

NYS 21st CCLC
Guidance for the Program
Data Manager Role

Introduction. Per the Round 8 RFP (p. 15), and the Q & A Summary (pp. 84 , 109), all NYS 21st CCLC subgrantees are required to appoint a staff member or hire an external partner to serve as the program’s Data Manager (DM). Every DM needs to be trained on the EZReports system and provided clear guidance/instructions from program leaders on how to carry out their required responsibilities. The DM’s consistent use of effective practices in data collection, management, and reporting will ensure that programs are **generating accurate, high-quality data**. This data is used by individual sub-grantees, the State, and the statewide evaluator to inform stakeholders about **Program Progress** and to tell the story of 21st CCLC **Program Impact**.

Adapting the Data Manager Role. There are variations in the way programs have designed the Data Manager role within their organizations. The information in this document is intended to provide general guidance about what data management for a 21st CCLC program entails. It is up to the program to delineate how these **required tasks and functions** are implemented and fulfilled. Some programs have designated this role to their external Evaluator, and these additional services have been accounted for in their budget and contract. Please refer to your original grant proposal and/or reach out to your Regional Resource Center (RC) if you have questions about this.

Key Responsibilities

(1) Administration of the EZ Reports System

The DM coordinates with the Project Manager to set up EZReports accounts for users in the organization and learns how to navigate the system, both at the larger-scale subgrant level and the smaller-scale site level. DMs should also understand the layout of data entry and report functions.

The Support Tab in EZReports includes a user guide, training videos, and other helpful tools to assist DMs with set-up and other system functions.

(2) Overseeing Data Entry

Each program should have an **organized system/set of routine practices** for tracking and reporting key data points (e.g., participant information, enrollment, program scheduling, daily attendance), checking data entry schedules, and listing staff responsible for entering the data.

The DM is responsible for overseeing that these entry schedules are adhered to, and that site-based staff have the training and access to accomplish these tasks. If the DM is

external to the program organization – for example, if the independent evaluator is serving as the DM – then clear communication protocols are established between the DM and Program Director to check that all site level data is being entered as scheduled, according to the agreed upon procedures.

(3) Gathering Data from Partnering Local Education Agencies

DMs need to communicate and coordinate with partnering school officials to obtain student performance data in accordance with contractual Partnership Agreements for 21st CCLC programs. It is important to note that even though some student demographic data may be made available from NYSED’s Student Information Repository System (SIRS), performance and outcome data will *not* be made available due to information sharing regulations; and SIRS demographic data would not be available until after the end of each program year. For this reason, programs need to collect student data directly from partnering schools or districts to use for timely analyses and evaluation. See the *Data Sharing Letter* in the Resources box, below, for a summary of the required data and sources. These efforts should be undertaken as soon as possible early in the year, as some districts have a lengthy data-sharing approval process.

(4) Data Quality Monitoring and Activity Logging

DMs need to conduct regular **Data Checks** in the EZReports system to ensure consistent entry, quality, and accuracy for APR data in EZReports. Review the EZReports Data Verification Guidelines (see Resources, below), which address additional aspects of quality monitoring beyond the EZReports Data Check function. Inquire with the Resource Center Data Specialist for more information on data quality indicators and how to perform data validation checks.

DMs can keep an **activity log** to track these procedural checks, as well as any TA requested and received, so programs can maintain accurate records of quality monitoring efforts.

(5) Annual Performance Reporting (APR)

DMs ensure that data is updated and reviewed for errors and or duplication and available for federal, state, and local reporting purposes. This entails being informed and prepared to submit clean data within the federally determined **21APR windows**. Prior to submission the DM should check *Student identifiers and demographic information, Activities, Staffing, and Participation* in EZReports to ensure data is up-to-date and accurate.

Federal GPRA Reporting data entry tasks include: (1) obtaining student grades, calculating **Grade Point Averages (GPAs)** for each participant, using the GPA calculators, inputting the calculator data into EZReports; (2) reviewing and aggregating the **student engagement** indicator data from the Teacher Surveys.

DMs should also ensure data is made available to the Local Evaluator in accordance with the Evaluation Plan. This will entail gathering data from partnering LEAs, as per the data sharing agreements.

(6) Generating User Reports

DMs can use the EZReports dashboard to select intuitive, visual displays of live data to present to program staff. Program reports can be generated in PDF and Excel formats to provide information on progress toward goals and objectives.

(7) Analyzing Data

DMs may be enlisted to generate reports AND perform analysis to identify and interpret trends or patterns in the data, which can be used to inform programming. Check the program-specified description of DM duties to see the type and frequency of analyses required. A list of analyses can be scheduled and tracked in the **activity log**.

Examples of possible analyses performed by DMs:

- ▶ Student activity attendance to analyze popularity of activities
- ▶ Teacher survey submission counts to analyze response rate
- ▶ Teacher survey responses to analyze results

(8) Maintenance and Updates

DMs are responsible for staying informed about any policy and reporting-related updates and integrating those into their systems and practices. To ensure that DMs receive all pertinent communications, Program Directors need to ensure that their Resource Center has been informed of who serves this role, and if the holder of this role changes, so they can maintain and use the current, most accurate contact information.

(9) Continuous Learning

DMs need to complete the foundational EZReports training, which can be accessed in the EZReports "Support" tab, and then participate in ongoing training sessions offered by the RCs and by the EZReports developer, Thomas Kelly Software Associates. Check the RC's website and/or reach out to the RC Data Specialist to inquire about upcoming trainings.

Resources

- ▲ [EZReports Data Verification Formula](#)
- ▲ [EZReports Support Tab](#): Open the main menu, select "Support"
- ▲ Sample Template: Data Manager [Activity Log](#)
- ▲ Link to [Round 8 RFP](#) describing data manager role
- ▲ Link to [Data Sharing letter on ROS website](#)

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