# 21$^{st}$ CCLC Data Management Session

Presented and Paneled by:

Nicholas Canino, NYSED

Jordi Naczi, Rest of State Resource Center

Dor Dourandi, NYC Resource Center

Ana Maria Grigoras, PhD, L&G Research and Evaluation Consulting

Jonathan Tunik, Measurement Inc

# 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 21$^{st}$ CCLC

- Generating and Analyzing User Reports

- Maintenance and Updates

- Accessing and Using EZReports Support

- Continuous Learning

# 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

# Additional Data Manager Responsibilities – As outlined in your grant proposal

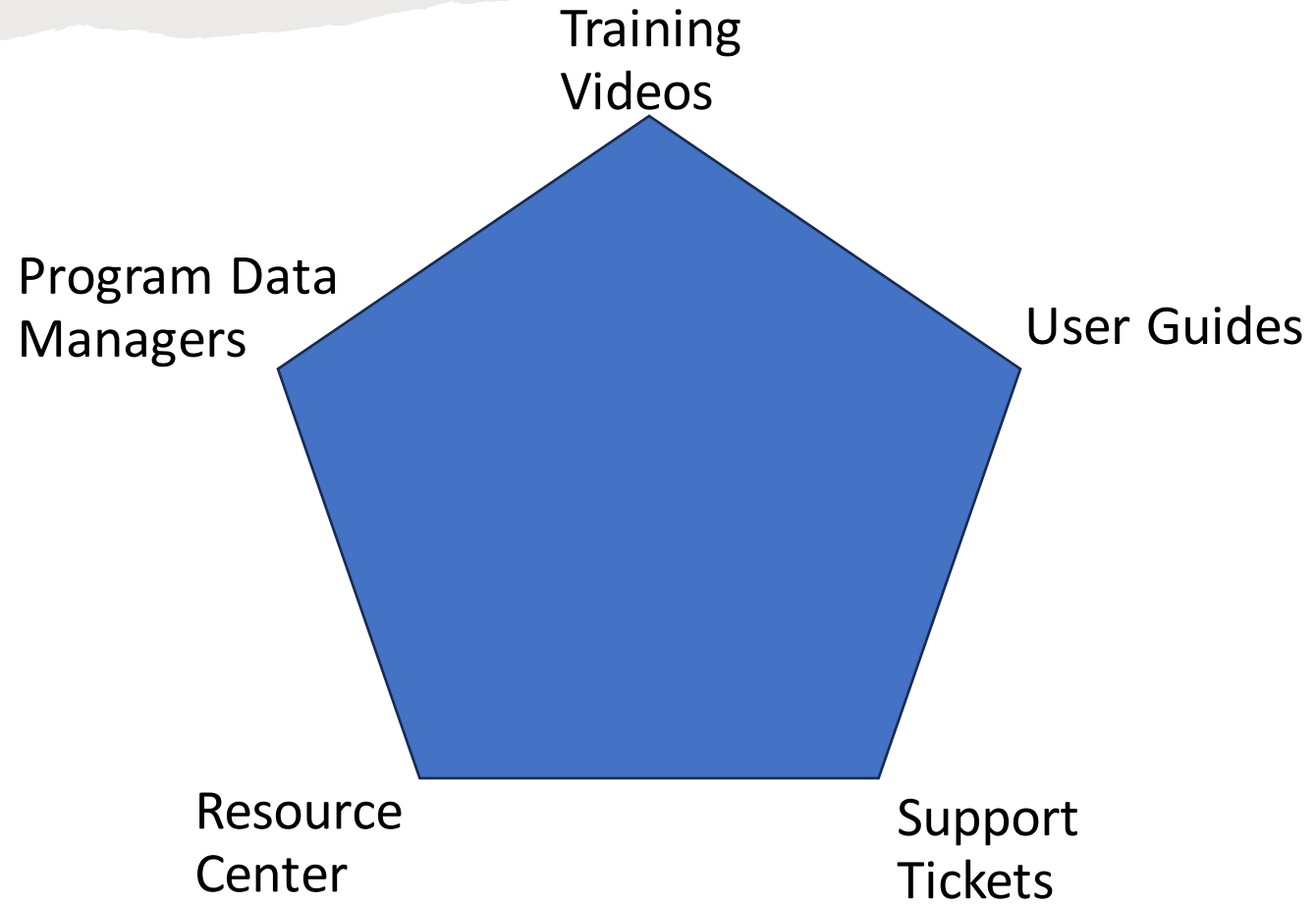Responsibilities might include but not limited to:
- Data Entry and Administration of EZReports
  - Activity/Session Creation and Management
  - Staff Creation/Management
  - Student Attendance Entry
  - Student Enrollment/Upload
  - School/Site Linkages
  - Overall EZReports Management

- Advisory Board Participation

# REMINDER: 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
- Next Date: November 22nd, 10:30am-12pm
- Zoom Registration - https://us06web.zoom.us/meeting/register/tZ0kd-GhrzsuGdKGSyAZy7ifC6JkzDmcPctq

# Pentagon Approach to EZReports TA

Training
Videos

Program Data
Managers

User Guides

Resource
Center

Support
Tickets

*Programs should consult the Training Videos, User Guides, and their Program Data Managers before reaching out to the Resource Centers or creating a Support Ticket.

# Federal Data Reporting: Outcomes

21st CCLC programs are required to report on the GPRA indicators about the impact of the program to the federal government as follows:

- GPRA Measure 1: Academic Achievement on State Assessments
- GPRA Measure 2: Grade Point Average (GPA)
- GPRA Measure 3: School Day Attendance
- GPRA Measure 4: Behavior
- GPRA Measure 5: Engagement in Learning

The U.S. Department of Education (USED) analyzes this data to report on the GPRAs measures to Congress in the Annual Performance Report (APR).

Subgrantees are responsible for facilitating the submission of GPRA Measure 2 and 5.

NYSED Reports GPRA Measure 1, 3, and 5, via SIRS data linked with student IDs.

# Data Reporting: Activities, Staffing, Participation

**Activities:**
Every center activity must be reported as one of the activity categories provided by the US Department of Education (as seen in EZReports). A program should select the category that best fits the primary purpose of the programming.

**Staffing:**
Include the people who work, in either a paid or volunteer capacity, in the center in direct support of the program and those who provided support for any activity for any amount of time during the school year or summer.

**Participation :**
Participation includes students who were enrolled and attended programming at the 21st CCLC center during the school year or summer. This is your attendance,

- The U.S. Department of Education (USED) analyzes this data to report to Congress on quantity of students served, participation levels, and how 21C funds are used to employ various positions.

- NYSED uses this data to in their statewide evaluation and using student participation (attendance) to determine participation targets.

# The Why to Federal Reporting?

The data we receive from 21CCLC programs is reported to Congress in the aggregate to determine the efficacy of the 21CCLC programs state and nationwide. Having accurate and complete data is critical for Congress to get the clearest picture of 21st CCLC in NYS and nationwide. Therefore, your data entry and data management can be considered nationwide advocacy for 21CCLC as it shows to Congress that 21CCLC programs are a worthwhile investment.

# Creating ELT Activities in EZReport

- Create the Activity like any other activity:
  - Activities > Add Activity > Add or Copy Activity
    - Same with Special Events
  - Select most reasonable Activity Category
    - Same with Focus Categories
  - Add Session
    - Input out Session Fillable:
      - Program, Session Name, Grade, Staffing, Enrollment, and Schedule

# ELT Schedule



Programs NOT approved for ELT will not have the During School
option available to them.

| 8 | Berst<br>During School (Grades: 2) | 10/02/2023 - 01/29/2024 (17 Days)<br>Mon  01:20-01:50 PM |
| 9 | Healy<br>During Lunch (Grades: PK) | 10/05/2023 - 01/25/2024 (17 Days)<br>Thu  12:30-01:00 PM |
| 10 | O'Connell<br>During School (Grades: 2) | 10/04/2023 - 01/31/2024 (18 Days)<br>Wed  01:20-01:50 PM |
| 11 | Restivo<br>During School (Grades: 3) | 10/03/2023 - 01/30/2024 (18 Days)<br>Tue  01:30-02:00 PM |
| 12 | Thomas<br>During School (Grades: 3) | 10/02/2023 - 01/29/2024 (69 Days)<br>Mon to Fri  11:45 AM-12:15 PM |

# Enrollment and Tracking

- Students receiving day-school services in the 21$^{st}$ CCLC program MUST also be offered the full 21$^{st}$ CCLC program.
  - This can include: Afterschool, Before school, Special Events, Fields trips, etc.
- Each student receiving support will sign in and out of the service and their attendance is recorded by time in EZReports to reflect accurate participation
- Students MUST be enrolled in 21$^{st}$ CCLC to be counted, which includes ELT.

# Need More Guidance on ELT?

- Check out the ELT Guidance on NYSED's webpage.
  - https://www.nys21cclc.org/_files/ugd/2eca12_4aaeb6e127d444b3b611b2f488171053.pdf

# ELT Services

- Push-in:
  - For ELT Push-in type services, attendance for the activity is recorded in EZReports only for the enrolled students who received actual services during the push-in, NOT for the whole class.

- Counseling: Group delivery, not individual counseling

- Lunchtime and Study Hall Enrichment

- Pull Outs are NOT allowed

When adding staff into EZR do not create a new category by clicking other. Remember the other category is not counted in 21apr. Use the options listed so that staff appears in data pulls.

**Add Activity**

**1. Activity**

**Activity Information**

Name
Fun Times NYC

Select Activity Category

Description

Participants
☑ Student   ☐ Adult

**Activity Categories Fun Times NYC**

**Academics**
- ◯ Science, Technology, Engineering, and Mathematics
- ◯ Literacy Education
- ◯ Academic Enrichment
- ◯ Activities for English Learners

**Character Education**
- ◯ Drug and Violence Prevention and Counseling
- ◯ Assistance to Students who have been Truant, Suspended, or Expelled

**Enrichment**
- ◯ Healthy and Active Lifestyle
- ◯ Well-rounded Education Activities
- ◯ Services for Individuals with Disabilities
- ◯ Telecommunications and Technology Education
- ◯ Expanded Library Service Hours
- ◯ Cultural Programs

**College and Career Readiness**
- ◯ Career Competencies and Career Readiness

**Other**
- ◯ Other

ⓘ Activities under **Other** category will not be reported in 21APR Reports.

[OK]   [Cancel]

**Detailed Activity Focus**   Select F

ⓘ Programs often find that some activiti... ...escribe the activity (for example, if an enrichment activity is used to develop academic skills).

Please use the focus categories listed below to provide a more accurate description of this activity. You can choose up to three foci. If you choose more than one, include an estimate of the proportion of time in this activity devoted to each focus.

Focus Category not selected

> When you create an activity in EZReports, you have to select a category type that can be used for 21 APR reporting. If you choose an activity in the "Other" category, it will not be included in the 21APR Reports.

[✓ Save & Continue]   [✗ Cancel]

Site Home
Dashboard
Registration
Activities
  Activities
  Site Calendar
Enrollment
Attendance
Surveys
Reports
Stakeholders
Admin
Setup

# Add Activity

## 1. Activity

### Activity Information

**Name**
Fun Times NYC

Select Activity Category

Description

**Detailed Activity Focus**   Select F

Programs often find that some activiti... develop academic skills).

Please use the focus categories listed ... each focus.

---

## Select Focus Categories  Fun Times NYC

> ⓘ Focus Categories - You can choose up to three. At least one is mandatory.

### Academics

☐ Tutoring | % of Focus

☐ ELLs/MLLs support | % of Focus

☐ ELA/Reading/Literacy Enrichment/Support | % of Focus

☐ Social Studies Enrichment/Support | % of Focus

☐ Science Enrichment/Support | % of Focus

☐ Technology/Computer Skills/Application | % of Focus

☐ Engineering Skills/Application | % of Focus

☐ Mathematics Enrichment/Support | % of Focus

☐ STEM Enrichment/Support | % of Focus

☐ English as a New Language | % of Focus

☐ New Language for English Speakers | % of Focus

☐ Homework Help | % of Focus

**OK**   Cancel

---

Participants
☑ Student  ☐ Adult

describe the activity (for example, if an enrichment activity is used to

e, include an estimate of the proportion of time in this activity devoted to

Save & Continue   Cancel

# EZReports

- 🏠 **Site Home**
- 🎯 Dashboard
- 👥 Registration
- 📚 Activities
- 🔗 Enrollment
- ✅ **Attendance**
  - **Record Attendance**
  - Review and Submit
- 📊 Surveys
- 📄 Reports
- 👥 Stakeholders
- 🔷 Admin
- ⚙️ Setup

## Review and Submit

📹

Please click on month to review attendance

| Month | Certified Days | Submitted By | Submitted On | Action |
|-------|----------------|--------------|--------------|--------|
| Sep 2023 | 0 / 21 | | | 🗓 Submit Attendance |
| Oct 2023 | 0 / 9 | | | 🗓 Submit Attendance |
| Nov 2023 | | | | |
| Dec 2023 | | | | |
| Jan 2024 | | | | |
| Feb 2024 | | | | |
| Mar 2024 | | | | |
| Apr 2024 | | | | |
| May 2024 | | | | |
| Jun 2024 | | | | |

Please be sure to submit your attendance after it has been entered at the end of the month. It is a best practice to do attendance weekly so it can be submitted in a timely fashion. Reminders will begin to be sent out the 15th of the following month.

## Review and Submit

Please click on month to review attendance

| | Month | Certified Days | Submitted By | Submitted On | Action |
|---|---|---|---|---|---|
| → | Sep 2023 | 0 / 21 | | | 📅 Submit Attendance |
| | Oct 2023 | 0 / 9 | | | 📅 Submit Attendance |
| | Nov 2023 | | | | |
| | Dec 2023 | | | | |
| | Jan 2024 | | | | |
| | Feb 2024 | | | | |
| | Mar 2024 | | | | |
| | Apr 2024 | | | | |
| | May 2024 | | | | |
| | Jun 2024 | | | | |

If you click submit and there is a message saying you can't. Click on the blue words with the month and year.

Site Home
Dashboard
Registration
Activities
Enrollment
Attendance
   Record Attendance
   Review and Submit
Surveys
Reports
Stakeholders
Admin
Setup

## Site Home
## Dashboard
## Registration
## Activities
## Enrollment
## Attendance
    Record Attendance
    Review and Submit
## Surveys
## Reports
## Stakeholders
## Admin
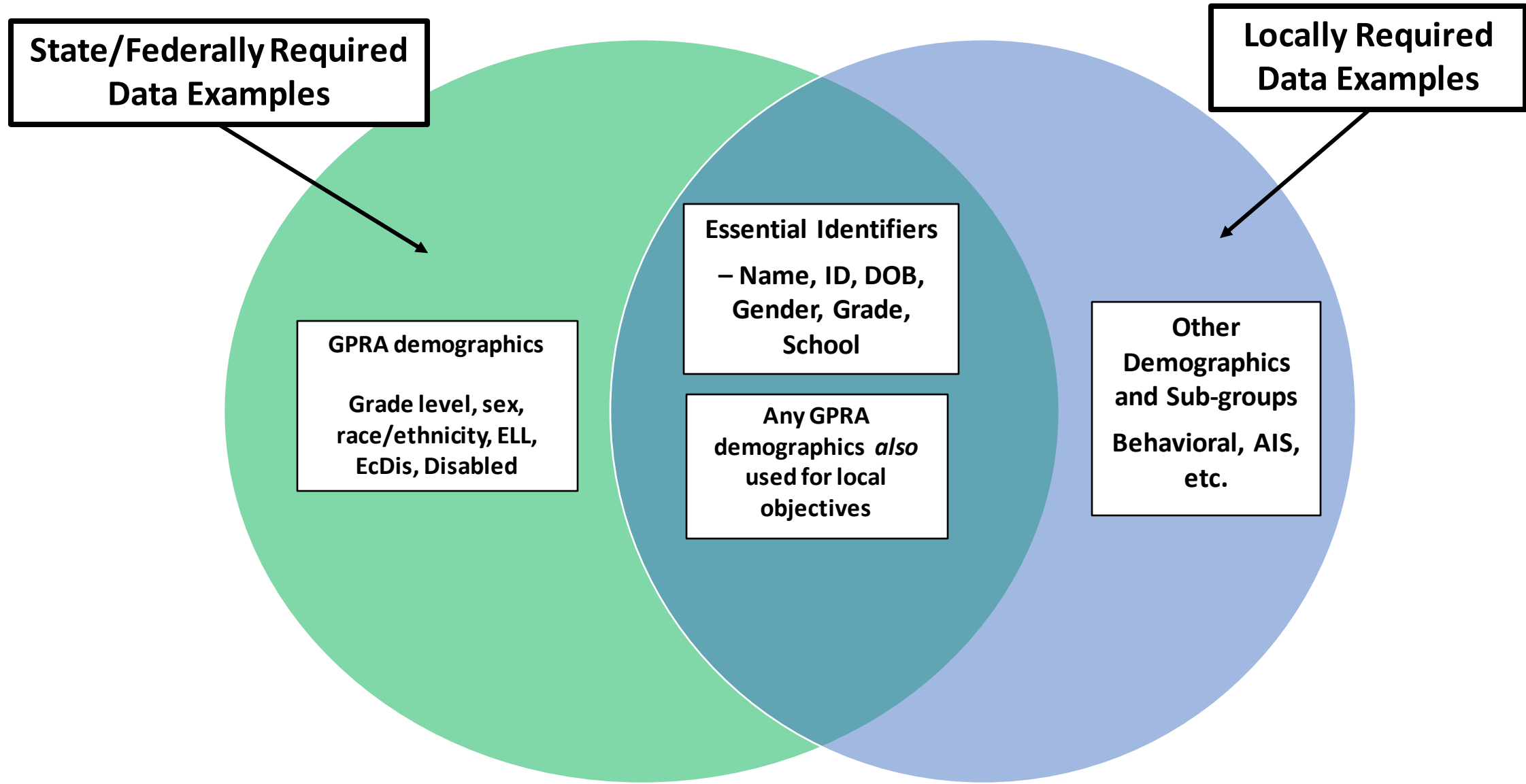## Setup

# Review Attendance September 2023    ⇦ Back    ⓘ

⚠ Please review attendance and check off the dates to certify attendance

| ☐ | Date | Before School | After School | Other Periods | Spl Event | Att by Session | Review |
|---|---|---|---|---|---|---|---|
| | 09/01/23 Fr | - | 1 | | | 1 of 2 | No attendance for some sessions. Please review and confirm. |
| | 09/02/23 Sa | - | - | - | - | - | No Session(s) are scheduled. |
| | 09/03/23 Su | - | - | - | - | - | No Session(s) are scheduled. |
| | 09/04/23 Mo | - | 1 | - | - | 1 of 2 | No attendance for some sessions. Please review and confirm. |
| ☐ | 09/05/23 Tu | - | 1 | - | - | 2 of 2 | By Grade |
| ☐ | 09/06/23 We | - | 1 | - | - | 1 of 2 | By Grade |
| | 09/07/23 Th | - | - | - | - | 0 of 2 | No attendance for some sessions. Please review and confirm. |
| | 09/08/23 Fr | - | - | - | - | 0 of 2 | No attendance for some sessions. Please review and confirm. |
| | 09/09/23 Sa | - | - | - | - | - | No Session(s) are scheduled. |
| | 09/10/23 Su | - | - | - | - | - | No Session(s) are scheduled. |
| | 09/11/23 Mo | | | | | 0 of 2 | No attendance for some sessions. Please review and confirm. |

**Is missing attendance** → 1 of 2

**Attendance is in** → 2 of 2

✓ Certify Attendance    0 days selected

# Federal/State vs. Locally Required *Demographic* Data

State/Federally Required Data Examples

Locally Required Data Examples

GPRA demographics

Grade level, sex, race/ethnicity, ELL, EcDis, Disabled

Essential Identifiers

– Name, ID, DOB, Gender, Grade, School

Any GPRA demographics *also* used for local objectives

Other Demographics and Sub-groups

Behavioral, AIS, etc.

# Federal/State vs. Locally Required *Outcome* Data

**Federal/State Required Data**

**Locally Required Data Examples**

**5 GPRA Outcomes**

-1) Math, ELA "gains"

- 2) Derived GPAs

- 3) ADA

- 4) Suspensions

- 5) Engagement

**Any GPRA outcomes *also* used for local objectives**

**Local Objectives**

- Other test results

- Report card grades

- Student self-reports
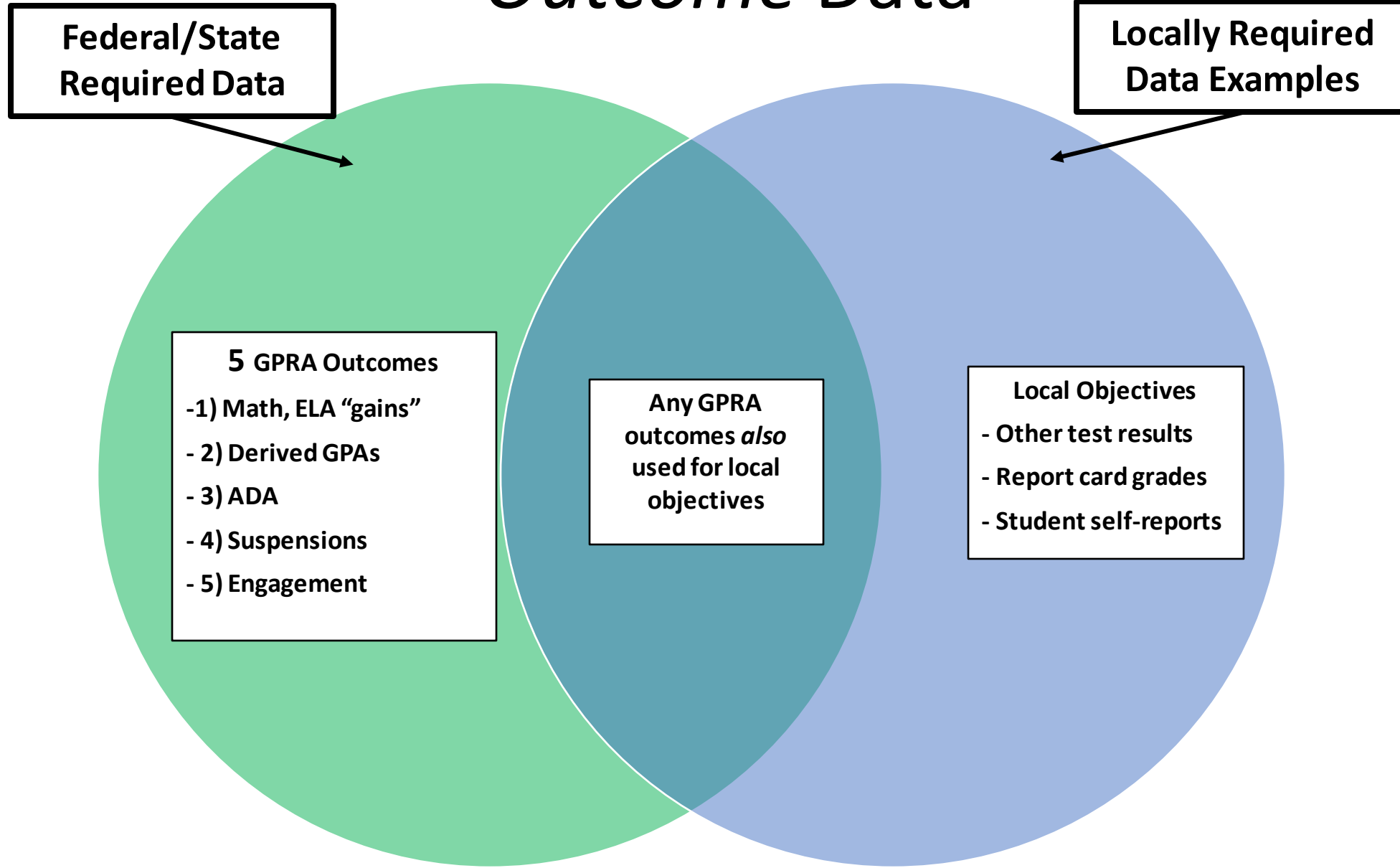
# Federal/State vs. Locally Required _Demographic_ Data **Sources**



**Federal/State Required Data Sources**

**Locally Required Data Sources**

**Demographics (required for GPRA)**
**– Obtained from SIRS**

**Essential Identifiers**
**– Obtained from LEA, confirmed by SIRS**

**Other Demographics also required for local objectives**
**– Obtained from LEA (SIRS data not visible to programs)**

**Other Demographics**
**– Obtained from LEA**
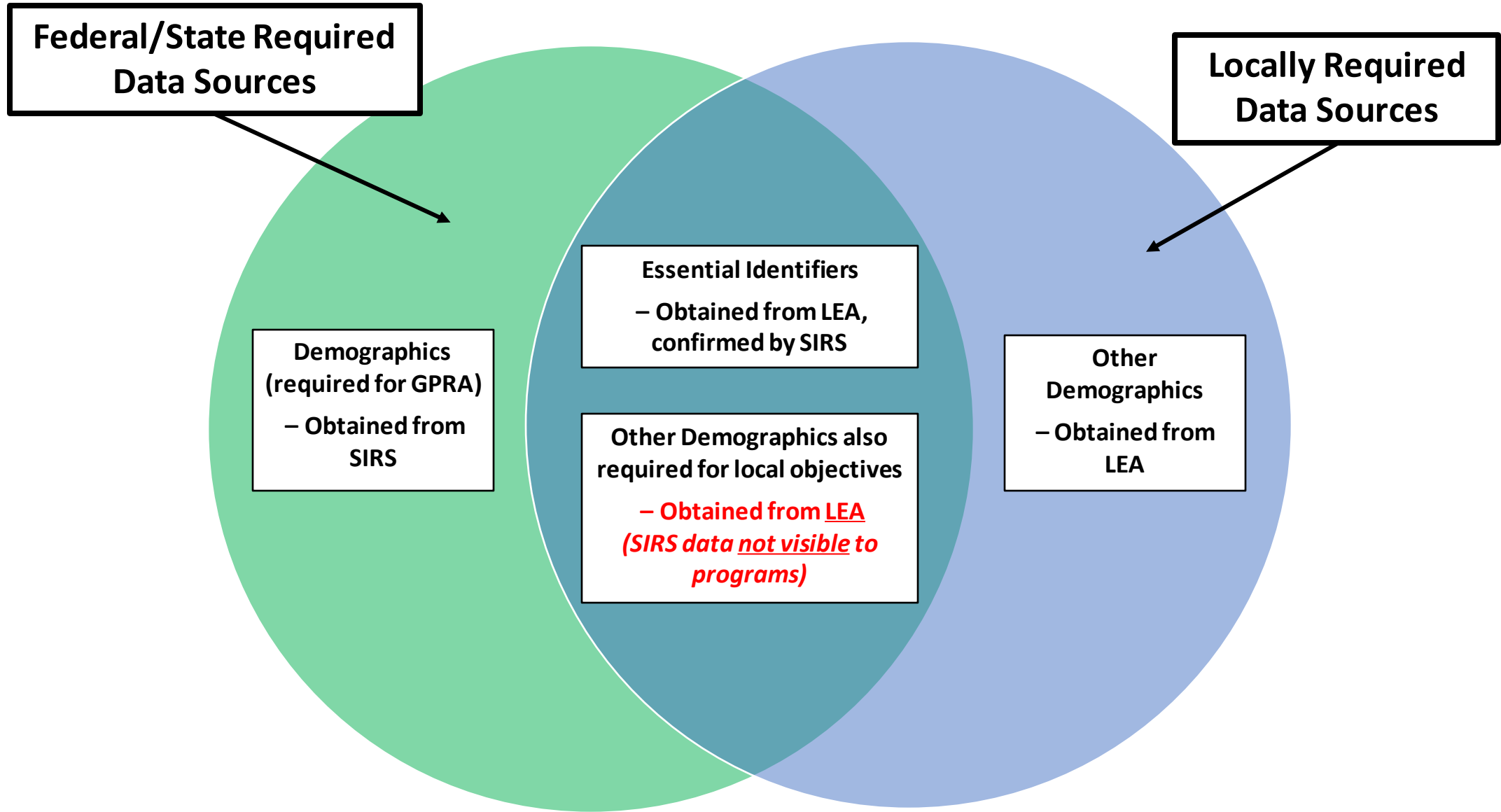
# Federal/State vs. Locally Required
## *Outcome* Data **Sources**



Federal/State Required
Data Sources

Locally Required
Data Sources

**Engagement**

– **Obtained from Teacher Surveys**

**Math & ELA "gains" (SGPs); ADA; Suspensions**

– **Obtained from SIRS**

**Any GPRA Outcomes also required for local objectives**

– **Obtained from LEA** *(SIRS data not visible to programs)*

**Other Outcomes**

– **Obtained from LEA, local surveys, etc.**

**Report card grades for GPAs**

– **Obtained from LEA and GPA Calculators**
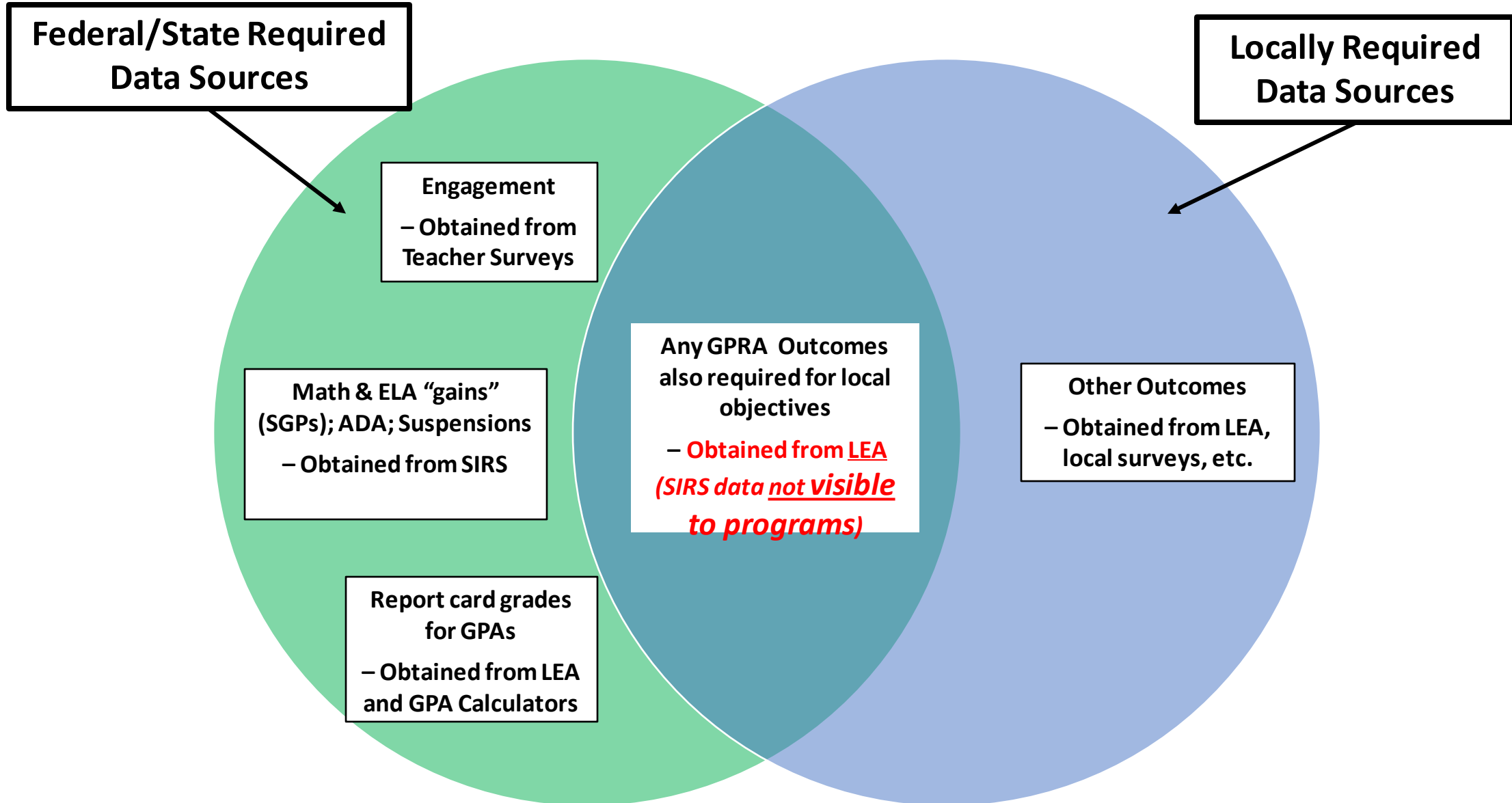
# Federal/State vs. Locally Required *Demographic* Data **Archiving**



**Federal/State Required Data Archives**

**Locally Required Data Archives**

**Essential and GPRA Required Demographics**

**– SIRS data Overwrites LEA data in EZReports each fall; *Original records obtained locally must be archived externally by summer***

**Other Demographics**

**– Some can be housed in EZReports; *all must be archived externally***
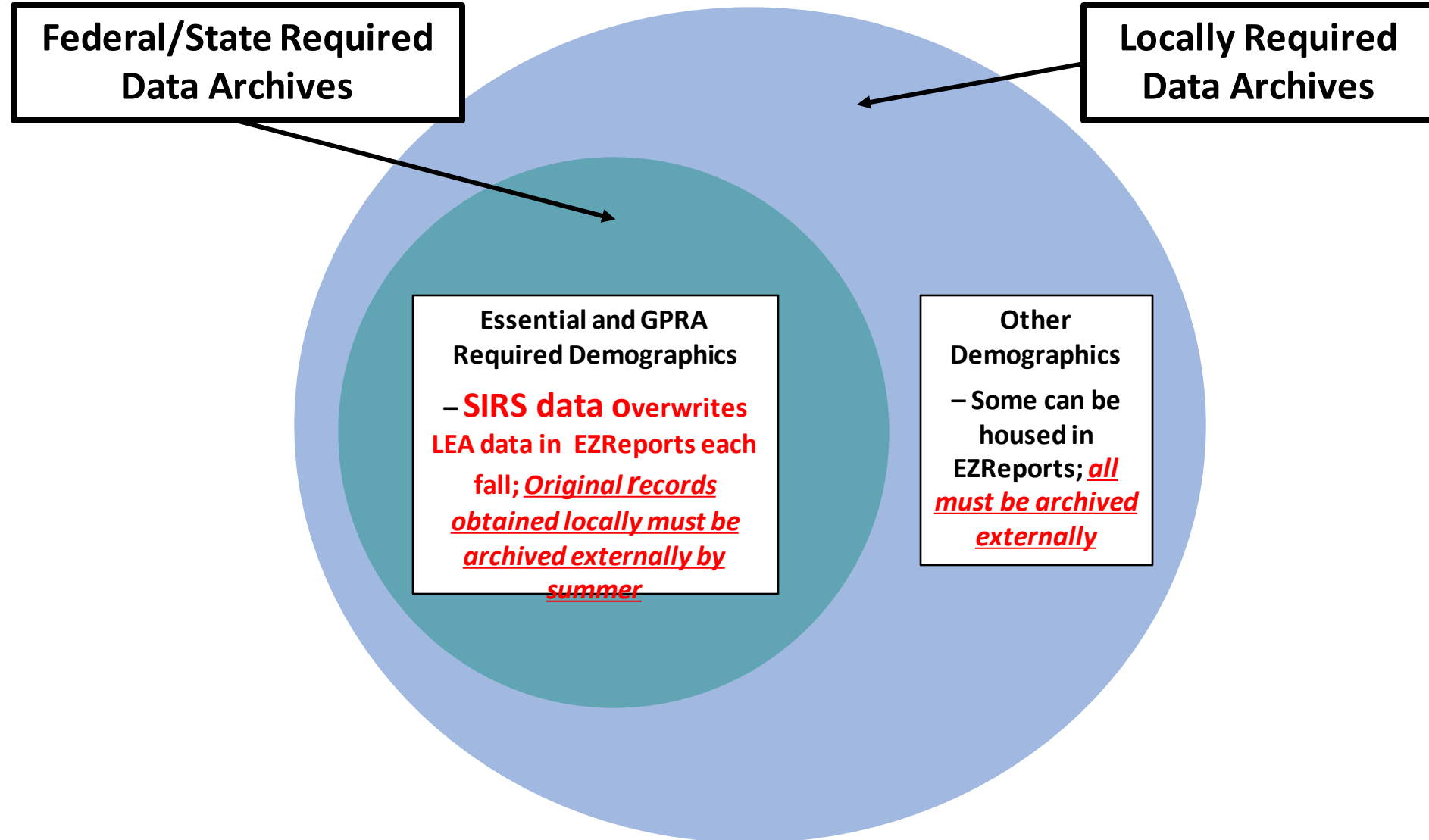
# Federal/State vs. Locally Required *Outcome* Data **Archiving**



**Federal/State Required Data Archives**

**Locally Required Data Archives**

**Math, ELA "gains" (SGPs); ADA; Suspensions**

**– Downloaded from SIRS to EZReports each fall**

**GPRA outcomes used for local objectives**

SIRS data overwrites LEA data in EZReports each fall;

*Original records obtained locally must be archived externally by summer*

**GPAs (derived from grade reports and Calculators)**

**– Uploaded by sub-grantees to EZReports Aug./Sept.**

**Some can be housed in EZReports; *all must be archived externally***

**Engagement**

**– Teacher Surveys saved in EZReports**

# Data Management Best Practices

**Know Your Grant**

Data is collected to assess performance indicators and meet reporting requirements!!!

**Review All Reporting Requirements**

Federal – Annual Performance Report (APR)

NYSED – Annual Evaluation Report (AER)

Local, as written in the grant narrative or established by project director

**Think of Data Management as**

- Complete Data
- Accurate Data
- Valid Data

# Three Facets of Data Management

**Complete Data**

Documentation is key: If it's not documented, it did not happen!!

Have sign-in sheets for all 21st CCLC funded activities and events.

Enter all 21st CCLC funded activities and events in EZReports.

**Accurate Data**

Ask sites to enter data daily or weekly. Weekly is non-negotiable to prevent errors.

Work closely with the evaluator to share data with all stakeholders often.

Conduct data audits, if possible.

**Valid Data**

Data validity simply means how well does data meet certain criteria.

Ensure the data fully meets reporting requirements.

EZReports data should correctly tell the story of your program.

- As it relates to registering adults, is there a more direct way to input the adults in the system. It seems that you have to add the adults to the registration then add them include them to the registry list before you added them to the event or activity. Is there an easier way?

- To register adults in the program more efficiently, you can bulk-add them from a list of parents of registered students. Here are the steps:

- Go to the 'Registration Adults' section at the Site Level.

- Click 'Register Adult' in the 'Active' tab.

- Use the 'Search Parents' section to filter adults by name or registered student.

- Select the adults you want to register.

- Click 'Register' and specify the registration date.

- Finally, click 'Register Parent' to complete the process.

# Questions for Panelists

# Data Resources

- 21st CCLC Data Management Handbook

- Sample Data Manager Activity Log

- Guidance for the Program Data Manager Role

- Required Maintenance of Student Demographic and Outcome Data

- Data Sharing Requirements Letter (11/21/22)

- Understanding GPRA and APR

- NYS 21st CCLC Resource Center website – Evaluation/Data

YOUR FEEDBACK IS IMPORTANT!
Please complete this short survey to let us know what you thought about this session

(You can also access it from the main link in your folder.)



https://
measurement.welcomesyourfeedback
.com/21C-Data