data into the 21APR system can be found on the DPI’s CLC webpage.

Do I need to report outcomes for all three terms (Summer, Fall, and Spring)?

- Because the teacher survey is only given in the spring, you should **only report the teacher survey information when you enter data related to the Spring term.**
- You **should not enter data related to outcomes for the Summer and Fall terms.** When reporting Summer and Fall data, click “No Data to Report” on the “Outcomes” page.

How do I gather the information I need to report the required outcomes into the 21APR system?

- Teacher surveys should be completed for all students in your program who are regular attendees (i.e. have attended 30 or more days this academic year).
- Distribute surveys to the teachers of all regular attendees in the spring of the school year.

- For elementary school students, surveys should be completed by the student’s classroom teacher.
- For middle school and high school students, surveys should be completed by a teacher who has had the student for at least a semester and can evaluate the student’s homework completion, class participation, and classroom behavior.
- Every effort should be made to collect surveys for ALL students who are regular attendees of your program. **Grantees are expected to collect teacher surveys for at least 75% of regular attendees.**

The questions in the “Outcomes” section in the 21APR system do not align exactly with the teacher survey form. How do I report our teacher survey results?

The teacher survey form consists of three questions, one related to homework completion, one related to classroom participation, and one related to classroom behavior. However, the 21APR system has condensed the information grantees are asked to report related to teacher survey results. The 21APR system has one question related to improvement in homework completion AND class participation and one related to improvement in classroom behavior.

Please follow the instructions below when compiling and reporting teacher survey data.

- The teacher survey consists of three questions:
 - **Question 1** is related to homework completion.
 - **Question 2** is related to class participation.
 - **Question 3** is related to classroom behavior.
- When reporting teacher survey data into the 21APR system, **you will need to calculate two numbers:**
 - The number of students who showed improvement in **homework completion AND class participation.**
 - The number of students who showed improvement in **classroom behavior.**
- **To calculate the first number (homework/participation):**

- Count the number of students whose teachers marked “A” (Did Improve), “D” (Did Not Need to Improve), or “E” (Not Applicable) for **Question 1 AND** marked “A” (Did Improve) or “D” (Did Not Need to Improve) for **Question 2** on the teacher survey.
- Students have to show improvement in BOTH homework completion and class participation in order to be counted.
- **To calculate the second number (behavior):**
 - Count the **number of students** whose teachers marked “A” (Did Improve) or “D” (Did Not Need to Improve) for Question 3 on the teacher survey.

Note: The 21APR system requires users to **report teacher survey data according to two grade bands: K-5 and 6-12**. If your program serves students in grades K-8, you will have to report separately on K-5 students and 6-8 students. Additionally, for each grade band, you will be asked to report separately on survey results for students who have attended 30-59 days, 60-89 days, and 90+ days.

I finished entering data. How do I submit the data? Will I receive confirmation that it has been submitted? Can I print off a copy for my own records?

- The 21APR system automatically saves the data as you enter it. At the end of each section, you can hit the “Review” key, which will take you to the page where you can review your data for that section. However, there is no “Submit” button. Even after hitting “Review,” you can go back and edit your data until the data collection window closes.
- You **will not receive immediate confirmation** from the DPI or from the Tactile Group that the data you entered has been successfully submitted. After each data window closes, the DPI will review the data that grantees have entered. We will contact you at that time if there is data that is missing or has been entered incorrectly.
- A new feature was added in 2017-18 that give grantees the **limited ability to print 21APR data reports**. A grantee can now print a report that shows the aggregate, or combined, data for all its centers that are in the same cycle and year. For example, if a school district has two CLC programs that

are in year 2 of their first cycle, it can generate and print a report showing the combined data for those two programs. The only grantees that can print a report for an individual center are ones that have only one program funded for a particular year and cycle. For example, if a district has one center in the fifth year of its second cycle, then the 21APR report will show data for that individual center.

- If you would like to have a record of the data entered for individual centers, we recommend printing a copy of the review page for each of the sections. Follow the directions above to navigate to the review page, then hit “Print.”

I am having a hard time entering our data or navigating the system. What should I do?

- If you forgot your password and challenge questions or need a new email sent to you with a link to activate your account, contact one of the consultants at the DPI. The Tactile Group does not store passwords and does not activate or re-activate accounts. If you email them about this issue, you may not hear back from them.
- For all other questions and concerns, please contact the help desk. There are **two ways of contacting the help desk**.
 - Via a **help desk contact form**, which can be accessed on the 21APR website. To find the form, scroll down to the bottom of the page and click on the “Contact Us” or “Help Desk Contact Form” button.
 - Via email: 21apr@thetactilegroup.com. Try to provide as much detail as possible in the email and submit one question or suggestion per email message. Include a screenshot if possible. This will help to expedite the response.
- For basic information related to navigating the system, review the *Guides and FAQs* link at the bottom of the 21APR homepage.