



2019-2020 Yearly Progress Report (YPR) Guide for Cayen Users

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) sites that have up-to-date attendance data in Cayen Systems (for in-person programming) can download three reports from Cayen to generate answers to eight questions on the 2019-2020 Yearly Progress Report (YPR). This guide provides step-by-step instructions for downloading the reports in Cayen, in the order, the questions appear on the YPR. Most of the YPR questions do not require Cayen data or reports. Only use this guide for the following eight questions on the YPR.

Note: The "*Self-Check Report*" in Cayen can also be used to find much of this information; however, the "*Self-Check Report*" is finicky and does not update as frequently as the other reports. If you would like to use the "*Self-Check Report*," it is recommended to cross-reference the data in it with other reports listed in this guide.

Before beginning the steps in this guide, remember to "Change Credentials" in Cayen for the site whose data you need. In other words, you will need to download the reports in the following steps for each site associated with your program.

If you have any questions regarding this guide or the numbers found in the Cayen reports, contact Michael Holstead, Research Program Manager, at the Consortium of Applied Research at UW-Green Bay (920-366-9805, holsteam@uwgb.edu). If you have up-to-date information in Cayen, but find that the numbers generated do not seem correct, please do not hesitate to contact Michael.

Step One. "Export Attendance Data" Report

Generating this report will help you answer Q7.11, Q7.20, and Q7.21 of the YPR.

Q7.11 What percent of 21st CCLC participants are from the primary school listed on the grant?

If you do not serve students from feeder schools, list 100 percent for this question, as all of your attendees will be from the primary school. If you do serve students from feeder schools, follow these steps:

- 1) Download the "Export Attendance Data" report. To do this:
 - a) Select "Reports" from the menu on the left, then "Attendance by Person," and then "Export Attendance Data" (see Figure 1).
 - b) Select the Date Range: **9/2/2019** (or your start date) - **3/18/2020** (or last date of in-person programming).
 - c) Include: **Youths Only**.
 - d) Export Format: **Comma Separated Value (CSV)**.
 - e) Download the report by selecting **View Report**.
 - f) Open the downloaded report in your preferred tool (Excel, Numbers, Google Sheets, etc.).

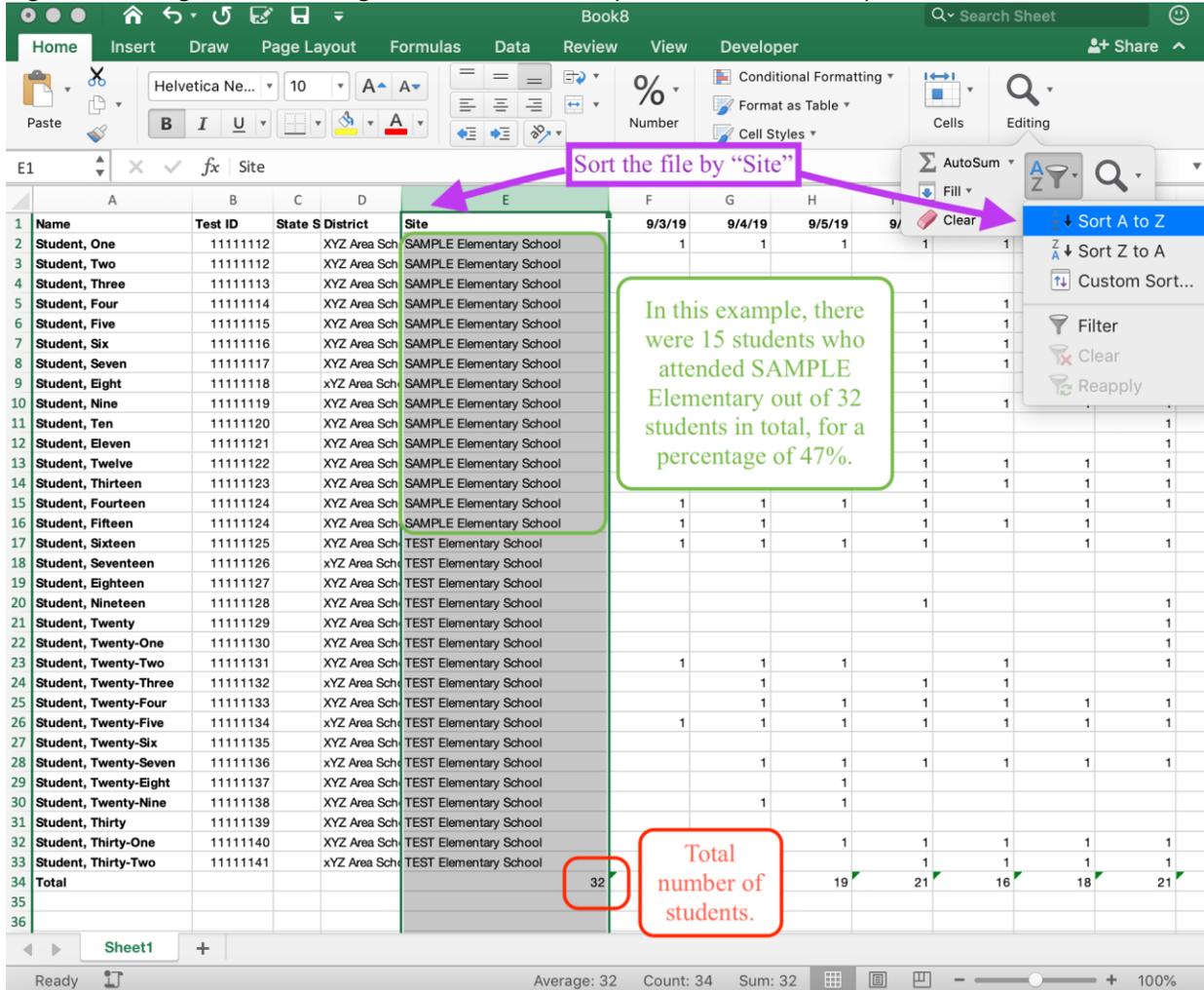
NOTE: In order to generate this information from Cayen, you must have a "day school" identified for each child in the Registration menu.

Figure 1. Generating the "Export Attendance Data" Report.

The screenshot displays the Cayen system interface for generating an "Export Attendance Data" report. On the left, a dark sidebar contains a menu with "Reports" selected, and "Export Attendance Data" highlighted in blue. The main content area is titled "Export Attendance Data" and includes a description: "The Export Attendance Data Report generates a comma separated file (CSV) that displays the dates a participant attended any activity/session in the site selected on the HOME screen and within the date range specified. Optionally, participants may be limited to adults or students." Below the description, there are three numbered steps: 1. Enter a Date Range: 09/02/2019 To 03/18/2020; 2. Include: Youths Only; 3. Export Format: Comma Separated Value (CSV). Three callout boxes provide additional instructions: "Use this date range or whatever your start and end dates for in-person programming were for Fall and Spring.", "Use CSV format to download for use in Excel, Numbers, or Google Sheets.", and "Don't forget to select Youth Only!". A "View Report" button is circled in the bottom right corner.

2. Using Excel, Numbers, Google Sheets, etc., calculate the percent of participants from the primary school (see Figure 2):
 - a) Sort the data by the column labeled "Site."
 - b) Count the number of students at the primary school and divide that number by the total number of students in the report.

Figure 2. Sorting and Calculating the Percent of Participants from the Primary School.



Q7.20 As of 03/18/2020 (or your latest date of in-person programming), what was the total number of students the program served in 2019 - 2020?

1. Follow the steps listed on page two for Q7.11 to download the "Export Attendance Data" Report.
2. Identify the total number of students listed in the report (circled in red in Figure 2).

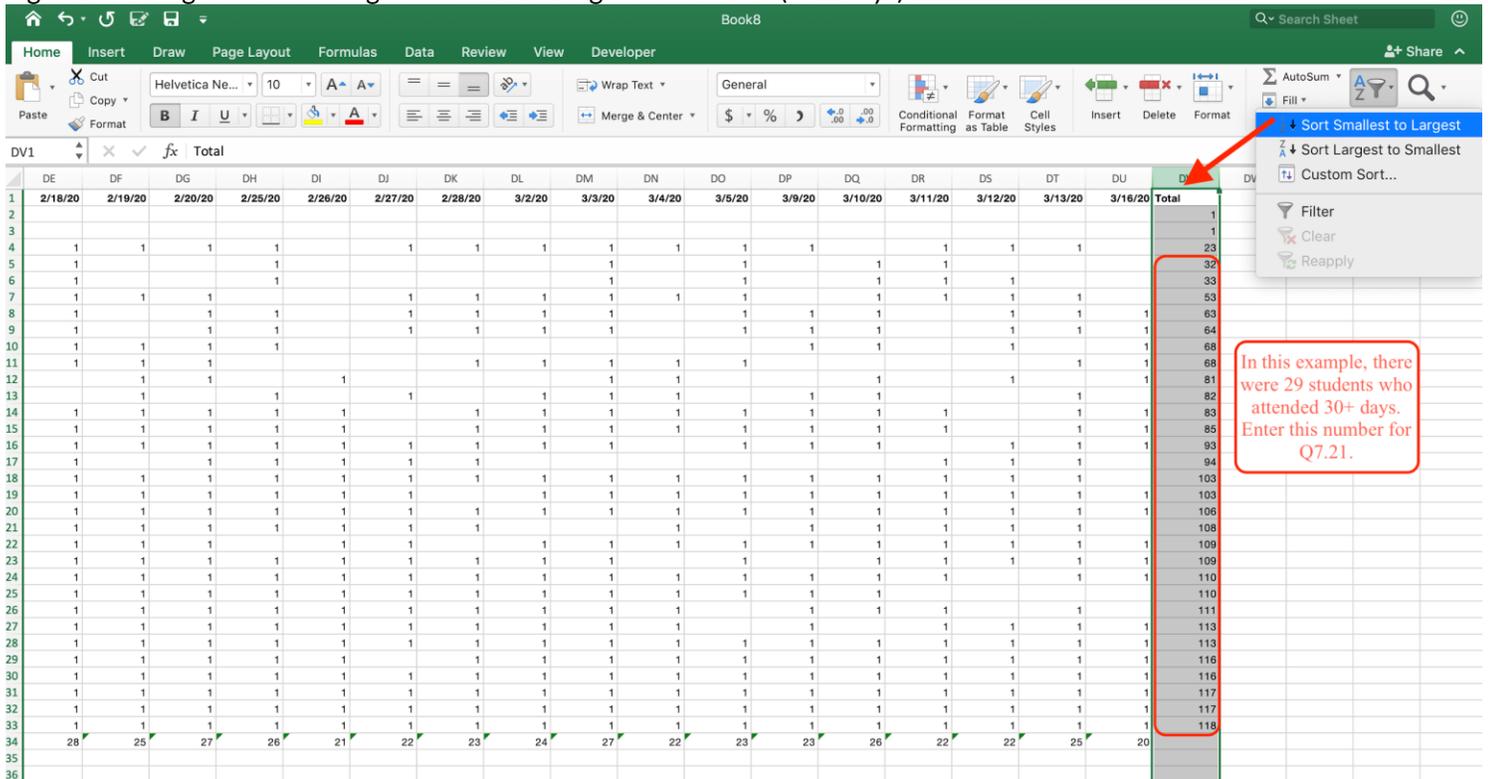
Q7.21 As of 03/18/2020 (or your latest date of in-person programming), what was the number of regular attendees served in 2019 - 2020?

1. Follow the steps listed on page two for Q7.11 to download the "Export Attendance Data" Report.

Sort the data in Excel, Numbers, or Google Sheets by the column labeled "Total" (the last column at the far right) (see Figure 3).

3. Count the number of students with 30 or more days attended.

Figure 3. Sorting and Calculating the Number of Regular Attendees (30+ Days).



Step Two. "Attendance Summary" Report

Generating this report will help you answer Q7.22 and Q7.38 of the YPR.

Q7.22 As of 03/18/2020 (or your latest date of in-person programming), what was the program's average daily attendance (ADA) in 2019 - 2020?

Average Daily Attendance (ADA) data can be obtained in several reports in the Cayen system, but the easiest place to find it is the "Attendance Summary" report. Follow these instructions to find the ADA.

1. Select "Reports" from the menu on the left, then "Attendance-Totals," and then "Attendance Summary" (see Figure 4):
 - a. Select the Date Range: **9/2/2019** (or your start date) - **3/18/2020** (or last date of in-person programming).
 - b. Include: **Youths Only**.
 - c. Include Registered/Attendees **Both**.
 - d. Export Format: **Web Viewable (HTML)**.
 - e. Open the report by selecting **View Report**.

Figure 4. Generating the "Attendance Summary" Report.

The screenshot displays the Cayen system interface for generating an "Attendance Summary" report. On the left, a dark sidebar contains a navigation menu with "Attendance Summary" highlighted. The main content area is titled "Attendance Summary" and includes a description of the report. Below the description, there are four configuration steps: 1. Enter a Date Range: 09/02/2019 To 03/18/2020; 2. Include Adults/Youth: Youth Only; 3. Include Registered/Attendees: Both; 4. Export Format: Web Viewable (HTML). A "View Report" button is located at the bottom right of the configuration area. Annotations include a blue box pointing to the date range and an orange box pointing to the "Youth Only" selection.

2. Look at the "Attendance Summary" report and find "Participant Daily Average (All Days)" (circled in blue in Figure 5).
3. Report this number on the YPR Q7.22. If desired, cross-check the "Number of Unduplicated Participants" (circled in red on Figure 5) with what you reported for Q7.20. Make a note of "Total Days Open" (circled in green on Figure 5), as you will need this for YPR question Q7.38.

Figure 5. "Attendance Summary" Report Data.

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- Activities Attended by Date Range
- Attendance Summary**
- Calendar Report
- Missing Attendance Report
- CLC APR By Reporting Period
- CLC APR Monitoring
- District Monitoring
- Miscellaneous
- Participant Contact Information
- Participant Information
- Registration Forms/ID Cards
- Staff
- Student Monitoring

Attendance Summary

Wisconsin Elementary
CLC
09/02/2019 to 03/18/2020
Including All, Youth Participants
Date Run: Saturday, May 16, 2020 at 10:38:40 PM (CT)

Number of Participants Registered: 118 **Number of Unduplicated Participants: 109** Q7.20. Total Number of Participants
 Number Active: 132 Total Days Open: 96 Cross-check this number with the one you generated in the Export Attendance Data report.
 Number Inactive: 2 **Participant Daily Average (All Days): 48**
 Number of Attendees: 16

These totals reflect filtered data as of 5/16/2020.

Q7.38. Total Days Open as of 3/18/2020

Q7.22. Average Daily Attendance (ADA)
The Participant Daily Average = ADA

Activity Name	Session Description	Avg Hours/Session	#Attended	#Youth	#Times/Days Offered	Total Hours Offered	Avg Daily Attendance	Count/Percent of Participants Attending > 50%
Arts, Music and Cultural Enrichment	Arts/Crafts M1	1.5	9	9	6	9	8	9/100.00%
Arts, Music and Cultural Enrichment	Arts/Crafts T1	1.5	8	8	5	7.5	8	8/100.00%
Community /Service Learning	Kindness Club M2	1.5	9	9	5	7.5	9	9/100.00%
Health and Fitness	Self Defense TH1	1.5	10	10	4	6	9	9/90.00%
Homework Help	Homework Help	1.5	7	7	6	9	7	7/100.00%
Literacy Programs	Central Station T1	1.5	9	9	3	4.5	9	9/100.00%

Step Three. "Hours of Operation" Report

Generating this report will help you answer Q7.32, Q7.33, and Q7.34 of the YPR.

Q7.32 Average number of after-school programming hours per typical week.

The average number of programming hours per typical week can be found in the "Hours of Operation" report. Follow these instructions to find the average number of hours per typical week for after-school programming. If the number of hours generated in the report do not seem accurate, please contact Michael Holstead at holsteam@uwgb.edu; 920-366-9805.

1. Select "Reports" from the menu on the left, then "District Monitoring," and then "Hours of Operation" (see Figure 6).
2. Select the Date Range: **9/2/2019** (or your start date) - **3/18/2020** (or last date of in-person programming).
 - a. Include: **Youths Only**.
 - b. View Report for AM/PM: **PM Only**.
 - c. View Report for All/Typical Weeks: **Include ONLY Typical Weeks**.
 - d. Export Format: **Web Viewable (HTML)**.
 - e. Open the report by selecting **View Report**.

Figure 6. Generating an "Hours of Operation" Report.

The screenshot shows a web application interface for generating an "Hours of Operation" report. On the left is a navigation menu with categories like Site Information, Activities, Registration, Rosters, Attendance, Reports, Search, Payments, and Settings. The "Reports" section is expanded, showing "District Monitoring" and "Hours of Operation" (highlighted with a purple circle). The main content area is titled "Hours of Operation" and includes a description: "This report shows the hours of operation by week along with the number of days open per week and average daily attendance. The report can be filtered to run for all weeks or typical weeks, for youth, adults, or both, and for AM only, PM only, or AM and PM." Below the description are five numbered steps for generating the report, each with a corresponding callout box:

1. Enter a Date Range: 9/2/19 To 3/18/20 (Callout: "1. Use this date range or whatever your start and end dates for in-person programming were for Fall and Spring.")
2. View Report for Youth/Adults: Youth ONLY (Callout: "2. Don't forget to select Youth Only.")
3. View Report for AM/PM: Both AM and PM (Callout: "3. For YPR Q7.32, you need to select PM ONLY. For Q7.33, you need to select AM Only. For Q7.34, you need to select Both AM and PM.")
4. View Report for All/Typical Weeks: Include ONLY Typical Weeks (Callout: "4. Be sure to select Include ONLY Typical Weeks.")
5. Export Format: Web Viewable (HTML)

At the bottom right, there is a "View Report" button (circled in purple) and "Back" and "Print" buttons at the bottom left.

4. Look at the "Hours of Operation" report and scroll to the far right, finding the column "Average Hours Open" (circled in blue on Figure 7).
5. Report this number on the YPR Q7.32. If desired, cross-check the "Average Daily Attendance" (circled in red on Figure 7) with what you reported for Q7.22.

Figure 7. "Hours of Operation" Report Data.

	2/20	2/23/2020	3/1/2020	3/8/2020					
Days Open									
Hours Open	5	8.50	5	9.00	5	8.00	5	8.38	5.00
Average Hours Open								8.38	
Average Days Open	5.00	8.50	5.00	9.00	5.00	8.00	5.00	8.38	5.00
Average Daily Attendance									76.84

You will need to generate this report three separate times:
 - once for AM programming
 - once for PM programming
 - once for Both AM and PM programming

Scroll the report all the way to the end to find the average number of programming hours per typical week.

If desired, cross-check this ADA number with the one generated in the Attendance Summary report.

Q7.33 Average number of before-school programming hours per typical week:

1. Follow the steps listed on page seven in Step Three to download the "Hours of Operation" report, but instead of selecting PM Only, select **AM Only**.
2. When the report opens, scroll to the far right, finding the column "Average Hours Open" (circled in blue on Figure 7).
3. Report this number on the YPR Q7.33.

Q7.34 Average number of total programming hours (before- AND after-school) per typical week:

1. Follow the steps listed on page seven in Step Three to download the "Hours of Operation" report, but instead of selecting PM Only or AM Only, select **Both AM and PM**.
2. When the report opens, scroll to the far right, finding the column "Average Hours Open" (circled in blue on Figure 7).
3. Report this number on the YPR Q7.34.

Step Four. Circling back to "**Attendance Summary**" Report
Generating this report will help you answer Q7.22 and Q7.38 of the YPR.

Q7.38 Total Days Open as of 03/18/2020 (or your latest date of in-person programming) during the school year 2019 - 2020:

Recall the number of "*Total Days Open*" from the "*Attendance Summary*" report (described in Step Two of this guide, Figure 5). Enter this number on Q7.38 of the YPR.