

# 21<sup>st</sup> Century Community Learning Centers (CCLC) Grant APR System Frequently Asked Questions (FAQ)

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## **Introduction:**

As an obligation of their grant award, all 21<sup>st</sup> CCLC grantees are required to enter data related to their program into the federal Annual Performance Report (APR) system. Data collection for the 2016-17 programming year will begin on March 16, 2017.

The Wisconsin Department of Public Instruction (DPI) has developed the following FAQ in an effort to provide Wisconsin grantees with guidance related to entering data into the APR system. The information in this guide is subject to change as we receive new information from the federal Department of Education. As we become aware of changes, we will update the FAQ and advise you that an updated FAQ is available.

In addition to this FAQ, we recommend that grantees refer to the 21APR Data Guide, a document published by the federal Department of Education for users of the APR 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. It can also be accessed directly from the APR site.

Please be aware that the Federal Department of Education has contracted with the Tactile Group to set up the APR system and DPI has very little information about how the system works. Consequently, we do not have the answers to technical problems related to accessing or entering data in the new system. Those questions should be directed to the Tactile Group at: [21apr@thetactilegroup.com](mailto:21apr@thetactilegroup.com) or 1-888-282-4589, Monday-Friday, 9-5 ET. We have been told that the best way of getting an answer to a question is to contact them via email.

## **What is the timeline for entering 2016-2017 data?**

The APR system **collects data according to three terms: summer, fall, and spring**. There will be three discrete, sequential windows of time when the system will be open for grantees to enter data related to each of these terms for the 2016-2017 programming year.

Dates for entering data for the 2016-17 school year are as follows:

- **Summer 2016** data can be entered from **March 16-April 10**
- **Fall 2016-17** data can be entered from **April 18-July 17**
- **Spring 2017** data can be entered from **August 1-December 1**

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

- **Summer data** should reflect CLC activities that took place from **June 13, 2016 - August 26, 2016**
- **Fall data** should reflect CLC activities that took place from **August 29, 2016 - January 20, 2017**

- **Spring activities and staffing data** should reflect CLC activities that took place from **January 23, 2017 - June 9, 2017**
- **Spring participation and outcomes data** is cumulative and should reflect **the entire 2016-2017 school year (August 29, 2016-June 9, 2017)**. Do NOT include data related to summer programming when entering data for the spring term

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

The 21<sup>st</sup> CCLC APR system 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.

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

The DPI is required to designate one person per fiscal agent (district, CBO, charter school, etc.) as the primary contact person for the federal Annual Performance Report (APR) system. This is the only person who will have a user account and will be able to log onto the APR system and enter data.

The majority of the communication from the DPI regarding the APR system will be directed to the primary contact person. The primary contact is responsible for passing information about the APR system along to other people in their district/organization who may be involved in collecting and reporting data.

We have been told that the APR system help desk will not answer any questions that come from people who are not registered users.

### **My grant serves multiple schools. Can I add additional users so other people can enter data?**

No. **The system only allows one user account per grantee**. If you represent a grantee with multiple sites (i.e. a district with more than one funded school), one grantee-level user has been designated and is responsible for entering data for all sites. If you need to change the designated grantee-level user, please let us know in a timely manner.

Please note, even if you change the contact information in the grantee profile, the user *does not* change. Only DPI can make this change.

### **I have logged onto the system and am reviewing the information on the “Grantee Overview” page. Can I change the information listed on this page?**

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

- You **may update** the **contact information** and the **grantee location** (i.e. address). You may also update the grantee type (school-based, CBO, etc.). Please note, the grantee type refers to the fiscal agent or organization that receives the grant.
- **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.
- **DO NOT add centers** or **change the names of the centers** listed on the grantee profile. The name of the center(s) should be the name of the primary school(s) served by the grant.

### **I am ready to start entering data. What do I do?**

On the “Grantee Overview” page, scroll down to the section where the names of the centers are listed. **Click on the name of the center for which you will be entering data.** This will take you to the “Center Overview” page. **Click on the “Activity” tab that is located in the upper right-hand corner of the screen OR click on the button that says “Enter APR Data.”** You are now ready to enter data!

### **I’ve started to enter information in the “Center Overview” section, but our contact information has changed. Should I change it?**

Yes, you should make sure the contact information is correct on the “Center Overview” page.

### **What else should I update on the “Center Overview” page?**

- You **may edit** the **center address** and **center type**. Please note, the center type refers to the location where the program takes place.
- Update the *Feeder School* list, if applicable. You should enter feeder school information if there are CLC participants who are enrolled in a school other than the center location. This list should reflect the feeder schools included in your grant application.
- Update the *Partners* list. For the purposes of the APR system, partners are defined as entities other than the grantee or school(s) served which provide an in-kind or cash contribution to support the program.

### **Is there anything I shouldn’t change on the “Center Overview” page?**

- **DO NOT** change the **name of the center**. The name of the center should be the name of the primary school served.
- **DO NOT** select that you offer *Extended Learning Time*. This is not allowed under the grant in Wisconsin.

**The categories of activities listed in the Activity section aren't 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 on 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, either choose the best fit or disregard that activity**, as it falls outside of the reported categories.
- 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.
- 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 (duplicate count).

**What else do I need to report in the activities section?**

For each category you select, you will be asked to enter the **averaged combined frequency, hours, and participation** of all activities of that type during the term which you reporting (Summer, Fall, or Spring). For example, if your program offered a variety of STEM activities over the course of the Fall term, you would need to report how frequently STEM activities took place, 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?**

- The **average number of hours** is meant to capture **dosage** – the average amount of time a CLC participant spends doing that type of activity over the course of a year, month, week, or day. For example, if you indicated that literacy-related activities are offered on a weekly basis, you would report the average amount of time a student participates in those activities during a typical week. If different groups of students have access to different amounts of literacy-related programming, you would average those times together and report the average. So, if Grades 1-2 do four hours of literacy-related programming a week and Grades 3-5 do six hours, you would report five hours.
- 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 would 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.

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

- 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 CLC line staff supervision.
- **Subcontractors** are individuals who 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.).

**Many of our CLC 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 don't fit into either the “School Day Teachers” category or the “Other Non-Teaching School Staff” category. For that reason, we are advising that grantees report aides as “Other.”

**What kind of information is collected about students in the “Participation” section?**

In the “Participation” section, you will be asked to report on the following things:

- 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 status (Required)
  - ELL status
  - Special Education status

**Note:** The APR system requires users to **report participation data according to two grade bands: K-5 and 6-12**. If your program serves students in grades K-8, you will have to report separately on K-5 students and 6-8 students.

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

This question refers to **the number of adult family members of CLC students who attended CLC 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 CLC funds, only count those family members in attendance who had a student enrolled in the CLC program.

### **What “Outcomes” should Wisconsin CLC grantees report this year?**

All Wisconsin grantees are required to report on teacher survey data in the “Outcomes” section of the APR system. Teacher surveys should be administered in the spring for all CLC participants who are regular attendees (i.e. attended more than 30 days). The teacher survey form, as well as instructions for administering the survey and entering survey data into the APR system can be found on the DPI’s CLC webpage.

### **Do I need to report outcomes for all three terms (Summer, Fall, and Spring)?**

- Because the teacher survey is only given in the spring this year, you should **only report the teacher survey information when you enter data related to the Spring term.**
- You **should not enter data related to outcomes for the Summer and Fall terms.** When reporting Summer and Fall data, leave the “Outcomes” section completely blank.

### **The questions in the “Outcomes” section in the APR system 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 system has condensed the information grantees are asked to report related to teacher survey results. The APR system has one question related to improvement in homework completion AND class participation and one related to improvement in classroom behavior.

### **Please follow the instructions below when compiling and reporting teacher survey data. Please note, these instructions have changed for 2016-17!**

- 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 APR 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/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 system requires users to **report teacher survey data according to two grade bands: K-5 and 6-12**. If your program serves students in grades K-8, you will have to report separately on K-5 students and 6-8 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.

**I finished entering data. How do I submit the data? Will I receive confirmation that it has been submitted? Can I print off a copy for my own records?**

- The APR system automatically saves the data as you enter it. At the end of each section, you can hit the “Review” key, which will take you to the page where you can review your data for that section. At the bottom of that page, there is a “Submit” key. However, even if you don’t hit “Submit,” your data will be saved and submitted automatically. Even after hitting “Submit,” you can go back and edit your data until the data collection window closes.
- You **will not receive immediate confirmation** from the DPI or from the Tactile Group that the data you entered has been successfully submitted. After each data window closes, the DPI will review the data that grantees have entered. We will contact you at that time if there is data that is missing or has been entered incorrectly.
- Currently, **grantee-level users do not have the ability to print APR data reports**. We have told the Department of Education that we feel that it is important for grantee-level users to have the ability to print reports. We encourage you to submit this suggestion to the help desk as well. It is possible that they will change this feature of the system if they hear from enough people.

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

- If you forgot your password and challenge questions or need a new email sent to you with a link to activate your account, contact one of the consultants at the DPI. The Tactile Group does not store passwords and does not activate or re-activate accounts. If you email them about this issue, you may not hear back from them.
- For all other questions and concerns, please contact the help desk. There are now **two ways of contacting the help desk**.

- Via a **help desk contact form**, which can be accessed on the APR website. To find the form, scroll down to the bottom of the page and click on the “Contact Us” or “Help Desk Contact Form” button.
  - Via email: [21APR@thetactilegroup.com](mailto:21APR@thetactilegroup.com). Try to provide as much detail as possible in the email and submit one question or suggestion per email message. Include a screenshot if possible. This will help to expedite the response.
- For basic information related to navigating the system, review the *Guides and FAQs* link at the bottom of the APR homepage.