

Wisconsin 21<sup>st</sup> Century Community Learning Centers**10 Statewide Evaluation Tasks Nita M Lowey 21st CCLC Programs Can Do Virtually**

- 1) Read the 2018-2019 Annual Summary Report: The 2018-2019 Annual Summary Report for Wisconsin (WI) Nita M Lowey 21st Century Community Learning Centers (21st CCLC) was published late in the summer and distributed around the start of the school year. It highlights and summarizes the key data that was submitted via last year's Yearly Progress Report (YPR). If you have not yet had a chance to read it, now is the time to check out the great work Wisconsin 21st CCLCs did last year.
- 2) Review Webinar and Training Materials: The website for the University of Wisconsin-Green Bay's (UWGB) Consortium of Applied Research (CAR) has a page devoted to WI 21st CCLCs: <https://www.uwgb.edu/consortium-of-applied-research/wisconsin-21st-century-community-learning-centers/>. All of the webinars and training materials from the past two years are posted here. If you missed these webinars or need a refresher, you can view them all here.
- 3) Catch up on **Attendance Data** in the Cayen System: If you are behind in tracking attendance or entering other programmatic data (partners, staffing, student demographic data, etc.) in Cayen, use this as an opportunity to catch up. One big benefit to getting caught up with attendance data in the system is that the Cayen system will automatically calculate and format all necessary APR data. This is a huge timesaver and well worth your effort.
- 4) Certify Fall 2019 APR: Your Fall 2019 APR data is now ready to be certified in the Cayen System. Go to the **Reports** menu, select **CLC APR by Reporting Period**, and then select **APR Report**. If you have kept up with entering student attendance and programmatic data in the Cayen system, the APR data will be automatically calculated and formatted into the APR report; if you have not kept up with the Cayen system, you will have to manually enter the data. An APR FAQ to guide you in the process will be forthcoming.
- 5) Familiarize yourself with Cayen Reports: The **Reports** menu in Cayen has a couple dozen different reports that provide a range of programmatic information. Now is a great time to fully explore these various reports. Use this time to generate reports and think about how to use the information for data-driven decision making in your program.
- 6) Write a few Success Stories: **Success Stories** is a little-used and highly-underrated feature of the Cayen System, accessible in the **Program Information** menu. Use this feature to write narratives about something positive that has happened in your program, to track activities or ideas that worked well, to journal important programmatic events, or just note down anything

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you want to keep for posterity. Success Stories can be added at the individual site level or district.

7) Set up a Cayen term for School Year 2020-2021: Yes, that's right! You can begin setting up your Cayen page for next school year. To do this, follow these five steps:

1. Go to **Program Settings**, select the **Terms** card, and click **+Add New Term**.
2. For the **Term Name**, type "2020-2021 School Year"
3. For **Start Date**, type "August 24, 2020"
4. For **Reporting Year**, type "2020-2021"
5. **Save and Close**, then go to **Change Credentials** (hover mouse over your name) and change the **Term** from the "2019-2020" to "2020-2021" School Year.

Now you can get a head start on your Cayen set-up for next year.

8) Distribute Online Student and Parent and Guardian Surveys: UWGB is in the process of developing an online tool for distributing digital versions of the Student and Parent and Guardian surveys via Qualtrics. We will provide more information and guidance on this process in the coming days.

9) Distribute Online Teacher Surveys: In April, the Cayen system will begin to send out links to the Teacher Survey for all students who have attended 20 or more days of programming. You can share these links with the students' teachers for them to fill out the survey online. We realize that collecting teacher surveys will be especially difficult this year, so we will keep you updated on the status of this federal requirement as we learn more.

10) Attend Weekly Check-In Sessions: The DPI and UWGB teams will be offering weekly online Check-In sessions through Zoom throughout this period of school closures. Any and all 21st CCLC staff are invited to participate. Each session will focus on a different topic, but we will also use these sessions to listen to your questions and concerns. We will offer advice and guidance on 21st CCLC matters. We want these sessions to be an opportunity for the WI 21st CCLC community to unite together to discuss questions and concerns, to offer advice and guidance, to bounce ideas off of one another, and just talk.