

# 21<sup>st</sup> CCLC APR System Webinar



Teri LeSage  
Tanya Morin  
Alison Wineberg

April 19, 2019



# Meet the CLC Team

Teri LeSage  
21<sup>st</sup> CCLC Grant  
Consultant



Tanya Morin  
21<sup>st</sup> CCLC Grant  
Consultant



Alison Wineberg  
21<sup>st</sup> CCLC Grant  
Consultant



# How This Webinar Will Work

- Sound:
  - Everyone is muted
- Questions:
  - Use IM feature (speech bubble)
- Helpful handouts:
  - 21 APR Data Guide
    - <https://21apr.ed.gov/support>
- Recording:
  - Email [tanya.morin@dpi.wi.gov](mailto:tanya.morin@dpi.wi.gov) for link to recording

# Agenda

- Overview of APR System
- Entering Grant and Center Information
- How to Report: Activities, Participation, Staffing, and Outcomes
- Data Submission
- Help Desk
- WI Statewide Evaluation System

# What is the APR system?

- Annual Performance Report (APR)
- Federal data collection system for 21<sup>st</sup> CCLC grant
- Entering data is obligation of grant award
- Official name: 21APR
- URL: [21apr.ed.gov](http://21apr.ed.gov)

# What information does the APR system collect?

- Collects data related to four areas:
  - Activities
  - Staffing
  - Participation
  - Outcomes
- System has four sections aligned with these areas
- 21APR Data Guide
  - Available here: <https://21apr.ed.gov/support>

# How does the APR system collect data?

- Data collected according to three terms:
  - Summer
  - Fall
  - Spring
- Three discrete windows of time for entering data related to each of these terms

# What are the 2018-19 data collection windows?

Dates for entering 2018-19 data:

- Summer data window
  - March 19, 2019 – May 31, 2019
- Fall data window
  - June 3, 2019 – August 16, 2019
- Spring data window
  - September 3, 2019 – November 15, 2019



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

- Summer term:
  - Programming from June 11, 2018 - August 31, 2018
- Fall term:
  - Programming from September 4, 2018 - January 18, 2019
- Spring term (Activities and Staffing):
  - Programming from January 21, 2019 - June 12, 2019
- Spring term (Participation and Outcomes):
  - Cumulative
  - Entire 2018-2019 school year (NOT including summer)

# Recent Changes to APR System

- Dates displayed by 21APR system may not match deadlines established by DPI
  - Follow DPI deadlines!
- Will no longer see question about ELT
- DPI changed definition of “Paid” staff to match one in 21APR Data Guide (p. 15)
- Limited ability to view and print reports
  - Only aggregate data for all sites in the same year and cycle

# Who can enter data into the APR system?

- System allows **ONE grantee level** user account **per fiscal agent**
- Grantees cannot add additional users
- Editing contact information in grant or center profile DOES NOT create new user account
- Help desk will only answer questions from registered users

# How do I access the APR system?

- Access system via following web address:  
[21apr.ed.gov/](http://21apr.ed.gov/)
- Recommended that users interact with APR System via: Chrome, Firefox, or Safari
- Enter user name and password
- Past users will likely be required to update password

# What do I see when I log on?

The screenshot shows a web browser window with the URL <https://21apr.ed.gov/grantee/3158/overview>. The page has a purple header bar with the text "21APR - GRANTEE OVERVIEW". Below the header, there is a purple sidebar with a "MENU" button. The main content area is white and contains the following elements:

- A greeting: "HI, POLLY!"
- A message: "Listed below are your centers and grant information."
- A section header: "CENTERS"
- Two buttons: "ADD CENTER" and "PRINT GRANTEE RECORD"
- A table with two columns: "Name" and "Type".
- A table row with the following data:

Name	Type
Adams-Friendship Elementary	Public School
- An "EDIT" button at the bottom right.

The Windows taskbar at the bottom shows the time as 11:41 AM on 4/19/2018. The Wisconsin Department of Public Instruction logo is visible in the bottom right corner.

# What is on the Grantee Overview page?

- Information about grantee (fiscal agent)
- List of centers (primary schools served)
- Click on “Edit” button to change grantee information
- Click on name of center to go to Center Overview page

# Grantee Overview Page

Grantee Overview | Data | Wisconsin Department of Education

Secure | <https://21apr.ed.gov/grantee/3158/overview>

Apps Family Stories Pilot NAA Quality Conversion My Account Untitled document Two Ways of Organizing

## 21APR - GRANTEE OVERVIEW

**MENU**

HI, POLLY!

Listed below are your centers and grant information.

### CENTERS

[ADD CENTER](#) [PRINT GRANTEE RECORD](#)

Name	Type
Adams-Friendship Elementary	Public School

Click here! →

Click here! → [EDIT](#)

Windows Taskbar: 11:41 AM 4/19/2018

# What information can I change on “Grantee Overview” page?

## Do NOT Edit

- **Name of grantee**
- Grantee award information
- **Name of centers** associated with grant
- **Do not add or delete centers**

## Do Edit

- Contact name and information
- Grantee location
- Grantee type
  - Refers to fiscal agent
  - School-based, CBO, etc.



# What do I see next?

The screenshot shows a web browser window with the URL <https://21apre.doe.wisconsin.gov/center/743/edit>. The page is titled "CENTER OVERVIEW" in large pink letters. Below the title, the center's name "ADAMS-FRIENDSHIP ELEMENTARY" is displayed. There are two main buttons: "GRANTEE OVERVIEW" and "ENTER APR DATA". Under the "CENTER INFORMATION" section, there are four input fields with the following data entered:

- What is the center's name? Adams-Friendship Elementary
- Center's Address? 201 West 6th Street
- Center's Zip? 53934
- Center's City? Friendship

The page also features a "MENU" button on the left and a "Center Info" button on the right. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:56 AM on 4/19/2018.

# What is on the Center Overview page?

- Information about individual center
- Only place to enter information about:
  - Feeder schools – Should match application
  - Partners – See p. 10 of Data Guide for official definition
- Information entered applies to entire programming year, not just reporting period
- Only need to enter one time

# What information can I change on “Center Overview” page?

## Do NOT Edit

- **Name of center**
  - Should **always** be name of primary school served by grant

## Do Edit

- Center address
- Contact name and information
- Center type
  - Refers to location where program takes place
  - School-based, CBO, etc.
- **Feeder schools**
- **Partners**

# Grantee and Center Overviews: Important Definitions

- Feeder School: Choose “Yes” if participants are enrolled in school other than center location
- Partners: Entities other than the grantees or school(s) served which provide an in-kind or cash contribution

# I am ready to start entering data, what do I do?

- Go to **“Grantee Overview”** page and scroll down to list of centers
- Click on **name of center** for which you will be entering data to go to “Center Overview” page
- Click on **“Activities”** tab that is located in upper right-hand corner of screen **OR**
- Click on **“Enter APR Data”** button

# How do I enter data?

The screenshot shows a web browser window with the URL <https://21apr.ed.gov/grantee/3158/overview>. The page title is "21APR - GRANTEE OVERVIEW". Below the title, it says "HI, POLLY!" and "Listed below are your centers and grant information." The section is titled "CENTERS". There are two buttons: "ADD CENTER" and "PRINT GRANTEE RECORD". Below these is a table with two columns: "Name" and "Type". The first row of the table contains "Adams-Friendship Elementary" and "Public School". An arrow points to the first row of the table with the text "Click here!". At the bottom right of the table area is an "EDIT" button.

21APR - GRANTEE OVERVIEW

HI, POLLY!

Listed below are your centers and grant information.

CENTERS

ADD CENTER PRINT GRANTEE RECORD

Name	Type
Adams-Friendship Elementary	Public School

EDIT

# What do I see next?

Centers | Data Collection x Wisconsin Department of Public Instruction x

Secure | <https://21apre.dpi.wisconsin.gov/center/743/edit>

Apps Family Stories Pilot NAA Quality Conversion My Account Untitled document - Two Ways of Organizing

← OVERVIEW → ACTIVITIES

**CENTER OVERVIEW**

**ADAMS-FRIENDSHIP ELEMENTARY**

Click here!

GRANTEE OVERVIEW ENTER APR DATA

**CENTER INFORMATION** Center Info

What is the center's name? Adams-Friendship Elementary

Center's Address? 201 West 6th Street

Center's Zip? 53934

Center's City? Friendship

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

# How do I report on activities?

- Asked to report on activities delivered at the center
- Each activity must be reported as one of **16 activity categories** provided by the US DoE's non-regulatory guidance
  - Categories represent allowable grant activities
- 21APR Data Guide, pp. 11-12 - list of categories



## ACTIVITIES

---

### TYPES OF ACTIVITIES

In this section, report on the activities delivered at each Center. Each activity must be reported as one of the 12 activity categories provided by the US Department of Education's non-regulatory guidance. Select the category that best fits the primary goal of the programming. Even though many programs may serve more than one goal, choose the primary goal of the activity and report all information for this activity through its primary goal. For example, if an activity is a literacy activity and at the same time an art activity, report it as a literacy activity. If an activity does not clearly fit into one of the 12 types, select the activity type that most closely fits. **Your SEA may provide State specific guidance on assigning activities to a particular category.**

Once the primary goal has been entered, the system will ask whether this activity is also a College and Career Readiness activity. This is the only secondary goal for which the US Department of Education will collect data.

If the activity's primary goal is College and Career Readiness (e.g. "College 101"), enter it under the College and Career readiness category.

---

### ACADEMICS

STEM	Activity that contributes to the development of science, technology, engineering, or mathematics skills.
Literacy	Activity that contributes to the development and enjoyment of reading and writing skills.
Tutoring	Activity that provides direct support for the core academic subjects.
Homework Help	Activity that provides direct support in the completion of homework assigned during the school day.
English Language Learners Support	Activity that provides direct support to students classified as English language learners.

## ACTIVITIES

---

### ENRICHMENT

Entrepreneurship	Activity that contributes to the understanding of small business practices and business ownership.
Arts & Music	Activity that engages students in the creation of art and music and develops the appreciation of art and music.
Physical Activity	Activity that engages students in a physical activity and develops the appreciation of health and nutrition.
Community / Service Learning	Activity that engages the students in an activity that benefits the community outside the center.
Mentoring	Activity that engages the student with a role model.

---

### CHARACTER EDUCATION

Drug Prevention	Activity that provides information about alcohol or other drug use prevention.
Counseling Programs	Activity that provides socio-emotional counseling services.
Violence Prevention	Activity that promotes peaceful conflict resolution.
Truancy Prevention	Activity that promotes school attendance.
Youth Leadership	Activity that promotes the active engagement of leadership roles.

---

### COLLEGE AND CAREER READINESS

College & Career Readiness	<p>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.</p> <p>NOTE: If the activity's primary goal is College and Career Readiness (e.g. "College 101"), enter it here. If it is a secondary goal, check the College and Career Readiness box when entering it into its primary activity above.</p>
----------------------------	--

# How do I report on activities?

- Choose category that best describes **primary focus or intent** of activity
- If activity does not easily fit into a given category, choose best fit
- Report each activity in **only one category**
  - Exception: College and Career Readiness

# How do I report on activities?

- For each category, required to report:
  - How often on average activity type is offered
  - Average hours per session
  - Average number of participants
- Intent is capture **participation rates** and **dosage**
  - How many students are participating in those types of activities?
  - How much time do they spend doing those types of activities

# How do I report on activities?

- Number of hours per session:
  - If number is different for different groups, take average
  - Unduplicated – Count each activity only once
- Number of students attending sessions:
  - Unduplicated - Count students only once

# How do I report on activities?

The screenshot shows a web browser window with the URL <https://21apr.ed.gov/activity/743/edit>. The page is titled "ACTIVITIES" and "SUMMER 2018". A navigation bar at the top includes a "CENTER" button with a left arrow and a "STAFFING" button with a right arrow. A "MENU" button is on the left side. The main content area is titled "ACADEMICS" and contains a form with the following fields:

- ☒ How many STEM? ? (More than once a week)
- Times a week? (2)
- Average hours per session? (1-2 hours)
- Average participants? (More than 30)
- Is STEM also College and Career Readiness? (No)

Below the "ACADEMICS" section, there are two unchecked checkboxes:

- ☐ How many times per term is Literacy
- ☐ How many times per term is Tutoring

# How do I report on staffing?

- See 21APR Data Guide, p. 15 for staffing categories and definitions
- Indicate number of paid and volunteer staff for each category
- Select “Paid” only if staff members are compensated through 21<sup>st</sup> CCLC grant
- List day school aides as “Other”

# Staffing: Who is an “administrator”?

## Who is a “subcontractor”?

- Administrator:
  - Staff members who have primary oversight capacity
  - Site coordinator or districtwide program coordinator
- Subcontractor:
  - Individuals who enter into a formal contract to provide services
  - May include staff from partner organizations who come in to lead specific activities
  - Also known as “vendors”

# What information is collected in “Participation” section?

- See 21APR Data Guide, pp. 16 -19
- Student grade levels
- Student attendance (>30, 30-59, 60-89, and 90+ days)
- Student sub groups (gender, race, FRL, ELL, Special Education)
- Report according to grade bands (K-5, 6-12)



# How do I answer the question about family members?

- Final question of “Participation” section
- Number of **adult family members of CLC participants** who attended CLC-sponsored **family programming events**
- Only count family members of students enrolled in CLC program
- Can be family members who do not reside in household (i.e. grandparents, etc.)

# What outcomes do I report?

- For 2018-19 all WI 21<sup>st</sup> CCLC grantees should report on **teacher survey** results
- Reported during Spring data window
  - Keep surveys until data is reported!
- Surveys measure change in following areas over course of school year:
  - Homework & Class Participation
  - Classroom Behavior

# Where can I get the teacher survey?

- Teacher survey is posted on the DPI 21<sup>st</sup> CCLC webpage
- Instructions for administering surveys and compiling survey data are also posted
- Available here:  
<http://dpi.wi.gov/sspw/clc/performance-report>

# How do I administer teacher surveys?

- Surveys administered at **end of school year** for all **regular attendees**
- Completed by classroom teacher or teacher familiar with student's homework completion, class participation, and classroom behavior
- Obligated to get **at least 75% of surveys** returned



# 21<sup>st</sup> Century Community Learning Centers Teacher Survey

PI-1851 New 04-16

This survey is designed to collect a teacher's perception of changes in a student's performance in three domains. Before filling this survey out, make sure that:

- The student has participated in the 21<sup>st</sup> Century Community Learning Center after-school program this year.
- You have been this student's teacher for at least a semester and have knowledge of his/her homework completion, class participation, and classroom behavior.
- You are completing this survey toward the end of the academic year.

Date of Review *Mo./Day/Yr.*

## GENERAL INFORMATION

Student Name *First and Last*

Teacher Name *First and Last*

School

Grade of Student

Subject Taught *If middle or high school*

## STUDENT EVALUATION

### Homework Completion

1. What happened with the student's homework completion over the course of the year?

- ☐ A. It needed to improve and it did improve.
- ☐ B. It needed to improve but it stayed the same.
- ☐ C. It needed to improve but it got worse.
- ☐ D. It did not need to improve.
- ☐ E. Not applicable; no homework assigned.

### Class Participation

2. What happened with the student's class participation over the course of the year?

- ☐ A. It needed to improve and it did improve.
- ☐ B. It needed to improve but it stayed the same.
- ☐ C. It needed to improve but it got worse.
- ☐ D. It did not need to improve.

### Classroom Behavior

3. What happened with the student's behavior in the classroom over the course of the year?

- ☐ A. It needed to improve and it did improve.
- ☐ B. It needed to improve but it stayed the same.
- ☐ C. It needed to improve but it got worse.

# How do I report our teacher survey results?

- Use teacher surveys to **calculate two numbers**:
  - Number of students who showed improvement in **homework completion AND class participation**
  - Number of students who showed improvement in **classroom behavior**
- Report according to:
  - Student attendance (30-59 days, 60-89, 90+)
  - Two grade bands (K-5 and 6-12)

# How do I calculate homework completion and class participation?

- To calculate **first number** (homework and participation):
  - Count number of students whose teachers marked:
    - On **Question 1**, either
      - “A” (Did Improve),
      - “D” (Did Not Need to Improve), or
      - “E” (Not Applicable)
- AND**
- On **Question 2**, either
    - “A” (Did Improve) or
    - “D” (Did Not Need to Improve)
- Only count students who improved (or did not need to improve) in **BOTH** areas!

# How do I calculate classroom behavior?

- To calculate **second number** (behavior):
  - Count number of students whose teachers marked either “**A**” (Did Improve) or “**D**” (Did Not Need to Improve) for **Question 3** on teacher survey



# How do I know the data was submitted?

- Data is saved as you go
- 21APR system does not send confirmation of successful submission
- Data is officially submitted after DPI reviews and certifies data

# Who do I contact if I need help?

- If you get locked out of the system, contact the DPI
- For clarification regarding how to report activities, staffing, participation, or outcomes, contact DPI
- For all other questions, contact the 21APR help desk

# How do I contact the help desk?

- Via the contact form on the APR website (see next slide)

OR

- By email: [21apr@thetactilegroup.com](mailto:21apr@thetactilegroup.com)
- Reminder: Help desk will only respond to inquiries from registered users

File Edit View Window Help

Welcome | Data Collection | Wisconsin Department of Education

https://21apr.thetactilegroup.com

# WELCOME

## HI, TANYA ! LET'S GET TO WORK.

SEA USER - WISCONSIN

### WHO ARE YOUR GRANTEES?

Review and add grantee profile information as well as each grantee's centers' profile and APR information.

[MANAGE GRANTEES](#)

Need help? For the quickest answer, check out the [FAQs](#). You can also submit a [Help Desk Contact Form](#).

You can also email us at [21apr@thetactilegroup.com](mailto:21apr@thetactilegroup.com) or call 1-888-282-4589. We will get back to you as soon as possible within two business days.

This data collection tool for the 21st CCLC program is funded by the US Department of Education Office of Education and Secondary Education under contract ED-ESE-14-C-0120.

[Guides and FAQs](#)

[LOGOUT](#)

Tanya

# Use of Cayen to Submit APR

# Current Scale-Up Participants

- Two options:
  - Enter data directly into 21APR (as always in the past)
  - OR
  - Certify data in Cayen Systems (Cayen would upload your data into 21APR directly)
- All Scale-Up Participants should communicate their choice to Mike Holstead ([holsteam@uwgb.edu](mailto:holsteam@uwgb.edu)) by April 26.

# Current Scale-Up Participants

- Two options for using Cayen to administer teacher surveys
  - Printable PDF
  - Digital online format
- Paper PDF version
  - Enter responses manually into Cayen using Quick Data Entry Tools option in Registration menu
- Online format
  - Share student links with teachers
  - Teacher responses are auto-tabulated

# Current Scale-Up Participants

- Questions about using Cayen for teacher surveys
  - Webinar recording available:  
[https://www.cayen.net/documents/wisconsinas21\\_web\\_training\\_2019-03-06.mp4](https://www.cayen.net/documents/wisconsinas21_web_training_2019-03-06.mp4)
  - Contact Michael Holstead or Cayen team for assistance.



# Current Scale-Up Participants

Webinar on how to Certify Data in Cayen  
scheduled for:

April 25 @ 11-12:30 PM  
(only for Scale-Up Participants)

The screenshot displays the Cayen Systems web application interface. The left sidebar contains a navigation menu with options: Dashboard, Program Information, Site Information, Activities (highlighted with a star), Registration, Rosters, Attendance, Reports, Search, Payments (inactive), and Settings. The main content area is titled 'APR Certification' and shows a date range of 'Fall 2018 (09/01/2018 - 01/18/2019)' with a '(Change)' link. Below this, there are six data entry sections arranged in a 2x3 grid:

- STEM**: How Often: More than once a week; Times Per Period: 4 days a week; Average Hours Per Session: 1-2 hours; Average Participants: More than 30.
- Literacy**: How Often: More than once a week; Times Per Period: 4 days a week; Average Hours Per Session: 1-2 hours; Average Participants: More than 30.
- Tutoring**: How Often: Not Offered; Times Per Period: N/A; Average Hours Per Session: N/A; Average Participants: N/A.
- Homework Help**: How Often: More than once a week; Times Per Period: 3 days a week; Average Hours Per Session: Less than 1 hour.
- English Language Learners Support**: How Often: Not Offered; Times Per Period: N/A; Average Hours Per Session: N/A.
- Entrepreneurship**: How Often: Not Offered; Times Per Period: N/A; Average Hours Per Session: N/A.

Each section includes dropdown menus for the 'How Often', 'Times Per Period', and 'Average Hours Per Session' fields.

# Future Plans (2019-2020) for Cayen Use and APR

- All Wisconsin 21<sup>st</sup> CCLC sites will be provided a license to use Cayen Systems and expected to enter data
- At a minimum, sites will be required to enter and certify APR data into Cayen (this will replace submission to 21APR)
- Sites will be encouraged (but not required) to enter data more regularly and participate in optional components (with regular data entry required in 2020-2021)

# Contacts

- Alison Wineberg, Consultant
  - (608) 267-3751
  - [alison.wineberg@dpi.wi.gov](mailto:alison.wineberg@dpi.wi.gov)
- Tanya Morin, Consultant
  - (608) 267-9393
  - [tanya.morin@dpi.wi.gov](mailto:tanya.morin@dpi.wi.gov)
- Teri LeSage, Consultant
  - (608) 267-5078
  - [teresalesage@dpi.wi.gov](mailto:teresalesage@dpi.wi.gov)

# Thank You

