

**Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)  
Grant Annual Performance Report (APR)  
Frequently Asked Questions (FAQ)  
2019-2020**

**PLEASE BE ADVISED:  
THIS FAQ SHOULD NOT BE USED FOR SUMMER 2019 APR DATA.  
SUMMER 2019 APR DATA MUST BE SUBMITTED THROUGH THE 21APR.GOV  
WEBSITE, NOT THROUGH CAYEN.**

## **Table of Contents**

### **Introduction, Dates, and Users:**

- [Introduction.](#)
- [What is the timeline for entering the 2019-2020 data?](#)
- [What time periods are covered by each of the terms?](#)
- [What kind of information does the APR report collect?](#)
- [Who can enter data into the APR report?](#)
- [How do I access the APR report in Cayen?](#)
- [Can I manually override the automated data in the APR report?](#)

### **Overview Section:**

- [I have generated the report and am reviewing the grantee and center information. Can I change the information listed in this section?](#)
- [Is there anything I shouldn't change in the overview section?](#)
- [What else should I update in the overview section of the APR report?](#)

### **Activities Section:**

- [The categories listed in the activities section are not an exact match for the activities my program offers. What should I do?](#)
- [What else do I need to report in the activities section?](#)
- [We offer many different literacy-related activities. How do I determine the average number of hours and the average number of participants for that category?](#)

### **Staffing Section:**

- [When reporting on staffing, who is considered an administrator?](#)
- [Many of our 21st CCLC staff members work as aides during the school day. Which staffing category do they fit into?](#)
- [If a staff member is paid, but those funds come from a source other than the 21st CCLC grant, do we report them as paid or volunteer staff?](#)

### **Participation Section:**

- [What kind of information is collected about students in the participation section?](#)
- [Am I expected to report on all of the types of student demographic data? I have been told by the school that some student information is private and cannot be shared with me. What do I do?](#)
- [The final question in the participation section asks about family members. What does this mean?](#)

### **Outcomes Section:**

- [Which type of outcomes should Wisconsin 21st CCLC grantees report?](#)
- [Do I need to report outcomes for all three terms \(summer, fall, and spring\)?](#)
- [How do I gather the information I need to report the required outcomes into the APR report?](#)
- [The questions in the outcomes section in the APR report do not align exactly with the teacher survey form. How do I report our teacher survey results?](#)

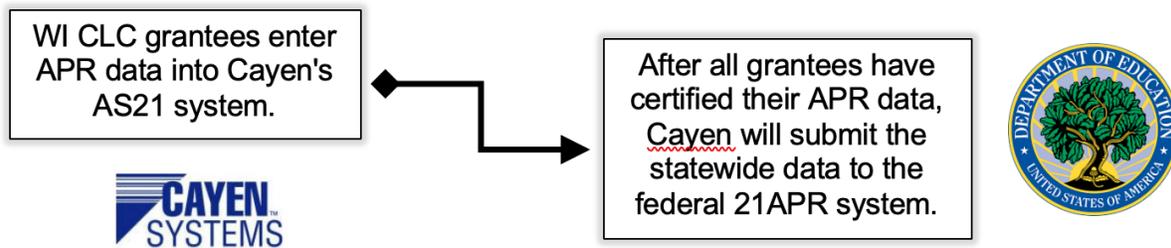
### **Submission, Printing, and Help Desk:**

- [I finished reviewing or manually overriding the data. How do I certify and submit the data? Will I receive confirmation that it has been submitted? Can I print off a copy for my own records?](#)
- [I am having a hard time entering our data or navigating the system. What should I do?](#)

## Introduction, Dates, and Users

### Introduction:

As an obligation of their grant award, all 21st CCLC grantees are required to enter data related to their program into the federal 21st CCLC Annual Performance Report (21APR) system. However, new changes to federal policy currently allow states to submit APR data en masse using a third-party system. Now that Wisconsin's statewide 21st CCLC evaluation initiative using Cayen Systems is fully operational, **all grantees will henceforth submit APR data through Cayen's AS21 instead of the federal 21APR website.**



The Wisconsin Department of Public Instruction (DPI) has developed the following FAQ in an effort to provide Wisconsin grantees with guidance related to entering APR data into Cayen's AS21 system. In addition to this FAQ, grantees may find it useful to refer to the 21APR Data Guide, a document published by the federal Department of Education for users of the 21APR system. The 21APR Data Guide provides an overview of the types of data grantees are required to enter, as well as helpful definitions. We have posted the 21APR Data Guide on our webpage, or you can access it here:

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/clc21aprdataguide.pdf>.

The Wisconsin DPI has contracted with UW-Green Bay and Cayen Systems to operate Cayen's AS21 system. Consequently, DPI staff do not have the answers to technical problems related to entering data into this system. Those questions should be directed to Michael Holstead at UW-Green Bay at [holsteam@uwgb.edu](mailto:holsteam@uwgb.edu) or (920) 544-2790, or Lynn Russo at Cayen Systems at [lrusso@cayen.net](mailto:lrusso@cayen.net) or (414) 257-9400 x129.

### What is the timeline for entering the 2019-2020 data?

APR data is collected according to three terms: summer, fall, and spring. Data that is entered directly into the federal data collection system, 21APR, must be reported during the discrete windows of time that the system is open to collect data related to each of the three terms (i.e., data from the summer term can only be reported when the system is open to collect summer data).

Wisconsin grantees will only be reporting data that took place during the Summer 2019 term directly into the 21APR term. The statewide evaluation system, Cayen's AS21 system, will be used for reporting the Fall 2019 and Spring 2020 data.

Given the unprecedented disruptions schools and programs are facing this year, grantees will have two opportunities to enter Summer 2019 data into the federal data collection system (21APR). Data related to 21st CCLC -funded summer programming that took place in the summer of 2019 during the following dates should be entered into the 21APR system during the following windows of time:

- Tuesday, May 26 – Monday, July 13
- Tuesday, September 15 – Monday, October 26

You are able to enter and certify APR data in the Cayen system at any point in time following the close of a given term. For that reason, Wisconsin grantees do not need to wait until the start of the “official” fall and spring windows to enter data related to those terms. **It is recommended that you certify data as soon as you are able following the close of the term. The deadlines for entering and certifying Fall 2019 and Spring 2020 ARP data into the Cayen system are as follows:**

- Fall 2019 data must be entered by November 13, 2020
- Spring 2020 data must be entered by January 8, 2021

If your data is not complete by the deadlines set by DPI, you will receive official communication from us, letting you know that you have incomplete or missing data and are not in compliance with grant requirements.

#### **What time periods are covered by each of the terms?**

- **Summer data** should reflect 21st CCLC activities that took place from **June 13, 2019, - August 30, 2019**
- **Fall data** should reflect 21st CCLC activities that took place from **September 3, 2019, - January 24, 2020**
- **Spring activities and staffing data** should reflect 21st CCLC activities that took place from **January 27, 2019, through March 18, 2019, or the last day the program offered in-person programming**
- **Spring participation and outcomes data** are cumulative and should reflect **the entire 2019-2020 school year (September 3, 2019, through March 18, 2019, or the last day the program offered in-person programming)**. Do NOT include data related to summer programming when entering data for the spring term.

**Note:** Dates for the fall term are meant to correspond to the dates of the first semester of the school calendar. Dates for the spring term are typically meant to correspond to the second semester of the school calendar. As a result of COVID-19 school closures, the spring term for the 2019-20 school year has been truncated. If there is a difference between the dates given here and your district’s official school calendar, please contact us.

### **What kind of information does the APR report collect?**

The APR report collects data related to **four areas: activities, staffing, participation, and outcomes**. Specific information about how to enter data for each of these areas is included below.

### **How do I use the Cayen AS21 System to report Fall 2019 and Spring 2020 APR data?**

If you used the Cayen AS21 System to regularly track attendance during the 2019-20 school year, the APR data for your program(s) will be automatically tallied for you. In order to ensure the data is ready to upload into the federal data collection system (21APR), you will need to generate the APR Report in Cayen, review the data to ensure that it is complete and accurate, and certify it. If you oversee multiple programs, you will need to follow this process for all of your sites.

If you did not use the Cayen AS21 System regularly throughout the 2019-20 school year, you will manually enter your APR data into the Cayen system using the data override feature. This will NOT require you to enter all of the attendance data for the entire school year into Cayen. Instead, you will generate the APR report in Cayen, then will manually enter the data that is collected by the federal data collection system (21APR). The data you will be required to enter will be identical to the data that you previously reported directly into the 21APR system. The only difference is that this year you will be entering that data into Cayen rather than into 21APR. Once the data is entered, you should review it for accuracy and completeness and certify it.

Please note, **if you offered 21st CCLC -funded summer programming during summer 2019, you will enter that data into the 21APR system, not Cayen**. If you have questions about accessing the 21APR system and entering data into it, please contact Tanya Morin at [tanya.morin@dpi.wi.gov](mailto:tanya.morin@dpi.wi.gov) or (608) 267-9393.

### **Who can enter data into the APR report?**

The APR report in Cayen can be generated, and the data within certified, by any user with “District Admin” or “Site Coord” security-level clearance in the Cayen system for that site.

However, it is recommended that the data be certified by an individual (program director or site coordinator) who is most familiar with the data at that site.

### How do I access the APR report in Cayen?

After logging into Cayen, go to the **reports** menu. Select **“CLC APR By Reporting Period,”** then **“APR Report.”** To generate the APR report, select the reporting period (Fall 19 or Spring 20) and choose **“Web Viewable (HTML)”** as the export format (see Figure 1). If there are verification errors (e.g., missing data), you will be asked to correct those errors before proceeding to the APR report. If you did not use the Cayen AS21 System regularly throughout the school year, bypass this step by selecting **“View Report with APR Verification Failures”** (see Figure 2). This will take you to the APR report, which will show all zeros. You will then need to select the **blue “override these values, then certify” bar** to proceed to the Manual Override page, where you will enter your manually calculated values in the various APR sections (activities, staffing, participation, and outcomes).

Figure 1. Accessing APR report in Cayen

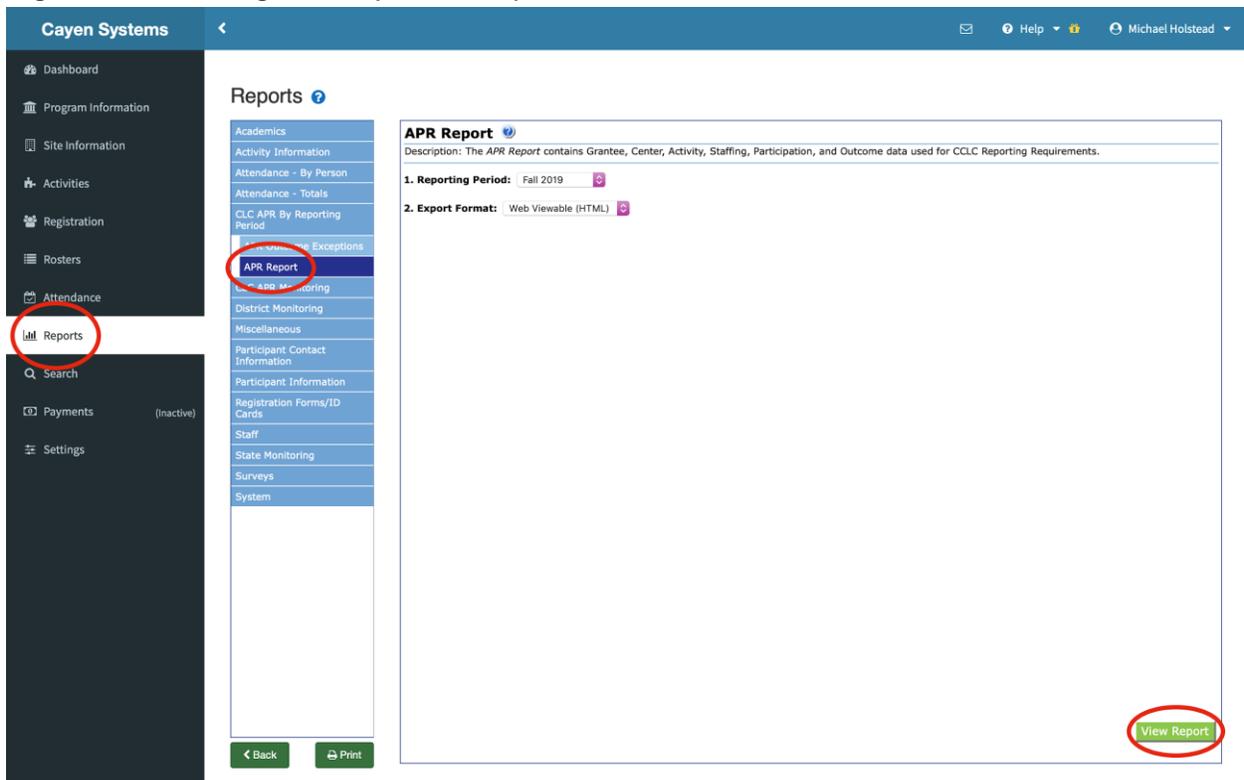
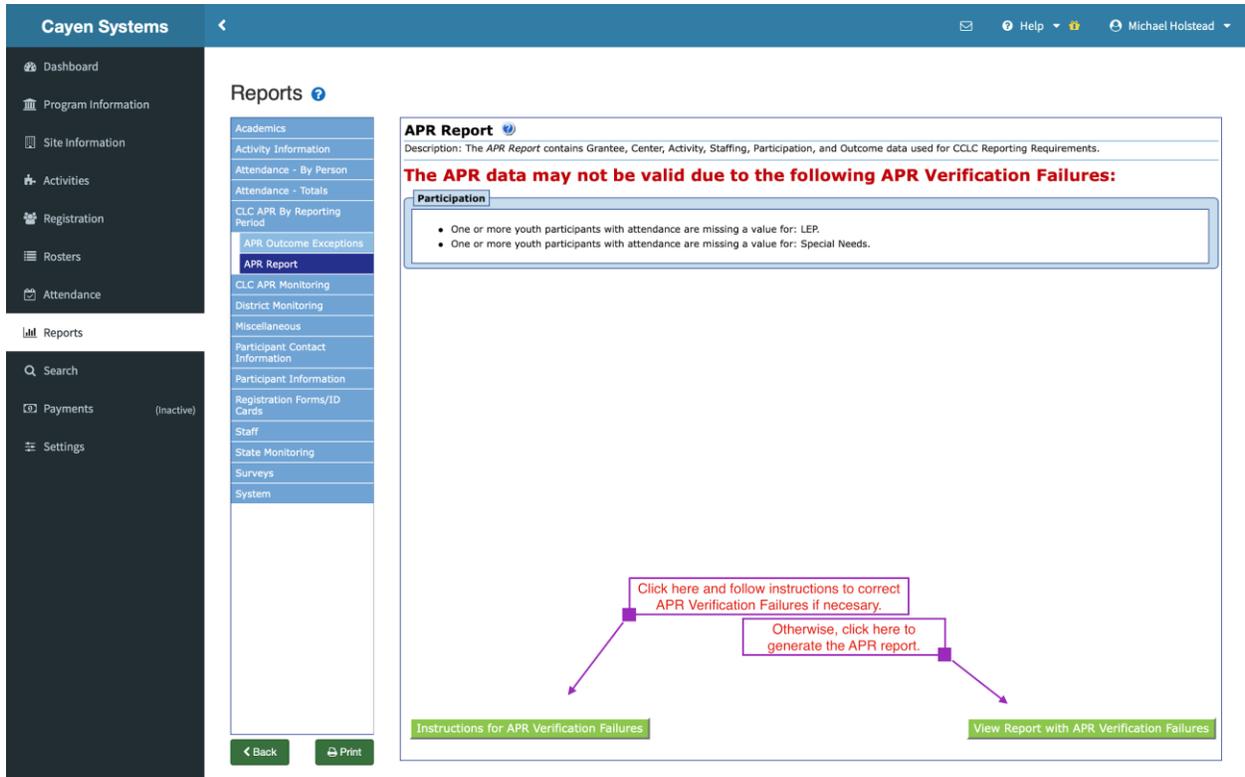


Figure 2. Verification failure step



### Can I manually override the automated data in the APR report if it is not accurate or complete?

Yes, manual overrides are possible. If you have not regularly used the Cayen system to track attendance, you will have to use the manual override feature to enter all of your program’s APR data. After generating the APR report, scroll down to the bottom of the report and select “**Override These Values, then Certify,**” located in the blue bar.

### Overview Section

The overview section of the APR report contains information regarding grantee and center location, contact information, feeder schools, and partners. **Edits to any of this information are performed in the settings menu; you will need to exit the APR report to make such changes.** See Figure 3 for an example of the overview section of the APR report.

Figure 3. Overview section of APR report

**APR Report - Fall 2019 (09/03/2019 - 01/24/2020)**  
Sample Boys and Girls Club

| Grantee Information   |        | Type: School District                               | Award: \$                |  |
|---|--------|---|--------------------------|--|
| Sample School District<br>100 Main Street<br>Sometown, WI 55555                               |        |   |                          |  |
| Grantee Contact Information   |        |   |                          |  |
| Jenell Holstead   |        | Phone: (920) 465-2372                               | Email: holsteaj@uwgb.edu |  |
| Center Information  |        | Type: Community-Based Organization/Nonprofit Agency | Center ID: WI1           |  |
| Sample School/Sample YMCA/Sample Boys and Girls Club<br>150 Main Street<br>Sometown, WI 55555 |        |   |                          |  |
| Center Contact Information  |        |   |                          |  |
| Michael Holstead  |        | Phone: (920) 366-9805                               | Email: holsteam@uwgb.edu |  |
| Feeder Schools (1)  |        |   |                          |  |
| School  | Summer | Fall  | Spring                   |  |
| Sample Middle School *  | X      | X   | X                        |  |
| *Center Location  |        |   |                          |  |
| Partners (1)  |        |   | Subcontractor            |  |
| Sometown Community Organization   |        |   | Yes                      |  |

© 2016-2019 Cayen Systems, LLC. All Rights Reserved  
Report data generated by Michael Holstead on 03/16/2020 8:48 AM (CT).

I have generated the report and am reviewing the grantee and center information. Can I change the information listed in this section?

You may change some information, but there is other information that should not be changed.

- You may update the **grantee location** (i.e., address) and the **grantee type** (school-based, CBO, etc.) through the settings menu by selecting the grantee information card in program settings. The grantee type refers to the fiscal agent or organization that receives the grant.
- You may update the **center location** (i.e., address) and the **center type** (school-based, CBO, etc.) through the settings menu by selecting the site card in program settings. The center type refers to the location where the program takes place.
- You may also update the **contact information** through the settings menu. Use the grantee information card in program settings to update grantee contact information, and use the site card in program settings to update center contact information. Please note, DPI is not notified of changes you make to contact information in the Cayen system. If the contact person for your program has changed, you should also notify DPI.

Is there anything I shouldn't change in the overview section?

- **Do NOT change the name of the grantee.** This is the name that the DPI has chosen and is based on our internal system for keeping track of grants.

## What else should I update in the overview section of the APR report?

- Update the **feeder school** list, if applicable, in the program settings menu. You should enter feeder school information if there are 21st CCLC participants who are enrolled in a school other than the center location. This list should reflect the feeder schools included in your grant application.
- If the **Partners** information is incorrect, you will need to update the data in both the program settings and site information menu.
  - For the purposes of APR, **partners** are defined as entities other than the grantee or school(s) served that provide an in-kind or cash contribution to support the program.
  - **Subcontractors** are individuals or entities that enter into a formal contract to provide services for the CLC program. Subcontractors are often referred to as “vendors,” and they may include paid or volunteer staff from partner organizations who come in to lead specific activities (e.g., Karate Club, etc.).

## Activities Section

The activities section of the APR report contains information regarding the frequency, hours, and participation rates of various categories of activities. See Figure 4 for an example of the activities section of the APR report.

Figure 4. Activities section of APR report

| APR Report - Spring 2020 (01/27/2020 - 06/12/2020)<br>Sample Elementary School |                        |                   |                         |                    |
|--|------------------------|-------------------|-------------------------|--------------------|
| Activities   |                        |                   |                         |                    |
| APR Category   | How Often              | Times Per Period  | Average Hours           | Average Attendance |
| STEM   | More than once a week  | 2 days a week     | 1-2 hours (1)           | 11-20 (12)         |
| Literacy   | Once Per Term          | N/A               | Less than 1 hour (0.92) | 5-10 (10)          |
| Tutoring   | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Homework Help  | More than once a week  | 4 days a week     | 2-4 hours (2.43)        | 11-20 (12)         |
| English Language Learners Support  | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Entrepreneurship   | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Arts & Music   | More than once a month | 2 times per month | 1-2 hours (1)           | 5-10 (9)           |
| Physical Activity  | More than once a month | 2 times per month | 1-2 hours (1)           | 11-20 (14)         |
| Community / Service Learning   | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Mentoring  | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Drug Prevention  | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Counseling Programs  | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Violence Prevention  | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Truancy Prevention   | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |
| Youth Leadership   | More than once a month | Weekly            | 1-2 hours (1)           | 5-10 (10)          |
| College & Career Readiness   | Monthly                | N/A               | 1-2 hours (1)           | 11-20 (15)         |
| No Applicable Category   | Not Offered            | N/A               | N/A (0)                 | N/A (0)            |

© 2016-2019 Cayen Systems, LLC. All Rights Reserved  
Report data generated by Michael Holstead on 03/16/2020 2:36 PM (CT).

**The categories listed in the activities section are not an exact match for the activities my program offers. What should I do?**

- The categories of activities included in the system are limited to those that the federal Department of Education is required to report to Congress. As such, they may not reflect the full scope of the programming your program offers. **If an activity you offer does not easily fit into a given category, you must choose the best fit.**
- If you used the Cayen system to track attendance throughout the year, each activity created in the system is already linked to a specific APR category. If you need to make changes to an activity's APR category, you must make those changes in the activities menu; you will need to exit the APR report in order to change an activity's APR category.
- If you did not use the Cayen system to track attendance, you will not use the activities menu to choose an APR category. Instead, you will select the categories of activities offered by your program on the data override page. Please use the following instructions for choosing an APR category for your activities:
  - For each activity, **choose the one category that best describes the primary focus or intent of the activity.** For example, if a cooking activity was meant to teach fractions, it should be counted as a math activity. If it was meant to teach students to read a recipe, it should be counted as a literacy activity.
  - **Each activity should be reported only once.** Do not report the same activity in multiple categories. If a cooking activity involves both literacy and math skills, choose the one that best reflects the primary intent of the activity.
  - **The only exception to this rule is College and Career Readiness.** If the activity also contributes to College and Career Readiness, then it should also be reported there.

**What else is reported in the activities section?**

For each term, the system collects the average frequency, hours, and participation rates for the activities in each of the selected categories. For example, if your program offered a variety of Science, Technology, Engineering, and Mathematics (STEM) activities over the course of the fall term, you will need to report how frequently STEM activities took place (daily, weekly, etc.), the average amount of time students spent doing those activities, and the number of students who took part in STEM activities over the course of the term.

**We offer many different literacy-related activities. How do I determine the average number of hours and the average number of participants for that category?**

If you used Cayen to track attendance, the system automatically calculates these numbers based upon the data entered into the attendance menu. Inaccurate numbers can be

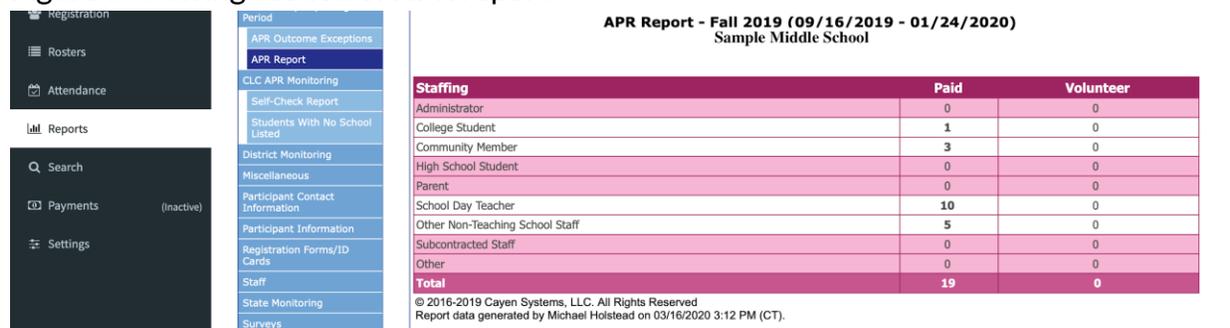
corrected using the “Manual Override” feature at the bottom of the APR report. If you did not use Cayen to track attendance, you will have to manually calculate the data and enter it on the data override page. To manually calculate the information, use the following instructions:

- The **average number of hours** is based on the **total hours of the type of activity that takes place each day**. Add up the unique number of minutes in which an activity was offered, then divide by 60 to get the number of hours each day. Add those daily totals together, then divide by the total number of days in which the type of activity was offered to get the “Average Hours per Session.” For example, if STEM activities are offered on Monday from 2:30 p.m.-3:30 p.m. and from 3:45 p.m.-4:45 p.m., you will count two hours for that day. However, if STEM activities are offered from 2:30 p.m.-3:30 p.m. and from 3:00 p.m.-4:00 p.m., you will only count 1.5 hours since there is an overlap of 30 minutes from 3:00 p.m.-3:30 p.m.
- The **average number of participants** is meant to reflect the **number of students who participate in that type of programming** over the course of a year, month, week, or day. For example, if there are fifty students enrolled in your program, and they all participate in literacy-related activities, you will report that fifty students participate in that type of activity. The amount reported for each category should be an unduplicated count. In other words, if a student participates in more than one literacy activity, you should only count them once when determining the total number of students who participate in literacy-related activities.

## Staffing Section

The staffing section of the APR report contains information regarding the various kinds of after-school staff that worked for the center, their numbers, and whether they were paid or volunteered. See Figure 5 for an example of the staffing section of the APR report. If you used the Cayen system to track your program’s staffing this year, the numbers on the APR report will be automatically calculated for you. If the numbers on the report are not accurate or are incomplete, you will need to make changes using the “Manual Override” feature at the bottom of the APR report. If you did not use the Cayen system to track program staff, you will also use the same “Manual Override” feature to enter this information. Please refer to the questions below when determining how to classify staff members.

Figure 5. Staffing section of APR report



**When reporting on staffing, who is considered an administrator?**

An **administrator** is a staff member who oversees the running of the program – such as a site coordinator or districtwide program coordinator. In short, it is anyone responsible for overall program development, management, or 21st CCLC line staff supervision.

**Many of our 21st CCLC staff members work as aides during the school day. Which staffing category do they fit into?**

Based on the definitions provided in the 21APR Data Guide, day school aides do not fit into either the “School Day Teachers” category or the “Other Non-Teaching School Staff” category. For that reason, we are advising that aides be reported as “Other.”

**If a staff member is paid, but those funds come from a source other than the 21st CCLC grant, do we report them as paid or volunteer staff?**

According to the 21APR Data Guide, staff should be reported as “Paid” only if they are compensated with 21st CCLC grant funds. Staff members who are paid using other funding sources should be reported as “Volunteer” when entering staffing data into the APR report.

**Participation Section**

The participation section of the APR report contains attendance numbers and demographics data for individuals who were served by the 21st CCLC program. See Figure 6 for an example of the participation section of the APR report.

Figure 6. Participation section of APR report

**APR Report - Spring 2020 (01/27/2020 - 06/12/2020)**  
Sample Middle School

| Participation By Grade Level |   |     |     |     |     |     |                  |     |     |     |      |      |      |
|------------------------------|---|-----|-----|-----|-----|-----|------------------|-----|-----|-----|------|------|------|
| PK                           | K | 1st | 2nd | 3rd | 4th | 5th | 6th              | 7th | 8th | 9th | 10th | 11th | 12th |
| 0                            | 0 | 0   | 0   | 0   | 0   | 44  | 42               | 37  | 24  | 0   | 0    | 0    | 0    |
| Pre-K - 5th Grade            |   |     |     |     |     |     | 6th - 12th Grade |     |     |     |      |      |      |

| Student Attendance |  | Count | Student Attendance |  | Count |
|--------------------|--|-------|--------------------|--|-------|
| < 30 days?         |  | 36    | < 30 days?         |  | 92    |
| 30 - 59 days?      |  | 5     | 30 - 59 days?      |  | 7     |
| 60 - 89 days?      |  | 2     | 60 - 89 days?      |  | 3     |
| 90 or more days    |  | 1     | 90 or more days    |  | 1     |

| Race / Ethnicity                  |  | Count | Race / Ethnicity                  |  | Count |
|-----------------------------------|--|-------|-----------------------------------|--|-------|
| American Indian or Alaskan Native |  | 0     | American Indian or Alaskan Native |  | 0     |
| Asian                             |  | 0     | Asian                             |  | 0     |
| Black or African American         |  | 12    | Black or African American         |  | 17    |
| Hispanic or Latino                |  | 0     | Hispanic or Latino                |  | 4     |
| Hawaiian or Pacific Islander      |  | 0     | Hawaiian or Pacific Islander      |  | 0     |
| White                             |  | 28    | White                             |  | 70    |
| Two or More Races                 |  | 4     | Two or More Races                 |  | 10    |
| Data Not Provided                 |  | 0     | Data Not Provided                 |  | 2     |

| Gender            |  | Count | Gender            |  | Count |
|-------------------|--|-------|-------------------|--|-------|
| Male              |  | 23    | Male              |  | 53    |
| Female            |  | 21    | Female            |  | 50    |
| Data Not Provided |  | 0     | Data Not Provided |  | 0     |

| Population Specifics |  | Count | Population Specifics |  | Count |
|----------------------|--|-------|----------------------|--|-------|
| LEP                  |  | 7     | LEP                  |  | 3     |
| Free / Reduced Lunch |  | 24    | Free / Reduced Lunch |  | 43    |
| Special Needs        |  | 4     | Special Needs        |  | 10    |
| Family Members       |  | 0     | Family Members       |  | 0     |

**What kind of information is collected about students in the participation section?**

The participation section collects the following information:

- The number of students in each grade level
- The number of students who attended less than 30 days, 30-59 days, 59-89 days, and 90+ days
- The number of students who fall into a variety of subgroups, including ones based on:
  - Race
  - Sex
  - Free and reduced lunch (FRL) status (Required)
  - English Language Learner (ELL) status
  - Special Education (SPED) status

Cayen’s AS21 system automatically calculates these numbers based upon the data entered into the registration and attendance menu. Inaccurate demographics and attendance numbers can be corrected using the “Manual Override” feature at the bottom of the APR report. Likewise, if you did not enter data regularly into the Cayen system, you will need to calculate the numbers manually and enter them into the APR report using this “Manual Override” feature.

**Note: Participation data is collected according to two grade bands: grades K-fifth and grades sixth-12.** If your program serves students in grades K-eighth, students in grades K-fifth and students in grades sixth-eighth will be reported separately.

**Am I expected to report on all types of student demographic data? I have been told by the school that some student information is private and cannot be shared with me.**

**What do I do?**

Wisconsin 21st CCLC programs are expected to report on all of the types of demographic data included in the APR. However, many schools don't share sensitive, student-level data with after-school program staff. For the purposes of the APR, you do not need student-level data. You just need to know the number of students in each category (FRL, ELL, etc.). You can get this information by giving a list of 21st CCLC participants to a school administrator and asking them to tell you how many students fall into each category. If your program serves students in multiple grade bands (i.e., grades K-fifth and grades sixth-12), ask the school administrator for separate demographic data for each grade band. Sharing the data needed for reporting purposes is one of the things schools and districts agree to do when signing the grant assurances form each year.

**The final question in the participation section asks about family members. What does this mean?**

This question refers to **the unduplicated number of adult family members of 21st CCLC students who attended 21st CCLC family events** over the course of the school year. This includes family members who do not live with students, like grandparents and aunts and uncles. If family events were open to the entire school community but were sponsored in part with 21st CCLC funds, only count those family members in attendance who had a student enrolled in the 21st CCLC program.

## **Outcomes Section**

The outcomes section of the APR report contains the aggregated results of the Teacher surveys. See Figure 7 for an example of the outcomes section of the APR report.

Figure 7. Outcomes section of APR report

**APR Report - Spring 2019 (01/19/2019 - 05/16/2019)**  
Sample Middle School

**State APR Outcome Options**

Teacher Surveys  
- Survey Name: APR Teacher Survey - WI DPI

| Outcome - Teacher Survey        |       |                                 |       |
|---------------------------------|-------|---------------------------------|-------|
| Pre-K - 5th Grade               |       | 6th - 12th Grade                |       |
| Teacher Survey Distribution     | Count | Teacher Survey Distribution     | Count |
| Surveys Distributed             | 47    | Surveys Distributed             | 80    |
| Surveys Returned                | 46    | Surveys Returned                | 71    |
| Surveys Returned (30-59 days)   | 11    | Surveys Returned (30-59 days)   | 51    |
| Surveys Returned (60-89 days)   | 27    | Surveys Returned (60-89 days)   | 15    |
| Surveys Returned (90+ days)     | 8     | Surveys Returned (90+ days)     | 5     |
| Homework/Participation Improved | Count | Homework/Participation Improved | Count |
| 30-59 days                      | 2     | 30-59 days                      | 11    |
| 60-89 days                      | 5     | 60-89 days                      | 1     |
| 90+ days                        | 0     | 90+ days                        | 1     |
| Behavior Improved               | Count | Behavior Improved               | Count |
| 30-59 days                      | 1     | 30-59 days                      | 14    |
| 60-89 days                      | 7     | 60-89 days                      | 3     |
| 90+ days                        | 0     | 90+ days                        | 0     |

© 2016-2019 Cayen Systems, LLC. All Rights Reserved  
Report data generated by Michael Holstead on 03/16/2020 3:38 PM (CT).

### What outcomes should Wisconsin 21st CCLC grantees report?

In a typical year, Wisconsin grantees are required to report on teacher survey data in the outcomes section of the APR report. Teacher surveys are typically administered prior to the end of the school year and reported in the spring outcomes section of the APR report in the Cayen system.

Due to COVID-19-related school and program closures, we recognize that it may be difficult, if not impossible, to collect teacher survey data for the 2019-20 school year. Given the burden teacher surveys may present for 21st CCLC staff and day school teachers, **programs are not required to administer the teacher survey this year.** The state requirement of submitting teacher surveys for 75 percent of regular attendees has been waived. Grantees should consult with school and district administration when deciding whether or not to pursue the administration of teacher surveys. Please note, the APR will still include an outcomes section. DPI is currently seeking further guidance from the federal Department of Education regarding this federal requirement and will provide additional information to the field about the reporting of outcomes-related data when it becomes available.

If a program decides to administer teacher surveys, surveys should be distributed to the teachers of students in the program who were regular attendees as of March 18, 2020, or the last day the program offered in-person programming (i.e., had attended 30 or more days between the start of the program year and March 18, 2020, or the last day in-person programming took place).

The teacher survey form, as well as instructions for administering the survey, can be found on the DPI's 21st CCLC web page (<https://dpi.wi.gov/sspw/clc/performance-report>).

### **Do I need to report outcomes for all three terms (summer, fall, and spring)?**

- Because the teacher survey is only given in the spring, teacher survey information is only reported during the spring term.
- If using the 21APR system to report Summer 2019 data, do not enter outcomes-related data. When reporting Summer 2019 data, click “No Data to Report” on the “Outcomes” page.

### **How do I gather the information I need to report the required outcomes into the APR report?**

- Teacher surveys should be completed for all students in your program who are regular attendees (i.e., have attended 30 or more days this academic year).
- Distribute surveys to the teachers of all regular attendees in the spring of the school year.
  - For elementary school students, surveys should be completed by the student’s classroom teacher.
  - For middle school and high school students, surveys should be completed by a teacher who has had the student for at least a semester and can evaluate the student’s homework completion, class participation, and classroom behavior.

If you used the Cayen system to track attendance throughout the year, the Cayen system will automatically send out emails to district admin-level users containing links to digital teacher surveys for all students having attended 30 days. If you did not use the system regularly, you will have to distribute, collect, and enter the data into the system manually. Please refer to the “Teacher Survey Instructions” document posted on our web page for more information about collecting teacher survey data.

### **The questions in the outcomes section in the APR report do not align exactly with the teacher survey form. How do I report our teacher survey results?**

The teacher survey form consists of three questions, one related to homework completion, one related to classroom participation, and one related to classroom behavior. However, the APR report has condensed the information grantees are asked to report related to teacher survey results. The report has one question related to improvement in homework completion AND class participation and one related to improvement in classroom behavior.

If you used the Cayen system to distribute teacher surveys, the numbers needed for the outcomes section of the APR report will be automatically calculated and reported for you.

If you manually distributed teacher surveys, please use the following instructions to compile and report the numbers needed for the outcomes section.

**Please follow the instructions below when compiling and reporting teacher survey data.**

- The teacher survey consists of three questions:
  - **Question 1** is related to homework completion.
  - **Question 2** is related to class participation.
  - **Question 3** is related to classroom behavior.
- When reporting teacher survey data into the 21APR system, **you will need to calculate two numbers:**
  - The number of students who showed improvement in **homework completion AND class participation.**
  - The number of students who showed improvement in **classroom behavior.**
- **To calculate the first number (homework and participation):**
  - Count the number of students whose teachers marked “**A**” (Did Improve), “**D**” (Did Not Need to Improve), or “**E**” (Not Applicable) for **Question 1 AND** marked “**A**” (Did Improve) or “**D**” (Did Not Need to Improve) for **Question 2** on the teacher survey.
  - Students have to show improvement in BOTH homework completion and class participation in order to be counted.
- **To calculate the second number (behavior):**
  - Count the **number of students** whose teachers marked “**A**” (Did Improve) or “**D**” (Did Not Need to Improve) for Question 3 on the teacher survey.

**Note:** The APR report requires users to **report teacher survey data according to two grade bands: Grades K-fifth and grades sixth-12.** If your program serves students in Grades sixth -eighth, you will report separately on grades K-fifth students and grades sixth-eighth students. Additionally, for each grade band, you will be asked to report separately on survey results for students who have attended 30-59 days, 60-89 days, and 90+ days.

### **Submission, Printing, and Help Desk**

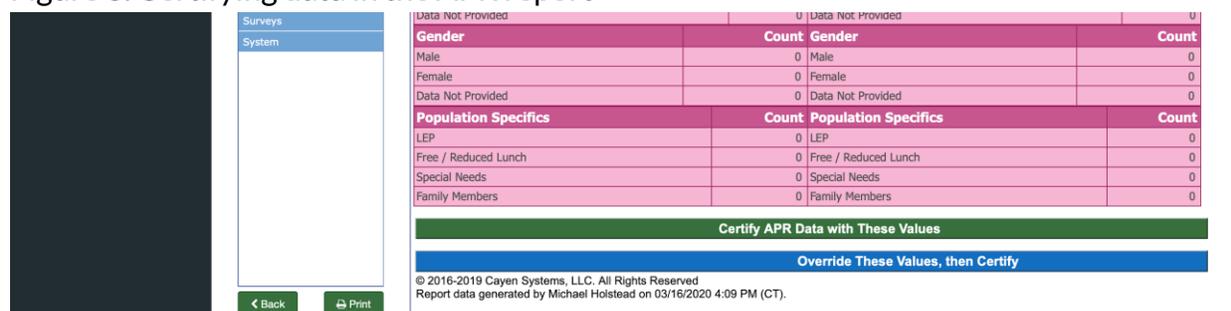
**I finished reviewing or manually overriding the data. How do I certify and submit the data? Will I receive confirmation that it has been submitted? Can I print off a copy for my own records?**

Once you have finished reviewing the APR report, you may either certify the data or manually override the data by clicking on either the **green** or **blue** bar at the bottom of the report. The **green bar** certifies and locks the data. Your APR certification is now complete!

The **blue bar** takes you to the manual override page, where you may change the data prior to certifying it. Once certified, you are now finished.

If you did not enter data regularly into the Cayen system, the initial APR report will show all zeros. You will need to select the **blue “Override These Values, then Certify” bar** to proceed to the Manual Override page, where you will enter your manually calculated values in the various APR sections (activities, staffing, participation, and outcomes). After you have entered your data, a final confirmation section will ask you to certify the data. Once certified, you are now finished.

Figure 8. Certifying data in the APR report



### IMPORTANT! PLEASE NOTE:

- You will need to provide a written response justifying any manual overrides to automated data generated by the Cayen System. The DPI reserves the right to nullify any manual overrides.
- The APR data will be locked upon certification in either the APR report or the Manual Override page, and you will not be able to edit APR information after that. Should you need to edit any of the information, please contact Michael Holstead (holsteam@uwgb) to assist in this process.
- **You will not receive immediate confirmation** from the DPI or Cayen that the data you entered has been successfully certified. After each data window closes, the DPI will review the data that grantees have entered. We will contact you at that time if data are missing or have been entered incorrectly.
- The certified APR report will always be available so long as you have access to the Cayen system. Should you wish to print your APR report upon certification (and we recommend that you do so!), the best method is to go back into the reports menu and generate a new APR report using the “Export Format” **Adobe Acrobat (PDF)**. You generate a new APR report from the Reports menu at any time, even after the data has been certified.

**I am having a hard time entering our data or navigating the system. What should I do?**

Take a deep breath and relax! Help is always available. You can contact Michael Holstead at UWGB ([holsteam@uwgb.edu](mailto:holsteam@uwgb.edu) or (920) 544-2790) or Lynn Russo at Cayen systems ([lrusso@cayen.net](mailto:lrusso@cayen.net) or (414) 257-9400 x129) with any questions or issues you might be facing.