

Guidelines on Annual Performance Report (APR) Activity Categories for Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Programs

Introduction

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grantees in Wisconsin must enter student activities into the Cayen System and code every activity for student participants as one of 14 APR activity categories. These APR activity categories were developed by the federal Department of Education and are used for state and federal reporting purposes.

The APR category selected should reflect the “primary purpose” of the activity. Primary purpose refers to the *primary intent or focus of the activity*. Definitions of these APR categories are provided below. Often, 21st CCLC activities have more than one purpose. However, only one purpose can be identified in the Cayen system. This aligns with the way activities are reported in the federal data collection system, known as 21APR. If an activity has more than one goal, sites should consider which category best reflects the primary purpose of the activity when choosing how to code it.

In some cases, APR categories may overlap (such as “Literacy” and “Academic Enrichment” -- two different activity codes used by the system). Sites should consider which code best matches the activity offered and be consistent with which code is used throughout the year. Again, sites should code the activity that best matches the “primary purpose.” For example, read alouds could be given the code of “Literacy” because it best describes the intent of the activity. However, another activity, such as project-based learning (which does not have a singular academic focus area), could be coded as “Academic Enrichment.”

Additional Considerations:

- **Ensuring all program time is counted:** In order for time spent in activities to count toward the amount of total programming time provided to participants (i.e., to meet 10 hours per week requirement), all activities should be coded as one of the APR categories and the source of funding must be listed as “21st CCLC” in Cayen.
- **Transition time:** Activities in Cayen should encompass all program time (including transitions). For example, if programming occurs from 2:30 – 5:00 p.m., activities in

Cayen should account for all that time. Transition time, checking in or checking out, etc., should be included within activity codes to ensure all program time is tracked. In other words, a 10-minute transition time between activities should be coded as part of the first or second activity (or five minutes split between each activity). This ensures all program time is accounted for in reporting.

- **Weekend programming:** Programs may offer weekend programming (Saturdays or Sundays) as part of regular offerings or special events. In all cases, student attendance should be tracked and all programming should be entered into Cayen. In order to be considered a regular part of programming, weekend hours must be offered as a part of the regular weekly schedule (i.e., every week). Weekend programming will only count towards total typical hours per week if weekend programming occurs consistently.
- **Activities vs. Sessions:** **Activities** are broad categories; **sessions** are the specific dates and times those activities happen. Generally, programs should consider labeling “activities” in Cayen using the APR categories (i.e., label an activity as Science, Technology, Engineering, and Mathematics [STEM], Literacy Education, Academic Enrichment, Well-rounded Education Activities, etc.). Then, sites should create sessions within these activities (e.g., “Grade 2 Tuesdays Literacy Education”). This ensures all sessions align to the correct APR code.
- **Consistent scheduling:** Keeping a consistent schedule week to week, or offering choice time aligned to a similar theme and category code, will make it easier to track participation in activities in Cayen. Offering this kind of consistency is also very helpful in ensuring program activities are intentional and align to the larger goals of the program.
- **Splitting activities:** In some cases, activities have two primary purposes, and sites may struggle to determine which activity code should be used. In this case, activities can be “split” into two activities, each with a different primary purpose. For example, a club for English Learners about nutrition, which lasts for one hour, may be entered into Cayen as “Activities for English Learners” for the first 30 minutes and “Healthy and Active Lifestyle” for the remaining 30 minutes. Please note, in such a case, attendance would be tracked twice in Cayen for this one hour activity.
- **Snack:** Snack is an activity that should be entered into Cayen. There is no one specific APR category associated with food distribution and consumption. Therefore, sites should consider what occurs during snack time and label snack as having that primary purpose. For example, if snack is solely for the purpose of food distribution, it may be coded as Healthy and Active Lifestyle. Or, if literacy activities occur during snack, it could be labeled as Literacy Education.
- **Recess and recreational time:** Healthy and Active Lifestyle can be used as the APR activity to account for programming that is designed to engage students physically, such as recess or recreational time.
- **Family engagement activities:** Although activities for adult family members should be entered into Cayen, such activities do not count toward the activity section of the APR Report. Instead, the total number of unduplicated family members (each family member counted only one time) served is entered on the APR Report. If entering adult family member activities into Cayen, program staff can identify which

APR category best fits the primary purpose of the activity. Adult family member activities are not counted in the calculations of the activity section of the APR as this section pertains to student participants only. Student attendance at events that are targeting the adult family members should not be taken or entered in Cayen.

APR Activity Definitions and Examples

Below are the 14 APR activity categories that should be used to code activities in Cayen. Examples of each of these APR activities are provided for reference only. **Note that the examples provided are not an exhaustive list, as sites may provide a wide range of other programming. In addition, the examples provided here might be coded by sites in other categories based on the primary purpose of that programming type for that specific site.** For example, a snack that occurs during homework help would be coded as “Well-rounded Education Activities” in one program, and a snack that occurs during SEL lessons focused on conflict resolution would be coded as “Drug and Violence Prevention and Counseling” in another program. **As a reminder, you should categorize the activity according to the primary purpose for your program.**

The 14 categories listed below are those that are used in the “Activity” section of the federal data collection system for 21st CCLC programs. Although these categories were set by the federal Department of Education, they do not align exactly with the list of allowable activities for 21st CCLC programs included in statute. As such, 21st CCLC programs may be offering activities that are allowable under the law, but they do not have their own standalone APR category. **To assist grantees in determining how to code the activities they offer, DPI has created a crosswalk (see next section of this document) that details the specific allowable activities that fall into each of the fourteen APR categories.**

APR Category Definitions and Crosswalk with Allowable Activities

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
1. Science, Technology, Engineering, and Mathematics (STEM)	Activity that contributes to the development of STEM skills.	<ul style="list-style-type: none"> ● Mathematics education programs: Program that enables students to analyze, reason, and communicate ideas effectively as they pose, formulate, interpret, and solve mathematical problems in a variety of situations to ensure success in a world beyond the classroom. ● Programs that build skills in science, technology, engineering, and mathematics (STEM): Activity that contributes to the development of STEM skills. 	Mango Math, Slimy Explosions, Space Club, Coding/Robotics, Math Academic Enrichment, Science Skill Building, Remedial STEM education
2. Literacy Education	Activity that contributes to the development and enjoyment of reading, writing, and speaking, and listening skills.	<ul style="list-style-type: none"> ● Literacy education programs: Activity that contributes to the development and enjoyment of reading, writing, and speaking and listening skills. 	Read-alouds, Avid Explorers, LitART Club, Written Expression, Poetry Club, Literacy Club, Literacy Academic Enrichment, Remedial Literacy Education

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
3. Academic Enrichment	<p>Programming that primarily aims to help students in meeting challenging state and local academic standards by intentionally embedding core content learning (i.e., English Language Arts, mathematics, social studies, and science) into activities that reinforce and enhance academic learning without replicating the school day. Program offerings that are academic in nature, but not exclusively focused on literacy or STEM, or that integrate multiple types of academic content into one activity (e.g., thematic units, project-based learning units, etc.). Please note that Homework Help is not considered a form of academic enrichment.</p>	<ul style="list-style-type: none"> ● Tutoring services: Activity that provides direct support for the core academic subjects either one-on-one or in small groups. ● Service-learning programs: Activity that engages the students in an activity that benefits the community outside the center. ● Environmental literacy activities: Programs that help students connect, explore, and engage with near nature and the local community. Learning and recreation activities contribute to students developing the knowledge, skills, and dispositions to engage, individually and collectively, for a more sustainable future. 	<p>Cooking Club, Tutoring, One-on-one Support, Small Group, Project-Based Learning, Learning Centers/Stations</p>

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
4. Well-rounded Education Activities	Activity that promotes the development of other skills that contribute to student success, including arts, music, youth development, social and emotional learning (SEL), etc.	<ul style="list-style-type: none"> ● Arts and music programs: Activity that engages students in the creation of art and music and develops the appreciation of art and music. ● Activities that enable students to be eligible for credit recovery: Activity that helps students earn the credits they need for a high school degree. ● Mentoring programs: Activity that engages the student with a role model. ● Service-learning programs: Activity that engages the students in an activity that benefits the community outside the center. ● Environmental literacy programs: Programs that help students connect, explore, and engage with near nature and the local community. Learning and recreation activities contribute to students developing the knowledge, skills, and dispositions to engage, individually and collectively, for a more sustainable future. ● Remedial education activities: Activity that is designed to provide direct support for mastering school day content such as homework help or assistance completing assignments. 	Arts and Music, Homework Help, Entrepreneurship, Community/Service Learning, Youth Leadership, One-on-one Life Skills Support, SEL Curriculum (Sanford Harmony, Second Step, etc.), Service Club
5. Healthy and Active Lifestyle	Activity that engages students in a physical activity, develops the appreciation of health and nutrition, or focuses on student well-being.	<ul style="list-style-type: none"> ● Nutritional education programs: Program that educates and promotes healthy eating behaviors and lifestyles. ● Regular, structured physical activity programs: Activity that engages students in physical activity and develops the appreciation of health and nutrition. 	Snack, Triple Play, Enrichment and Recreational, Movement Break, Yoga, Ski Club, Volleyball Skills Camp, Group Exercise, Recess, Nutrition Education

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
6. Services for Individuals with Disabilities	Activities specifically designed for students with unique learning needs. Does not include modifications or accommodations provided to students with disabilities that facilitates their participation in general program activities.	<ul style="list-style-type: none"> Services for individuals with disabilities: Service specifically designed for students with an identified disability. 	Adaptive Physical Education, Life Skills Club
7. Activities for English Learners	Activity whose primary purpose is to provide direct support for students classified as English Learners (ELs). Does not include scaffolding or support provided to ELs to facilitate their participation in general program activities.	<ul style="list-style-type: none"> Programs for English Learners (ELs): Activity that provides direct support to students classified as ELs. 	Learning New Language Club, EL Tutoring
8. Cultural Programs	Activity that promotes the broad diversity of race, language, and culture in Wisconsin schools and prepares all students for a multicultural world.	<ul style="list-style-type: none"> Cultural programs: Program or practice that accounts for and adapts to the broad diversity of race, language, and culture in Wisconsin schools and prepares all students for a multicultural world. 	Language Clubs, Holidays around the World, Multicultural Day, International Potluck, Cultural Appreciation
9. Telecommunications and Technology Education	A program of studies that leads to technological literacy, which is the ability to initiate and conduct activity associated with technological processes, communications, systems, problems, opportunities, history, future, impact, ethics, and consequences.	<ul style="list-style-type: none"> Telecommunications and technology education programs: A program of studies that leads to technological literacy, which is the ability to initiate and conduct activity associated with technological processes, communications, systems, problems, opportunities, history, future, impact, ethics, and consequences. 	Digital Field Trips, Creating Digital Books, TelePals, Student Information Technology (IT) Support Programs

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
10. Expanded Library Service Hours	Hours that provide basic access to library resources, spaces, and digital and print materials beyond the school day, or expanded hours and full library program services, including instruction and guidance in research, inquiry, media, and literacy, provided by a licensed school librarian.	<ul style="list-style-type: none"> Expanded library service hours: Hours that provide basic access to library resources, spaces, and digital and print materials beyond the school day with locally appropriate staffing, or expanded hours and full library program services, including instruction and guidance in research, inquiry, media, and literacy, provided by a licensed school librarian. 	Expanded Library Hours, Library Night
11. Parenting Skills and Family Literacy	A program that focuses on meaningful family engagement that strengthens beliefs that the parent and guardian can actively engage in their child’s learning or builds the skills and knowledge of family members so that they are able to support their child’s development, including literacy-related development, at home, at school, and in the community.	<ul style="list-style-type: none"> Parenting skills programs that promote parental (legal guardian) involvement and family literacy: A program that focuses on meaningful family engagement that strengthens beliefs that the parent and guardian can actively engage in their child’s learning or builds the skills and knowledge of family members so that they are able to support their child’s development, including their literacy-related development, at home, at school, and in the community. 	Reading Kits, Family Literacy Night, Family Field Trip to Local Library, Parenting with Love and Logic
12. Assistance to Students who have been Truant, Suspended, or Expelled	Activity that promotes school attendance or remediation to vulnerable/at risk students.	<ul style="list-style-type: none"> Programs that provide assistance to students who have been truant, suspended, or expelled: Activity that promotes school attendance. 	Peer Mentoring, Students Advisory Programs, Programming for Expelled or “At-Risk” Youth

APR Category coded in Cayen	Definition of APR Category	Allowable Activities (per federal guidelines for 21st CCLC programs)	Programming Examples
13. Drug and Violence Prevention and Counseling	Activity that provides information about alcohol or other drug use prevention, promotes peaceful conflict resolution, and provides social and emotional counseling services. Counseling services should be provided by appropriately licensed individuals as necessary.	<ul style="list-style-type: none"> ● Counseling programs: Activity that provides social and emotional counseling services. Counseling services should be provided by appropriately licensed individuals as necessary. ● Drug and violence prevention programs and counseling programs: Activity that provides information about alcohol or other drug use prevention. Activity that promotes peaceful conflict resolution. 	Alcohol or Drug Abuse (AODA) Curriculum, STOP Tobacco, One-on-one or group Counseling Support, Social and emotional learning (SEL) enrichment, What To Do When I'm Angry curriculum, Sexual Violence Prevention/Awareness
14. Career Competencies and Career Readiness	Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement and contributes to the understanding of business practices and business ownership.	<ul style="list-style-type: none"> ● Financial literacy programs: Programming that includes the areas of "financial mindset," joining education and employment, money management, saving and investing, credit and debt, or risk management and insurance. ● Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2008 and the Workforce Innovation and Opportunity Act: Activity that prepares students to enroll and succeed in a credit-bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement. Activity that contributes to the understanding of small business practices and business ownership. 	Business Leaders of Tomorrow, Community Guest Speaker, Junior Achievement, Financial Literacy, College Readiness Boot Camp, Company Tours, Job Shadows, Mock Interviews, Resume Writing Workshops, Internships, Career-related Projects

Examples of Program Schedules with appropriate APR codes

Example schedules below list the APR category in **RED**. These categories would be identified as the “activity” in Cayen. The program specific activity name is listed in parentheses and would correspond to the “session” listed in Cayen.

Schedule Example A:

- Snack (no other purpose than to provide nourishment)
- All transition time accounted for within activities (no breaks, etc.)

Grade 1 Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
3:30-4 p.m.	Healthy and Active Lifestyle (Snack All Grades)	Healthy and Active Lifestyle (Snack All Grades)	Healthy and Active Lifestyle (Snack All Grades)	Healthy and Active Lifestyle (Snack All Grades)	Healthy and Active Lifestyle (Snack All Grades)
4-5 p.m.	Academic Enrichment (Grade 6 Tutoring M/W/F)	Well-rounded Education Activities (Grade 6 Youth Leadership T/Th)	Academic Enrichment (Grade 6 Tutoring M/W/F)	Well-rounded Education Activities (Grade 6 Youth Leadership T/Th)	Academic Enrichment (Grade 6 Tutoring M/W/F)
5-6 p.m.	Literacy Education (Explorers Grade 6 Monday)	Science, Technology, Engineering, and Mathematics (Robotics Grade 6 Tues)	Well-rounded Education (Intro to Drawing-Grade 6 Wed)	Literacy Education (Book Club - Grade 6 - Thurs)	Career Competencies and Career Readiness (Company Field Trip-All Grades-Fri)

Schedule Example B:

- Snack as part of cultural programs (cultural appreciation)
- Example of Academic Enrichment having more than one primary academic focus (Little STEM Literature Explorers on Mondays 5-6 p.m.). In this case, coding Literacy or STEM is not appropriate; Academic Enrichment is more fitting.
- Example of having free choice focused on one APR activity category (Well-rounded Education on Wednesdays from 5:30-6 p.m.)

Grade 1 Schedule	Mondays	Tuesdays	Wednesday	Thursday	Friday
3:30-4 p.m.	Cultural Programs (Cultural Appreciation - All Grades)	Cultural Programs (Cultural Appreciation - All Grades)	Cultural Programs (Cultural Appreciation - All Grades)	Cultural Programs (Cultural Appreciation - All Grades)	Cultural Programs (Cultural Appreciation - All Grades)
4-5 p.m.	Academic Enrichment (Grade 1 Tutoring M/W/F)	Well-rounded Education Activities (Grade 1 Music T/Th)	Academic Enrichment (Grade 1 Tutoring M/W/F)	Well-rounded Education Activities (Grade 1 Music T/Th)	Academic Enrichment (Grade 1 Tutoring M/W/F)
5-5:30 p.m.	Academic Enrichment (Little STEM Literature Explorers - Grade 1 Mon)	Science, Technology, Engineering, and Mathematics (Robotics - Grade 1 Tues)	Well-rounded Education (Intro to Drawing - Grade 1 Wed)	Literacy Education (Book Club - Grade 1 Thurs)	Career Competencies and Career Readiness (Company Field Trip - All Grades - Fri)
5:30-6 p.m.			Well-rounded Education (Free choice time - ART - Grade 1 Wed)		