

Data Requirements and Best Practices

A 23-24 Checklist for Subgrantees

21st CCLC Timeline for Data (January-June)

Don't forget these data deadlines from the [New York State 21st CCLC Program Timeline](#). Add them to your calendar and check them off as you complete them! ¹

(March-April)	
<input type="checkbox"/>	Begin the Teacher Survey process as instructed in the timeline (required only for programs serving students in grades 1-5. ²
<input type="checkbox"/>	1. Reference the Teacher Survey Support Video on EZReports (Support Page > Training Videos > "Teacher Survey Support (Mar 29, 2023)") ³
(May-June)	
<input type="checkbox"/>	Collaborate with the Local Evaluator and Data Manager to complete any final data collection and finalize data quality control.
<input type="checkbox"/>	Administer Teacher Surveys for participants in grades 1 through 5. Survey response deadline is June 28, 2024 .
<input type="checkbox"/>	Enter Spring 2024 program participation and activity data into EZReports by June 30, 2024 .
<input type="checkbox"/>	1. Accurate/valid NYSSIS IDs
<input type="checkbox"/>	2. Up-to-date attendance
<input type="checkbox"/>	3. Attendance review and submit
<input type="checkbox"/>	4. Accurate activities and sessions
<input type="checkbox"/>	5. Up-to-date staff & Staffing for EZR Activities
<input type="checkbox"/>	Complete Data Manager Survey TBD
<input type="checkbox"/>	Year 3 (24-25) calendar reminder: obtaining GPA (Grade Point Average) and/or grade report data from partnering school district(s) in accordance with the prior-approved Partnership Agreement by August 31, 2024 .

Past Data Deadlines:

- Enter summer 2023 program participation and activity data into Reports by August 31, 2023.
- Submit complete GPA calculators by August 31, 2023.
- Enter program participation and activity data for fall 2023 into EZReports by December 31, 2023.

¹ [Data Sharing Requirements Letter](#)

² [Understanding the Annual Performance Report \(APR\), 21APR New GPRA](#)

³ Spring 2023 Reference Timeline: [21 CCLC Principal Letter](#)

🌀 Data Resources & Best Practices 🌀

Below are some 21st CCLC guiding resources and recommended best practices to help strengthen your programs data compliance and data requirements.

Resources:

[NYS 21st CCLC Guidance for the Program Data Manager Role](#) – January 2023

[Summary of Requirements for Documenting Participant Demo. Data in EZR](#) – August 2023

[21st CCLC Data Management Presentation](#) – RoS 2023 Fall Conference

[A Starters Guide to EZR: 2023-2024](#)

[EZReports Data Verification](#) – December 2022

[New York State 21st CCLC Website](#)

More resources from page 1⁴

Best Practices:

Activities & Sessions



WARNING



Credit where Credit is Due: Any activity that is marked as “Other” in the ‘Activity Categories’ will NOT be reported in 21APR. By marking your activities with “Other” you will not get attendance credit for them at the Federal level or State level.

[Activity and Focus categories when Creating Activities in EZR](#)

Activities & Sessions Continued on next page →

⁴ [New York State 21st CCLC Program Timeline](#)
[Data Sharing Requirements Letter](#)
[Understanding the Annual Performance Report \(APR\)](#)
[21APR New GPRA⁴](#)
Spring 2023 Reference Timeline: [21 CCLC Principal Letter](#)

! Avoid blocks of time:

The activities and sessions you input into EZReports should create a schedule that shows the transition from one activity to the next during programming. You should avoid creating one block of time for programming, instead of having 1 activity and 1 session, it should represent the different offerings of the program. *For more information on how to create activities and sessions please watch the training videos under the 'Support' page of EZR.*

The screenshot shows the EZReports interface for 'PS 22 (2023-24)'. The 'Activities' tab is active, displaying a table with one entry:

Activity ID	Activity Name	Duration
1	Afterschool Program After School (Grades: 3 to 9)	10/02/2023 - 12/29/2023 (56 Days) Mon to Fri 02:30-05:30 PM

✓ Recommended best practice:

The screenshot shows the EZReports interface for 'Abner K-12 (2023-24)'. The 'Activities' tab is active, displaying a list of 10 activities categorized by subject area:

Activity ID	Activity Name	Duration
Academics		
1	Math Club After School (Grades: 3 to 5)	10/02/2023 - 12/29/2023 (48 Days) Mon to Fri 02:30-03:00 PM
2	STEAM Club After School (Grades: 3 to 5)	10/02/2023 - 12/29/2023 (48 Days) Mon to Fri 03:00-04:00 PM
Arts		
3	Art Club After School (Grades: 3 to 5)	10/02/2023 - 12/29/2023 (48 Days) Mon to Fri 02:30-03:00 PM
4	Dance After School (Grades: 3 to 5)	10/02/2023 - 12/29/2023 (10 Days) Fri 03:00-04:30 PM
5	Music After School (Grades: 3 to 5)	10/02/2023 - 12/29/2023 (28 Days) Mon, Wed, Fri 04:00-05:00 PM
ELA		
6	Book Club After School (Grades: 5)	10/02/2023 - 12/29/2023 (48 Days) Mon to Fri 03:00-04:00 PM
7	Poetry After School (Grades: 4, 5)	10/02/2023 - 12/29/2023 (18 Days) Tue to Wed 03:00-04:00 PM
Family Engagement Nights Sp. Event		
8	Talent Show After School (Grades: 3 to 5, 7 to 12)	10/27/2023 - 10/27/2023 (1 Day) Fri 05:30-07:00 PM
Physical Education		
9	Basketball After School (Grades: 3 to 5)	11/01/2023 - 12/01/2023 (6 Days) Tue, Thu 04:00-05:00 PM
Tutoring/Review		
10	Regents Review After School (Grades: 7 to 12)	10/02/2023 - 12/29/2023 (10 Days) Fri 03:00-04:00 PM

Valid NYSSIS IDs:

You will want to input a valid NYSSIS ID when you upload students to EZR. If a student does not yet have a NYSSIS ID (moved from out-of-state, Immigration, pre-k or 1st graders, private school, etc.) use a placeholder ID and contact your TARC to let them know you are waiting for the state to assign NYSSIS IDs.

- ✓ **008nnnxxxx** (8nnn being the grant number, xxxx being a unique # for the student you can assign) and replace it once you have the accurate NYSSIS ID.
- ✓ If you are having difficulty acquiring NYSSIS IDs from the district contact your TARC or NYSED for assistance.

Attendance:

Keep attendance up-to-date by logging it everyday or once a week. This will help prevent a time crunch close to a data deadline. This will also lessen the amount of work to be done in one sitting.

- ✓ Once attendance has been logged for the month it should be reviewed and submitted by either the Program Director or the Data Manager.

EZReports Willow Springs High School (2023-24)

Review Attendance September 2023

Please review attendance and check off the dates to certify attendance

<input type="checkbox"/>	Date	Before School	After School	Other Periods	Spl Event	Att by Session
<input type="checkbox"/>	09/01/23 Fr	-	1			Is missing attendance → 1 of 2
<input type="checkbox"/>	09/02/23 Sa	-	-	-	-	-
<input type="checkbox"/>	09/03/23 Su	-	-	-	-	-
<input type="checkbox"/>	09/04/23 Mo	-	1	-	-	1 of 2
<input type="checkbox"/>	09/05/23 Tu	-	1			Attendance is in → 2 of 2
<input type="checkbox"/>	09/06/23 We	-	1	-	-	1 of 2
<input type="checkbox"/>	09/07/23 Th	-	-	-	-	0 of 2
<input type="checkbox"/>	09/08/23 Fr	-	-	-	-	0 of 2
<input type="checkbox"/>	09/09/23 Sa	-	-	-	-	-
<input type="checkbox"/>	09/10/23 Su	-	-	-	-	-

09/11/23 Mo

✓ Certify Attendance 0 days selected

Draft Data Managers 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



Contact Information

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