21st CCLC Data Management Session

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What is the Purpose and Goal of the Data Management Handbook?

The purpose of the Data Management Handbook is to give Data Managers, Local Evaluators, Program Directors, and other relevant staff the information and tools they need to sufficiently address the data management and quality control efforts that are essential for successful 21st Century Community Learning Center (21st CCLC) grants.

What's in the Data Management Handbook?

- Administration of the EZReports System

- Gathering Data From Partnering Local Education Agencies

- Data Quality Monitoring and Activity Logging

- SIRS, GPRA Measures and 21st CCLC

- Generating and Analyzing User Reports

- Maintenance and Updates

- Accessing and Using EZReports Support

- Continuous Learning

Data Manager Responsibilities:

NYSED vs Locally Establish Requirements

Data Manager Responsibilities – Set by NYSED

- Ensure accurate collection of student demographic data

- Data Quality Monitoring; Data Checks for Activities, Staffing, and Participation
    - Communicate gaps in attendance/data to appropriate program staff

- Ensure GPRA Outcome Indicators are Reported
    - GPRA Measure 2: GPA collection and Upload.
    - GPRA Measure 5: Teacher Survey
        - Conduct Data Checks to measure completeness and validity

- Maintain Accurate Contact Information for All Key Staff

- Become Proficient in EZReports
    - Turnkey EZReports knowledge to staff

- Attend EZReports and Data related trainings

Data Manager Responsibilities – Set by Program Director Discretion

- Data Entry and Administration of EZReports
    - Activity/Session Creation and Management
    - Staff Creation/Management
    - Student Attendance Entry
    - Student Enrollment/Upload
    - School/Site Linkages
    - Overall EZReports Management

- Advisory Board Participation

New EZR/NYSED Monthly Townhall

- Opportunity for MORE EZReports training on topical subjects
  - Q&A with both NYSED and EZReports
  - Opportunity for grant-to-grant connection
- First Date: October 11th, 10:30am-12pm

Data Manager: Critical Partnerships

Project Director (PD)

Data Manager (DM)

LEA Admin Staff

LEA Admin Staff Partners

➢Personnel with access privileges to
  ➢Primary LEA information management system (IMS)
      (e.g., PowerSchool, eSchool)
  ➢RIC Data Warehouse reports and data tables (Levels 1 & 2)
  ➢NYSED.gov Business Portal (https://portal.nysed.gov/) (NYSSIS ID #s)

➢Typical candidates
  ➢Chief Information Officer (CIO)
  ➢Superintendent or Principal, and their administrative assistants
  ➢Contracted BOCES Tech support
  ➢LEA tech coordinator
  ➢Team of two or more staffers

Partnership Cultivation

➢Provide clear, concise details of exact data needed

➢State preference for XLSX, CSV, PDF format in that order

➢Recommend known reports and extracts: RIC, LEA IMS (e.g., "Student Demographic List", Level 2)

➢Request data in advance, set up routine schedule for updates

➢Offer to sit with partner and work together to pull data sets

➢Offer to share analyses and summaries

➢Make appreciation for their efforts well known and rewarded

Student Demographic List

District Name: _____   School Year: _____

Location Name: _____   Homeroom: _____

Student Name	Student ID	NYSSIS ID	Birthdate	Gender	Ethnicity	Grade	Economic Status	Disability	LEP	Gr 9 Entry Date	Status	District of Residence
				Female	White	6th	Poverty - from low-income family	Multiple Disabilities			Active	
				Male	White	4th	Poverty - from low-income family	Autism			Inactive	
				Female	White	4th	Poverty - from low-income family	Multiple Disabilities			Active	
				Female	White	K-6	Poverty - from low-income family	Learning Disability			Active	
				Female	White	6th	Poverty - from low-income family	Learning Disability			Active	
				Male	White	K-6	Poverty - from low-income family	Autism			Active	
				Male	White	4th	Poverty - from low-income family	Learning Disability			Inactive	
				Male	White	4th		Autism			Active	
				Female	White	3rd	Poverty - from low-income family	Other Health Impairment			Active	

Active Partnering

➢ Invite LEA Data Liaison as member of Advisory Committee

➢ Offer to collaborate with LEA staff on related data collections

➢ Share Midyear Report, AER with analysis details

➢ Share summary of surveys and feedback collectors

Triangle Approach to EZReports TA

Training Videos

Resource Center

User Guides
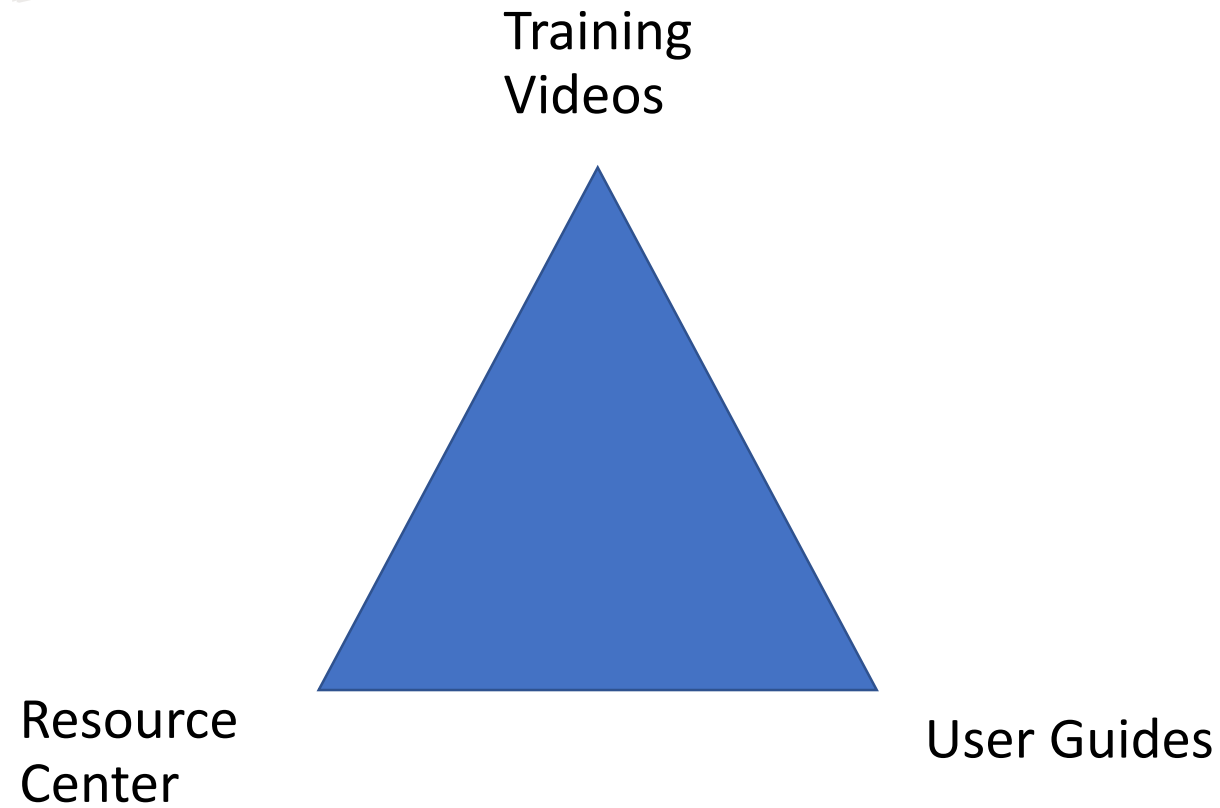
Questions From Subgrantees via Conference Registration

How have subgrantees streamlined the process in EZReports to make it easier to add sessions and take attendance?

Attendance - Who is inputting attendance?

Site Coordinators could input attendance daily or weekly to help keep attendance up to date. Might require a change in user access.

	Grantee Admin		Grantee User		Grantee Evaluator
Grantee	3 User(s)	Grantee	0 User(s)	Grantee	0 User(s)
	Permissions		Permissions		Permissions

Site Level Roles

	Site Admin		Site User		Site Subuser
Site	1 User(s)	Site	1 User(s)	Site	0 User(s)
	Permissions		Permissions		Permissions

Admin
- Users
- Roles
- Technical Assistants
- Send Email

User Access

✓ Attendance	Full Access ▾	Select ▾	Select ▾	⌃
Module	**Site Admin**	**Site User**	**Site Subuser**	
Enrollment	Full Access ▾ ⓘ	Read Only ▾ ⓘ	No Access ▾ ⓘ	
Group Enrollment	Full Access ▾ ⓘ	Read Only ▾ ⓘ	No Access ▾ ⓘ	
Record Attendance	Full Access ▾ ⓘ	Full Access ▾ ⓘ	Full Access ▾ ⓘ	
Submit Attendance	Full Access ▾ ⓘ	Full Access ▾ ⓘ	No Access ▾ ⓘ	
Staff Attendance	Full Access ▾ ⓘ	Full Access ▾ ⓘ	No Access ▾ ⓘ	
Staff In/ Out	Full Access ▾ ⓘ	Full Access ▾ ⓘ	Full Access ▾ ⓘ	

- If you are running the same programming every year make sure the activities are put in before the end of year rollover date.
- Copy session - make needed changes.

Streamlining EZR Attendance

➢Upload batch details for critical data elements
  ➢Student demographics: all grades targeted in grant
  ➢Parent and/or adult guardian(s): minimal details
  ➢Classroom teachers: minimal details related to EZR Teacher Survey

➢Define periodic activity & multiple sessions (e.g., Family Fun Nights)

➢Auto-Enroll all youth in large-scale event and record attendance

➢Auto-Enroll parents/adults in activities and record attendance

➢Session caveats: grade level(s) selected, date, start-end times

How to set up EZReports for attendance for the year by activity?

Attendance for the year by activity
    Site Level - Set up> options (should read 'Activity Attendance')

**CAN WE GET AN OVERVIEW OF HOW TO
RUN DIFFERENT REPORTS
IN EZREPORTS AND CAN WE ASK
FOR TECHNICAL ASSISTANCE
IN RUNNING A REPORT
THAT DOES NOT EXIST?**

Within the 'Reports' tab, you'll have the options for My Reports, All Reports, Report Wizard and 21 APR Reports. Depending on your specific needs, you might be interested in viewing attendance statistics, assessing staff activities, tracking session frequencies, or even monitoring special events. choose the report type that best matches your analysis requirements.

To make your report more targeted, EZReports provides options to set filters and parameters. For instance, if you're evaluating trends over a specific duration, set the report's time frame to your needs. Should your analysis be activity-specific, like assessing attendance for a particular club or session, use the appropriate filter to isolate that data. There are prepopulated reports and you can create your own through report wizard.

Report Wizard - Grantee Level you can choose either a specific site or all sites, Site level only the site you're in. You can create your own reports if there is specific information you're looking for that isn't in the All Reports.

All Reports - Grantee level & Site Level differences in reports you can access.

Can we use EZReports to collect grades for our local evaluator?

See "Policy Brief: Summary of Requirements for Documenting Participant Demographic and Outcome Data in EZReports" on TARC Website

Mandatory vs. optional demographics and outcomes*

Data sources: SIRS, district/school, program**

Data archiving: EZReports vs. external

**See DM Handbook, "GPRA Measures and Outcomes Chart"*

Can we use EZReports to collect grades for our local evaluator?

- Grades and/or *locally* defined GPAs entered into EZReports separately from GPRA Indicator #2 (GPA Gains)

- Accepts any grading scale, can enter grades by Marking Period and/or by subject

- Set up grading system first
  - See EZReports User Guide, "Set Up Grades" (grantee level)

- Enter grades individually or through batch upload. See EZReports User Guide:
  - Individually: "Enter Grades Data" (site level)
  - Batch upload: "Upload Grades Data" (grantee level)

Grades in Course Data for Evaluation

➢ Local student ID# included on all records

➢ All courses

➢ All marking periods

➢ Include final grade per course

➢ Include annual school year attendance

➢ Prefer XLSX format

➢ Prefer direct final report card process "dump" direct from LEA

What are methods local evaluators have found most compelling to demonstrate learning and behavioral impact (beyond the aggregated data required by NYS)?

Behavioral and Academic Measures

➢Behavioral
  ➢Discipline incidents
  ➢School year attendance
  ➢Behavioral checklist, familiar adult raters (e.g., PATHS®)
  ➢SEL competencies (e.g., DESSA)
➢Academic
  ➢Diagnostic ELA and math results (e.g., iReady)
  ➢Learning Prescriptions (LRx): monitor interventions and impact
  ➢NYSED assessments?
  ➢Grades in course by marking period?

Statewide SEL Pilot Study

Q. What can we count -vs- what can we NOT count?

A. In answering this question we will assume the count refers to program participants and counts toward their target participation.

Can: Programs can count any students that participates in 21st CCLC funded (or partially funded) activities if they are enrolled in the program. These students would need 15 hours or greater to be counted towards the grant's target participation.

Can NOT: Programs can NOT count students who are participating in programming and/or activities not funded by 21st CCLC.

Counts toward program participation targets linked to possible budget reductions

Counts toward 21APR

Counts toward Local Objectives and Stakeholders

When inputting a child into EZRreports and a pop up comes up that the child is registered at another site/program, what are the steps to get that resolved?

(D O R / J O R D I)

Programs cannot transfer students themselves. Please contact your Resource Center with the student's name, first name, last name, and date of birth. OR provide the RC with the students State StudentID or District StudentID. You will also need to provide the name of the school you want the student transferred to.
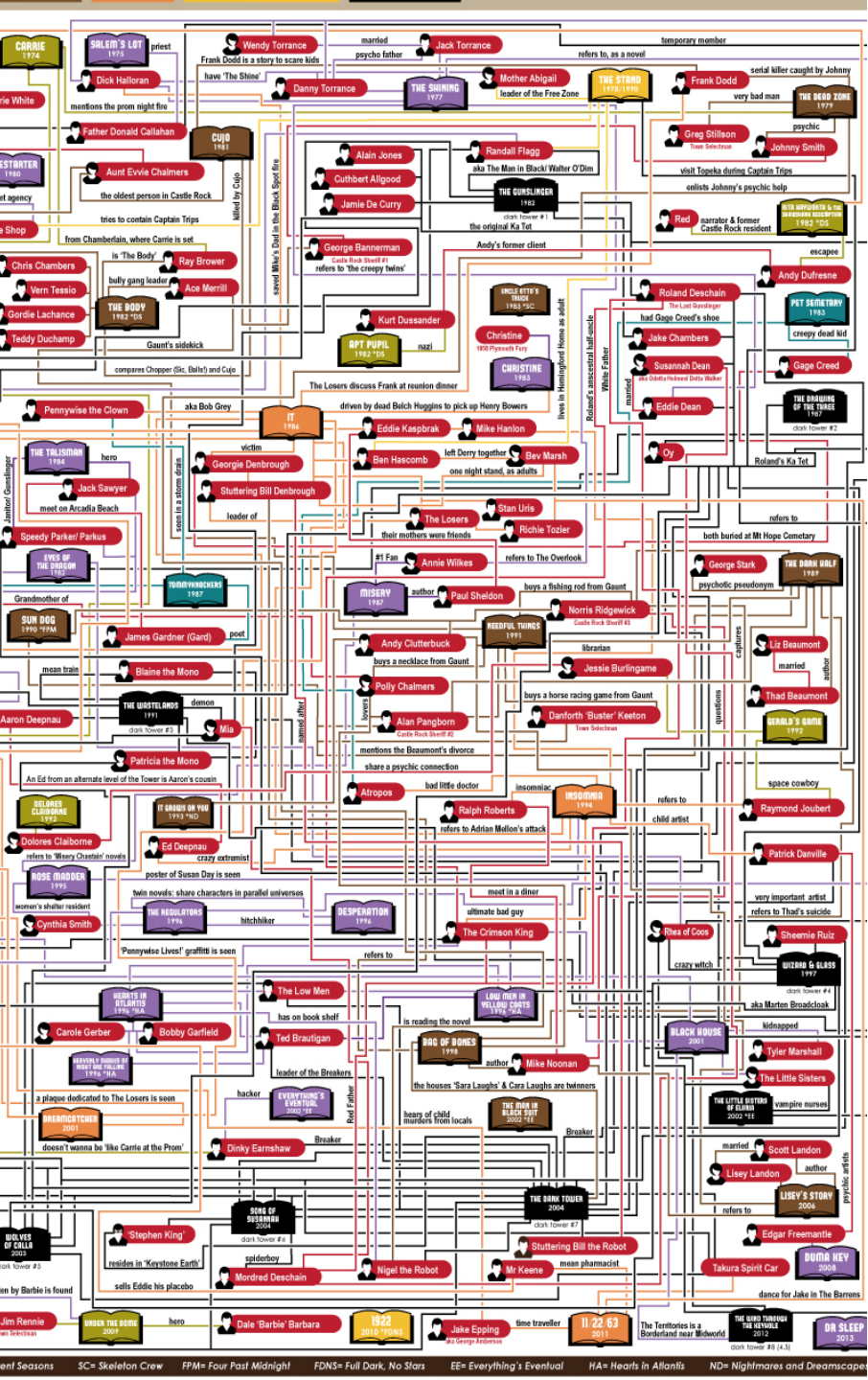
Q. Why don't EZReports speak with other SED systems? We put the same info into so many SED systems. With limited resources this is frustrating situation.

- EZReports: contracted service for NYS 21C data

- Data table and reports match federal requirements

- Complies with student privacy law: "private firms" [EZReports] *may not* "speak" with other SED systems

- To alleviate redundancy in data entry:
  - Add all students via upload, register when a student participates
  - Use the EZReports "rolling upload service" *(added cost)*: students automatically added from secure FTP
  - Assign dedicated program staff to data entry (e.g., Data Manager, clerks)

Questions for Panelists

- **NYS 21st CCLC Conference Workshop September 29, 2023**

- **Workshop Evaluation Survey Links**

- **Main Evaluation Survey Link and QR Code**

  - https://mi-surveys.com/21C-ConfSvy