

# Using PPICS for Data Collection: Federal Reporting Requirements

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1 2 3 4 5   

**AIR Highlights**

**New Website Allows Consumers to Evaluate the Performance of U.S. Four-Year Colleges**  
A joint project between AIR and Matrix Knowledge Group, Collegemeasures.org is an interactive website that creates options for evaluating the performance of four-year public and private colleges and universities in the United States. The site is designed to provide information to help officials improve outcomes and performance at higher

**Good Behavior Game**  
The Good Behavior Game (GBG) is a team-based classroom behavior management strategy that helps young children master the role of student while developing the discipline needed to sit still, pay attention and complete their school work. AIR works with school districts and communities on all aspects of GBG implementation. [Read More >](#)

**News & Events**

Monday, December 27, 2010  
AIR Selected by the *Washington Post* as One of Its Top 200 Businesses... [Read More >](#)

Wednesday, December 22, 2010  
American Institutes for Research Promotes Six Senior Executives... [Read More >](#)

Tuesday, November 16, 2010

# First Things First: What is PPICS?

- “PPICS” stands for *Profile and Performance Information Collection System*
- *Profile*
  - PPICS asks you to submit “Grantee Profile” information—basic information about your grant and centers.
- *Performance Information*
  - PPICS asks you to submit program data for each year your grant was in operation. “Annual Performance Reports” (or APRs) are collected every year.

# First Things First: What is PPICS?

- Think about PPICS in terms of two main “modules”:
  - The Grantee Profile (keep up to date!) 
  - The APR (fill one out each year!) 
- To fulfill your reporting requirements, you will need to complete BOTH the Grantee Profile AND the APR.
- An APR must be completed *each* year your grant is active.

# First Things First: Why Am I Being Asked to Report in PPICS?

There are two big reasons PPICS is necessary:

## ➤ Reason 1

- Shift from Federal to State administration

# First Things First: Why Am I Being Asked to Report in PPICS?

## ➤ Reason 2

- ED needed to report GPRA indicator data

# GPRA Act: The Short Version's Bottom Line

- Submitting high-quality data in a timely

Remember! Congress can *always* find other uses for taxpayer money.

- *Accurate, reliable, and timely* data will help the program continue to improve,
- and will ultimately be a great help to the children you serve.

federally.

# GPRA Act: The Short Version

- A few tips before we get into reporting details:
  - A big part of program effectiveness is the ability to continually improve—it *doesn't* mean absolute, complete, total, immediate success.
  - We're not looking for data that show a startlingly rosy picture—that's unrealistic.
  - We need *accurate* data.
  - Accurate data enable quality critical analysis—analysis that highlights program strengths and reveals areas where the program can be improved.
  - With accurate, complete data, ED can make a strong case for the continuation of the program, and provide *you* with the tools you need to succeed.

# PPICS Part 1: How Grantees Gain Access to PPICS

- 1. State staff need to complete a delegation form online (in PPICS), and submit the form to LPA. If you are a new grantee, make sure your state coordinator has completed this step.
- 2. Upon submission of the delegation form, LPA automatically sends an e-mail containing username and password information to the grantee **contact** (specified by the state).
- 3. The person specified as the grantee **contact**, upon receiving the e-mail, will then be able to log in to PPICS as a **grantee user**.

# First Things First: What is PPICS?

ED.gov U. S. Department of Education  
Promoting educational excellence for all Americans

Search ED.gov »  GO  
Advanced Search

21st Century Community Learning Centers  
21st CCLC Profile and Performance  
Information Collection System

You are logged in as:  
Demo@GSU  
[Logout](#)

Home/Help Grantee Profile APR Reports Export Data

## Home Page

Welcome to the 21st Century Community Learning Centers (CCLC) Profile and Performance Information Collection System! The purpose of this system is to collect basic information from 21st CCLC grantees like yourself about the characteristics associated with your program and the outcomes you were able to achieve as a result of providing services to students and adult family members attending your program.

## Getting Started

In order to begin the process of entering your data into the Profile and Performance Information Collection System, click on one of the tabs at the top of the page, or click the Instructions link for more information. You are also strongly encouraged to download and thoroughly read the [Grantee Profile User Guide](#) (Adobe® Reader® PDF, 1MB). This document provides important information on the information you will need to complete your Grantee Profile. (Note. A new APR User Guide is currently in development and will be posted here when completed.)

## System Instructions and Supports

- [Instructions](#)
- [I want to change my password or e-mail address](#)
- [Technical Support, Troubleshooting, and Contact List](#)

## User Guides and Forms

# PPICS Part 2: The Grantee Profile

## The Grantee Profile



# Grantee Profile: The Main Page's Four Major Sections

The screenshot shows the ED.gov website interface. At the top left is the ED.gov logo and the U.S. Department of Education tagline. A search bar is on the top right. Below the header, there's a navigation bar with buttons for Home/Help, Grantee Profile (highlighted in orange), APR, Reports, and Export Data. A secondary navigation bar contains a question mark icon, Tutorials, and User Guide. The main content area features a blue link for Grantee Profile Instructions, followed by the text "Grantee: Demo Grantee 1". Below this is a paragraph of instructions. A row of four buttons (Basic Info, Objectives, Partners, Centers) is highlighted with a blue box. The text "Demo Grantee 1" is also highlighted with a blue box. Three blue boxes with arrows point to these elements: one to the "Grantee Name" text, one to the "Demo Grantee 1" text, and one to the row of buttons.

ED.gov U. S. Department of Education Promoting educational excellence for all Americans Search ED.gov » GO Advanced Search

21st Century Community Learning Centers 21st CCLC Profile and Performance Information Collection System You are logged in as: Demo@G8U Logout

Home/Help **Grantee Profile** APR Reports Export Data

Grantee Profile Main Page ? Tutorials User Guide

[Grantee Profile Instructions](#)

Grantee: Demo Grantee 1 ← Grantee Name

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Demo Grantee 1 ← Grantee Name

Basic Info Objectives Partners Centers ← Grantee Profile sections

# What information needs to be provided for the Grantee Profile module?

- A profile needs to be completed for each 21st CCLC grant received by a grantee. If you receive a *new* grant, you must begin a *new* PPICS record.
- To complete the Grantee Profile, complete all four Grantee Profile sections:
  - Basic Info
  - Objectives
  - Partners
  - Centers (Center Info, Prior Info, Feeder Schools)

# Grantee Profile: Basic Info

If your organization has a Web site, please list the address. (Optional)

\*Please indicate if any of the following sources of funding are being utilized in conjunction with 21st CCLC funds to provide services to students and/or adult family members attending the 21st CCLC program. (Please check all that apply.)

- Title I funds
- Supplemental Education Services funds
- Upward Bound funds
- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) funds
- Even Start funds
- School Dropout Prevention Program funds
- Safe and Drug-Free Schools funds
- Safe Schools/Healthy Students Discretionary Grant funds
- Early Reading First funds
- Migrant Education Program funds
- Carol M. White Physical Education Program funds
- Mentoring Grants funds
- Other Federal Sources of Funding
- Other State Sources of Funding
- Funding from the Local School District(s)
- Foundation Funding
- Other
- None of the above

Save My Information

# Grantee Profile: Basic Info

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# Grantee Profile: Objectives

21st Century Community Learning Centers  
21st CCLC Profile and Performance Information Collection System

You are logged in as:  
Demo@G8U  
[Logout](#)

Home/Help **Grantee Profile** APR Reports Export Data

**Grantee Profile**  
**Demo Grantee 1**  
**Objectives**

You have successfully added a new Objective named Demo O1

[Return to Grantee Profile Main Page](#)  
[Objectives Instructions](#)

**Add a New Objective:**

Objective Description:

**Existing Objectives:**

Click the **Classify Objective** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Active Objectives**

Demo Objective 1

There are no inactive Objectives for Demo Grantee 1.

**Tutorials** | **User Guide**

- Grantee Profile Video Tutorials
  - Intro
  - Basic Info
  - Objectives
  - Partners
  - Centers
  - Center Info
  - Prior Info
  - Feeder Schools

# Grantee Profile: Objectives

**\* Objective Classification**  
(Check all that apply.):

- Improve Student Achievement
- Improve Student Behavior
- Reach Targeted Participation Levels in Core Educational Services
- Reach Targeted Participation Levels in Enrichment and Support Activities
- Retain Participating Students
- Meet Planned Hours of Operation
- Offer a Particular Type of Activity or Service
- Foster Community Collaboration
- Facilitate the Social Development of Participating Students
- Provide a Safe and Secure Environment

Other:

Save My Information

- Provide a Safe and Secure Environment
- Improve Student Behavior

# Grantee Profile: Partners

Please indicate what type of organization this partner is by selecting the most appropriate option from the Partner Organization Type dropdown menu. Please also indicate how this partner is contributing to the project by endorsing the appropriate checkboxes. When you are finished, please click on the **Save My Information** button.

If this partner is no longer actively contributing to the program, you can change the status of the partner to inactive by unchecking the **Is this Partner Active?** checkbox.

Is this Partner active?

\*Partner Name:

Andes Central School District

\*[Partner Organization Type:](#)

School

\*How is the partner contributing to the project? (Check all that apply.)

- Programming/Activity-Related Services
- Goods/Materials
- Volunteer Staffing
- Paid Staffing
- Evaluation Services
- Funding/Raise Funds

Other:

Is This Partner receiving grant funds for its contribution (i.e., is this partner a [Subcontractor](#))?

Save My Information

# Grantee Profile: Basic Info

The screenshot shows the ED.gov website interface. At the top left is the ED.gov logo and the U.S. Department of Education tagline. A search bar is on the top right. The main header area includes a logo for 21st Century Community Learning Centers and the text '21st CCLC Profile and Performance Information Collection System'. A user login notification is visible. A navigation bar contains buttons for 'Home/Help', 'Grantee Profile' (highlighted in orange), 'APR', 'Reports', and 'Export Data'. Below this is a 'Grantee Profile Main Page' section with links for 'Tutorials' and 'User Guide'. A green message states: 'You have successfully updated the Demo Grantee 1 Grantee record.' Below this is a link for 'Grantee Profile Instructions'. The main content area is titled 'Grantee: Demo Grantee 1' and contains instructions: 'Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.' At the bottom of this section are four buttons: 'Demo Grantee 1', 'Basic Info' (with a red checkmark), 'Objectives', 'Partners', and 'Centers'. A thick horizontal bar is at the bottom of the page content area.

# Grantee Profile: Centers

Add a New Center:

Pick a school from this list:

## Grantee Profile

### Centers: A Demonstration Grantee Center Information

[Return to Centers List](#)

\* = Required Field

#### Let the Center, A Demonstration Grantee, Enter the Information

By submitting this form, you will send a Username/Password combination to this Center which will allow them access to only their Center information along with their part of the APR.

\*Name of Contact Person:

\*Contact's E-mail:

Submit

Demo Center 2  
[Delegate this center.](#)

Center Info

Prior Info

Feeder Schools

There are no inactive Centers for Demo Grantee 1.

# Grantee Profile: Centers

Centers

**\*What activities, by Subject Area, does this center intend to provide? (Select all that apply.)**

**ED**  N/A Reading/literacy education activities

N/A Science education activities

N/A Mathematics education activities

N/A Arts and music education activities

N/A Other

N/A Cultural activities/social studies

N/A Entrepreneurial education programs

N/A Telecommunications and technology education programs

N/A Health/nutrition-related activities

**Center Participant Population**  
Please complete this section of information that is either true about this currently operating center or with information that will be true once the center is open.

\* = Re **\*How many students do you anticipate serving at this center per year?:**

Enter **\*How many adult family members do you anticipate serving at this center per year?:**

**\*Grade Level Served (Check all that apply.):**

PreK  Third  Seventh  Eleventh

Kindergarten  Fourth  Eighth  Twelfth

First  Fifth  Ninth

Second  Sixth  Tenth

Save My Information

# Grantee Profile: Centers

Centers

**Add a**

	times a week)	times a month)	every couple of months)	provide
<b>Academic enrichment learning programs</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other enrichment activities (e.g., music, arts, cultural studies, and youth development activities)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Homework and tutoring assistance</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-- or --				
<b>Sports and recreational activities</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Other</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Pick a**  
Step 1  
Step 2  
**Add**

-- or --  
**Center**  
Center

**\*Prior Operations (Check all that apply.)**

- School year
- Summer

**Existi**

**\*Prior Staffing (Check all that apply.)**

- Paid staff—certified teacher(s)
- Other paid staff with a bachelor's degree or higher
- Other paid staff with some or no college
- Volunteer staff

Click eit  
Once a  
checkm  
edit a s

**\*Was this center previously funded under a 21st CCLC federal discretionary program?**

- Yes
- No

**A Dem**  
**Delega**

**Save My Information**

tion.

is to

**remove**

# Grantee Profile: Feeder Schools

## Add a New Feeder School:

**Pick a school from this list:**

Step 1:  ▾

Step 2:  ▾

-- or --

**Centers That Are Not Schools—or—Schools That Are Not In The Dropdown List**

Center Name:

## Existing Centers:

Click either the **Center Info**, **Prior Info**, or **Feeder Schools** buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. To delete a record, click the **Remove** button.

### Active Centers

<b>A Demonstration Grantee</b> <u><a href="#">Delegate this center.</a></u>	<input type="button" value="Center Info"/> ✓	<input type="button" value="Prior Info"/> ✓	<input type="button" value="Feeder Schools"/> ✓	<input type="button" value="Remove"/>
--	--	---	---	---------------------------------------

School Name:

# Grantee Profile: Complete

**ED.gov** U. S. Department of Education  
*Promoting educational excellence for all Americans*

Search ED.gov »   Advanced Search

 21st Century Community Learning Centers  
**21st CCLC Profile and Performance Information Collection System**

You are logged in as:  
Demo@G8U  
[Logout](#)

Home/Help **Grantee Profile** APR Reports Export Data

**Grantee Profile Main Page** ? Tutorials User Guide

[Grantee Profile Instructions](#)

**Grantee: Demo Grantee 1**

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Demo Grantee 1** Basic Info ✓ Objectives ✓ Partners ✓ Centers ✓

# Completing the Grantee Profile: Some Guidelines

- A grayed-out, checked-off button means you have entered *enough* information for the system validation; it does *not* necessarily mean your page is *truly* complete. It's up to you to enter accurate information.
- A single grantee will likely have *more than one* objective.
- A single grantee can have many community partners.
- A single grantee often has more than one center.
- A single grantee often has more than one feeder school.
- A single *center* ALWAYS has at least one feeder school.

# Grantee Profile Tips

- Ensure your contact e-mail address is correct and up to date in PPICS.
- Help ensure:
  - Objectives are classified appropriately.
  - The grantee is not identified as a partner.
  - Centers added to the system are consistent with the definition of a 21st CCLC.
  - Feeder school records are correct.
  - The profile is updated to reflect program changes.

# Grantee Profile Tips

- Use remove function only to correct mistakes
- Use the *inactivate* function to signify that something that was once true about your program is no longer true.

# PPICS Part 3: The APR

## The Annual Progress Report

Home/Help

Grantee  
Profile

**APR**

Reports

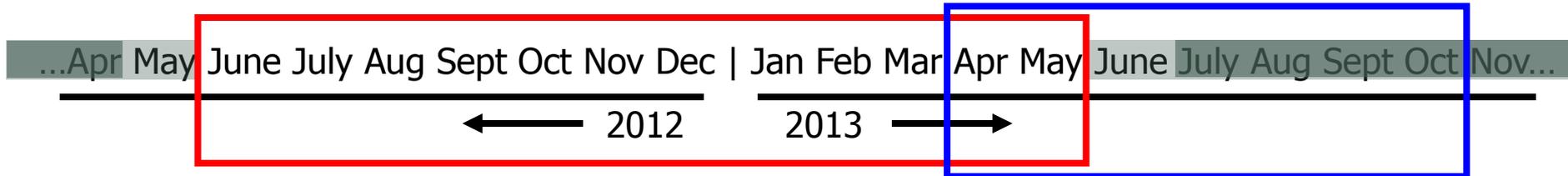
Export  
Data

# APR: Overview

- The APR is an *annual report*—it is a report of what your program did during the past year.
- A single APR covers the preceding year's summer, the preceding year's fall, and this year's spring term.

"APR 2013"/"Reporting Period"  
(exact dates based on school program calendar)

APR 2013 Data Entry  
(exact dates set by state)



# APR: Overview

- An APR needs to be completed for each 21st CCLC grant active *during the reporting period*.
- The APR asks for the elements that characterized program operation *during the reporting period* and outcomes obtained.
- The APR has up to three main sections:
  - Objectives
  - Centers (Made up of at least six sub-sections)
  - Partners

# APR: The Three Main Sections

21st Century Community Learning Centers  
21st CCLC Profile and Performance Information Collection System

You are logged in as: THIS@G6N  
[Logout](#)

Home/Help | Grantee Profile | **APR** | Reports | Export Data

## Annual Performance Report (APR) Main Page

[APR Instructions](#)

### Demo Grantee

Click any of the blue, uncheckmarked buttons below to enter information successfully completed with all the required information, a gray, checkmarked button. You can click the gray checkmarked buttons to edit a section or delegate the responsibility of completing the APR Center section to a center. You can do this by clicking on the **Centers** button.

**APR Due Date:** / /

Demo Grantee Objectives

I want to certify the APR data for my centers.

- Tutorials
- User Guide
- APR Video Tutorials
  - Main Page
  - Objectives
  - Centers
    - Main Page
    - Operations
    - Staffing
    - Attendance
    - Feeder Schools
    - Activities
    - Grades
    - SA Current
    - SA Cross Year
    - Teacher Survey
  - Regular Attendees
    - Overview
    - Student Info
    - Grades
    - SA Current Year
    - SA Cross Year
    - Teacher Survey
    - Record Management
  - Partners

Close X

# APR: Objectives

## Program Objectives:

Outlined below are the program objectives that your grantee identified when completing their Grantee Profile. *If grantees in your state have not been asked to complete a Grantee Profile, then objectives for this grantee will need to be [added](#) to the table.* In the "Status of Objective" column, please select the option that best describes the status of this objective at the end of the reporting period.

If there were program objectives that were associated with the activities a grantee undertook during the reporting period that are not listed below, please [add that objective](#) to the table.

If there were program objectives that were **not** associated with the reporting period but are listed in the table below, you can remove them from this year's APR by selecting the *Objective Not Associated with the Reporting Period* option from the Status of Objective dropdown menu. Once you save the information and return to the page the Objective in question will appear under the heading *Objectives for which APR data does not need to be submitted.*

## Objectives for which APR data should be submitted:

	Objective Classification	Status of Objective
<p><b>At least 50% of participants who attend at least 70% of sessions of the after school program will demonstrate an annual increase of at least 5 points in math and reading grades.</b></p>	<ul style="list-style-type: none"> <li>• Improve Student Achievement;</li> <li>• Reach Targeted Participation Levels in Core Educational Services</li> <li>• Offer a Particular Type of Activity or Service;</li> <li>• Foster Community</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>-- Select one --</p> <p>-- Select one --</p> <p>Met the stated objective</p> <p><b>Did not meet, but progressed toward the stated objective</b></p> <p>Did not meet and no progress toward the stated objective</p> <p>Unable to measure progress on the stated objective</p> <p>Revised the stated objective</p> <p>Dropped the stated objective entirely</p> <p>Objective Not Associated with the Reporting Period</p> </div>

# APR: Centers Page

Home/Help | Grantee Profile | **APR** | Interim Report | Reports | Export Data

? Public Resources | Tutorials | User Guide

## APR Centers

[Back to APR Main Page](#)

### 21st CCLC Centers Associated With This Grant

[Tell us about your successes](#)

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Centers that have to submit APR data:**

<b>Demo Center 1</b> <a href="#">Delegate this center.</a>	Operations	Staffing	Attendance	Feeder Schools
	Activities	Regular Attendees		

Centers that have  
**Demo Center 1**  
[Delegate this center.](#)

Feeder Schools

# APR: Centers/Operations

## Weeks and Days of Operation

Complete the following questions by identifying the total number of weeks and days the center

[Back to APR Centers page](#)

## Operational Information

Please provide the following information about the center's operations during the reporting period. To save the information you have added or updated, click on the **Save My Information** button at the bottom of the page.

Was \_\_\_\_\_ active during the reporting period? (By clicking "No" you'll be returned to the list of centers, and this center will appear under the heading, "Centers that do not have to submit APR"). If you have any questions about whether data should be reported for this center or not based on operations during the reporting period, please click on the Additional information on what constitutes being active during the reporting period link outlined below.

[Additional information on what constitutes being active during the reporting period.](#)

- Yes  
 No

## Hours of Operation

When reporting hours of operation at this center during the reporting period, please only report the typical number of hours the center spent actually operating in programs that served instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

# APR: Centers/Operations

The screenshot shows a web application interface with a navigation bar at the top. The 'APR' tab is highlighted in yellow. Below the navigation bar, there are links for 'Public Resources', 'Tutorials', and 'User Guide'. The main content area is titled 'APR Centers' and includes a link to 'Back to APR Main Page'. A section titled '21st CCLC Centers Associated With This Grant' contains a link to 'Tell us about your successes'. Below this is a paragraph explaining that a center is a physical location where grant-funded services are provided, characterized by defined hours, dedicated staff, and an administrative structure. It then asks users to 'add any centers' funded by the grant that were active during the reporting period. Another link points to 'Other items to take into consideration when reporting APR data for centers.' A final paragraph explains that blue, uncheckmarked buttons are used to enter information, while gray, checkmarked buttons are used to edit information. At the bottom, a box titled 'Centers that have to submit APR data:' shows 'Demo Center 1' with a link to 'Delegate this center.' and several buttons: 'Operations' (checked), 'Staffing', 'Attendance', 'Feeder Schools', 'Activities', and 'Regular Attendees'.

Home/Help | Grantee Profile | **APR** | Interim Report | Reports | Export Data

? Public Resources | Tutorials | User Guide

## APR

### Centers

[Back to APR Main Page](#)

#### 21st CCLC Centers Associated With This Grant

[Tell us about your successes](#)

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Centers that have to submit APR data:**

<b>Demo Center 1</b> <a href="#">Delegate this center.</a>	Operations ✓	Staffing	Attendance	Feeder Schools
	Activities	Regular Attendees		

# APR: Centers/Staffing

Other [Further guidance on classifying staff](#)

To save the information you have added or updated, click on the **Save My Information** button at

## Other Items to Take Into Consideration When Reporting Center Staffing Data

A single individual only should be classified as falling within one staff type category. When an individual staff member can be classified in more than one category, the following hierarchy should be employed in determining in what staff type category they should be counted:

1. School-day teachers (include former and substitute teachers)
2. Center administrators and coordinators
3. [Youth development workers](#) and other nonschool-day staff with a college degree or higher
4. Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)
5. Parents
6. College students
7. High school students
8. Other community members (e.g., business mentors, senior citizens, clergy)
9. Other nonschool-day staff with some or no college

10. Other

Totals:

--	--	--	--	--

# APR: Centers/Staffing - Tips

- Only report on staff who **regularly** staffed the program.
- At the bottom of the page you will be asked to report:
  - The **number** of staff funded by non-21<sup>st</sup> CCLC funds
  - The **number** of staff who left the program and were replaced by new staff

# APR: Centers/Staffing

The screenshot shows a web application interface for APR: Centers/Staffing. At the top, there is a navigation bar with tabs for Home/Help, Grantee Profile, APR (highlighted in yellow), Interim Report, Reports, and Export Data. Below the navigation bar, there are links for Public Resources, Tutorials, and User Guide. The main content area is titled "APR" and "Centers". It includes a link "Back to APR Main Page" and a section "21st CCLC Centers Associated With This Grant" with a link "Tell us about your successes". A paragraph explains that a center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided. It then asks users to "add any centers" funded by this grant that were active during the reporting period which are not identified in the table. A link "Other items to take into consideration when reporting APR data for centers." is provided. A final paragraph explains that blue, uncheckmarked buttons are used to enter information, and once a section is successfully completed, a gray, checkmarked button will replace the blue button. Below this, a section titled "Centers that have to submit APR data:" shows a table with one row for "Demo Center 1". The table has columns for Operations, Staffing, Attendance, Feeder Schools, Activities, and Regular Attendees. The Operations and Staffing buttons are gray with checkmarks, while the others are blue.

Home/Help | Grantee Profile | **APR** | Interim Report | Reports | Export Data

? Public Resources | Tutorials | User Guide

## APR

### Centers

[Back to APR Main Page](#)

#### 21st CCLC Centers Associated With This Grant

[Tell us about your successes](#)

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Centers that have to submit APR data:**

<b>Demo Center 1</b> <a href="#">Delegate this center.</a>	Operations ✓	Staffing ✓	Attendance	Feeder Schools	Activities	Regular Attendees
---	--------------	------------	------------	----------------	------------	-------------------

# APR: Centers/Attendance

<b>By Racial/Ethnic Group (Duplicates Allowed)</b>		
<b>Please Indicate the Total Number of:</b>	<b>Total Student Attendees</b>	<b>Regular Student Attendees</b>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Hispanic or Latino	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
<b>How many students attending the center do you not have racial/ethnic group data for?</b>		
	<input type="text"/>	<input type="text"/>

# APR: Centers/Attendance

- In addition to the “Racial/Ethnic Group Data section, there are several other “Student Characteristic” sections on the Attendance page:
  - Gender
  - Limited English Proficiency
  - Free or Reduced Price Lunch Eligibility
  - Special Needs or Disabilities
  - Grade Level

# APR: Centers/Attendance

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes links for Home/Help, Grantee Profile, APR (highlighted in yellow), Interim Report, Reports, and Export Data. Below the navigation bar, there are links for Public Resources, Tutorials, and User Guide. The main content area is titled "APR" and "Centers". It includes a link "Back to APR Main Page" and a section "21st CCLC Centers Associated With This Grant" with a link "Tell us about your successes". A paragraph explains that a center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided. It also includes a link "add any centers" and another link "Other items to take into consideration when reporting APR data for centers." Below this, a paragraph explains that blue, uncheckmarked buttons are used to enter information, and gray, checkmarked buttons indicate completed sections. At the bottom, a section titled "Centers that have to submit APR data:" shows a table with one row for "Demo Center 1" and a link "Delegate this center." The table has columns for Operations, Staffing, Attendance, Feeder Schools, Activities, and Regular Attendees. The Operations, Staffing, and Attendance columns are gray with checkmarks, while the other columns are blue.

Home/Help | Grantee Profile | **APR** | Interim Report | Reports | Export Data

? Public Resources | Tutorials | User Guide

## APR

### Centers

[Back to APR Main Page](#)

#### 21st CCLC Centers Associated With This Grant

[Tell us about your successes](#)

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

#### Centers that have to submit APR data:

Demo Center 1 <a href="#">Delegate this center.</a>	Operations ✓	Staffing ✓	Attendance ✓	Feeder Schools	Activities	Regular Attendees
--	--------------	------------	--------------	----------------	------------	-------------------

# APR: Centers/Feeder Schools

## Feeder Schools for which APR data should be submitted:

		School Year						Summer				
School Name	Feeder School active		Percentage of Center Participants					Percentage of Center Participants				
	Yes	No	1-25%	26-50%	51-75%	76%+	N/A	1-25%	26-50%	51-75%	76%+	N/A
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Add Comments](#)

Save My Information

## Feeder Schools for which APR data does not need to be submitted:

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

# APR: Centers/Feeder Schools

The screenshot shows a web application interface with a top navigation bar containing tabs for Home/Help, Grantee Profile, APR (highlighted), Interim Report, Reports, and Export Data. Below the navigation bar are links for Public Resources, Tutorials, and User Guide. The main content area is titled "APR" and "Centers". It includes a link "Back to APR Main Page" and a heading "21st CCLC Centers Associated With This Grant". A sub-heading "Tell us about your successes" is followed by a paragraph explaining that a center is a physical location where grant-funded services are provided. Below this is a request to "add any centers" not identified in the table, and a link "Other items to take into consideration when reporting APR data for centers." A final paragraph explains that blue, uncheckmarked buttons are used to enter information, while gray, checkmarked buttons indicate completed sections. At the bottom, a table shows "Centers that have to submit APR data:" with a row for "Demo Center 1" and a link "Delegate this center." The table includes buttons for Operations, Staffing, Attendance, Feeder Schools, Activities, and Regular Attendees, with checkmarks indicating completion for Operations, Staffing, Attendance, and Feeder Schools.

Home/Help | Grantee Profile | **APR** | Interim Report | Reports | Export Data

? Public Resources | Tutorials | User Guide

## APR

### Centers

[Back to APR Main Page](#)

#### 21st CCLC Centers Associated With This Grant

[Tell us about your successes](#)

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Centers that have to submit APR data:**

<b>Demo Center 1</b> <a href="#">Delegate this center.</a>	Operations ✓	Staffing ✓	Attendance ✓	Feeder Schools ✓
	Activities	Regular Attendees		

# APR: Centers/Activities (Aggregated)

## E Activities By Student Populations Targeted

Please identify the extent to which the center provided activities specifically designed to exclusively provide services to one or more of the following target populations. **NOTE:** When attempting to calculate the typical number of hours per week activities targeting a particular student population were provided during the school year, a given activity should be counted across each of the categories that the activity can be classified within by the respondent. For example, if five hours per week is typically dedicated to an activity that *specifically* targets students that are habitually truant AND are performing below grade level, then five hours should be reported for both activity types in the following table.

		School Year Activities By Student Populations Targeted						
		This type of activity was provided during the school year						
Activity or Service	This type of activity was <i>not</i> provided during the school year	When this activity was offered, how many hours per week was it typically provided?	Typically, how often was this type of activity provided?				Was this type of activity provided across the whole school year?	Please provide a description of one of the activities you provided in this category (optional)
			4-5 Times a Week	1-3 Times a Week	1-3 Times a Month	Less Than Once a Month		
<b>Activities Targeting Specific Student Populations</b>								
Students not performing at grade level, are failing, or otherwise are performing below average	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Description</a>
Limited English	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Description</a>

# APR: Centers/Activities (Aggregated)

## APR Demonstration Grantee Centers

[Back to APR Main Page](#)

### 21st CCLC Centers Associated With This Grant

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

#### Centers that have to submit APR data:

<b>Demonstration Center 1</b> <a href="#">Delegate this center.</a>	<input checked="" type="checkbox"/> Operations	<input checked="" type="checkbox"/> Staffing	<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Feeder Schools
	<input checked="" type="checkbox"/> Activities	<input type="checkbox"/> Regular Attendees		

# What information needs to be provided for the APR module – Outcome Data

- Arizona has selected the following APR options:
  - Grades (Fall to Spring)
  - Teacher Surveys (LPA survey)

# The Regular Attendees Page: The Interface

- All outcome data types—grades and teacher survey data—will be reported on the **Regular Attendees** page.

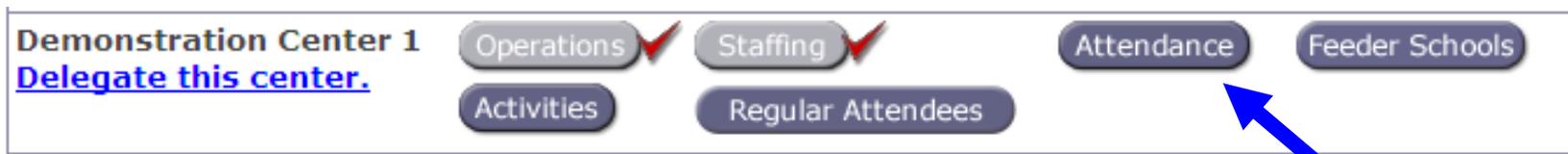
Centers that have to submit APR data:

Demonstration Center 1  
[Delegate this center.](#)

Operations ✓ Staffing ✓ Attendance ✓ Feeder Schools ✓  
Activities ✓ Regular Attendees

# The Regular Attendees Page: First Steps

- Before going to the Regular Attendees page, the number of regular attendees must be reported on the APR Attendance Page.
- The number of records a center has available on the **Regular Attendees** page is determined by the number of regular attendees reported on the APR **Attendance** page.



# The Regular Attendees Page: First Steps

APR: Centers: Attendance Information - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/aprattendance.asp

APR: Centers: Attendance Information

### Total Participants

Please indicate below the number of participants (Pre K-12 students and adult family members age 19 and older) who attended the program during the school year only, the summer only, or both. If your center keeps an attendance list for each activity and people can attend more than one activity, please count attendees only one time.

	All Students Served	All Adults Served
Both Summer and School Year	<input type="text" value="32"/>	<input type="text" value="6"/>
School Year Only	<input type="text" value="2"/>	<input type="text" value="2"/>
Summer Only	<input type="text" value="2"/>	<input type="text" value="7"/>
Total Individual Participants Served	<input type="text" value="36"/>	<input type="text" value="15"/>

### Regular Attendees

In the table below, please record (a) the total number of student attendees who attended the program fewer than 30 days during the reporting period and (b) the number who attended 30 or more days during the reporting period. Any student who attended 30 days or more during the reporting period is a "regular attendee."

Please Indicate the Total Number Who:	Number of Student Attendees
a) Attended fewer than 30 days during the reporting period	<input type="text" value="4"/>
b) Attended 30 days or more during the reporting period	<input type="text" value="32"/>
Total:	<input type="text" value="36"/>

### Student Characteristics

Please provide below, to the best of your ability, the number of students who fit into each of the categories given in each characteristic section. If you do not have enough information to

Done

Internet 100%

# Getting to the Regular Attendees Page

APR: Centers - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/aprcenters.asp

21st CCLC Profile and Performance Information Collection System

You are logged in as: demons4j  
[Logout](#)

Home/Help Grantee Profile **APR** Reports Export Data

## APR Demonstration Grantee Centers

[Back to APR Main Page](#)

### 21st CCLC Centers Associated With This Grant

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, unchecked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

**Centers that have to submit APR data:**

<b>Demonstration Center 1</b> <a href="#">Delegate this center.</a>	Operations ✓	Training ✓	Attendance ✓	Feeder Schools ✓
	Activities ✓	<b>Regular Attendees</b>		

# The Regular Attendees Page (Main)

reported on the attendance page. Any individual student data that has been entered into the system prior to downloading the spreadsheet—by any of the methods—will be downloaded as well. You can then enter or edit individual student data using the spreadsheet. Once you are finished making changes or edits to the spreadsheet and have saved them, the spreadsheet can then be uploaded to the system. It should be noted that any changes to student records made between downloading and uploading the spreadsheet will overwrite any previous data already in the system. The spreadsheet can be downloaded and uploaded as many times as necessary.

**Method B**, the individual-by-individual view. This view allows you to enter or modify data directly via the web interface, with one record displayed at a time. This method is especially useful for those users who want to enter student data directly into the system one record at a time.

**Method C**, the all-attendees view. This view is similar to the individual-by-individual view, except that multiple records are displayed at once. This view allows the user to directly enter or modify data for multiple student records at the same time.

Begin entering individual student data by selecting any of the three methods described above. These methods are accessed by clicking on one of the blue, unchecked buttons below. All the buttons will be checked off as complete once all the student records are completely filled out and the number of individual attendee records matches the number of regular attendees reported on the attendance page.

### Enter Individual Attendee Information

Note: Multiple methods can be used.

**Method A:** Add or modify regular attendee data using a spreadsheet.

**Method B:** Add or modify one regular attendee at a time via we interface.

**Method C:** Add or modify several regular attendees at a time via we interface.

Download Spreadsheet

Upload Spreadsheet

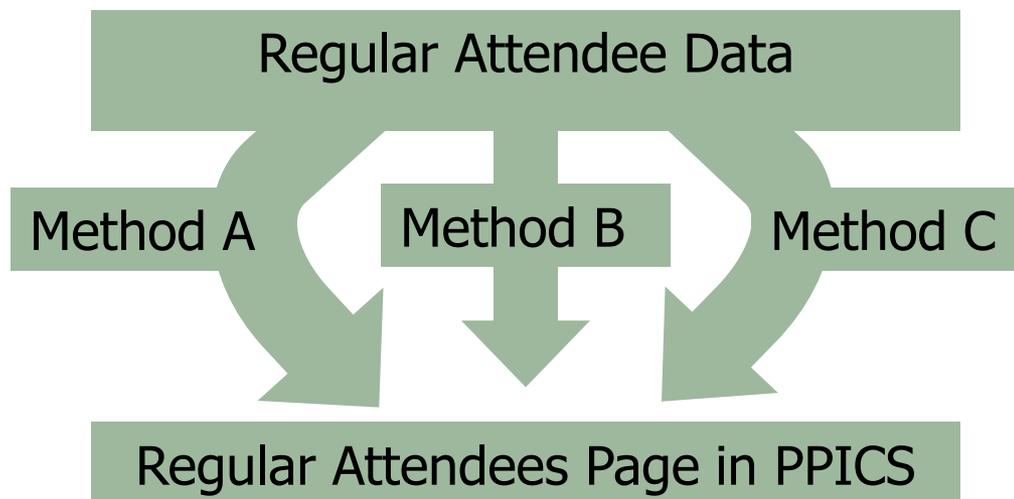
Enter Information Individually

Enter Information for All Attendees

**Individual Attendee Tools**  
[Individual Attendee Information Data Element Capture List](#)  
[Completion Summary](#)

# Methods for Entering Regular Attendee Data: A Very Important Interlude

- The three methods available are for the user's convenience only: they do NOT reflect additional data entry pages in PPICS.

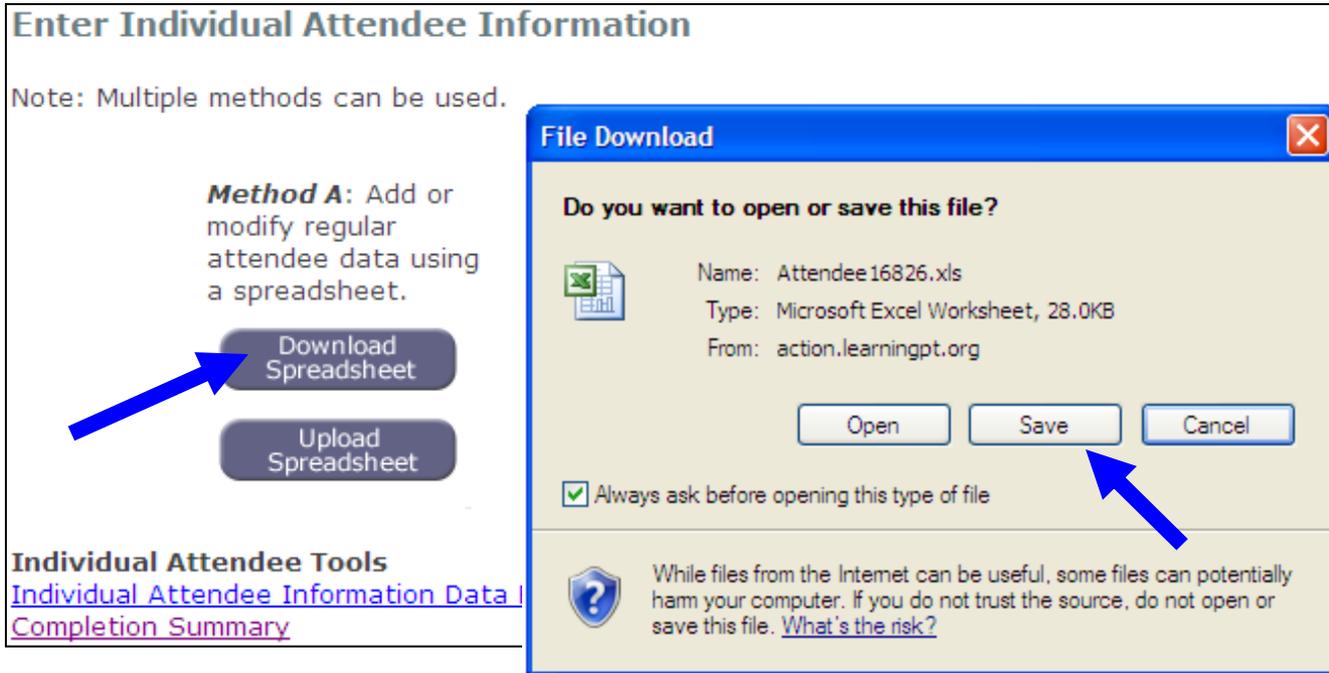


# Methods for Entering Regular Attendee Data

**Enter Individual Attendee Information**

Note: Multiple methods can be used.

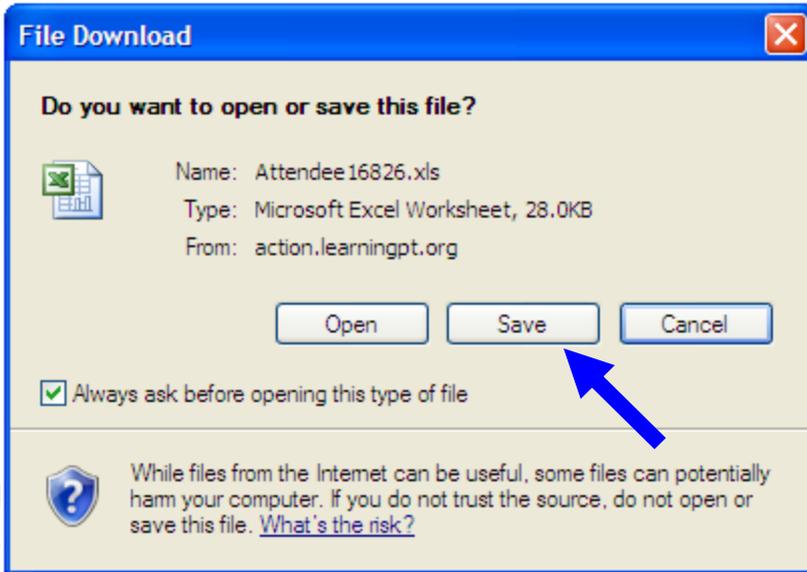
**Method A:** Add or modify regular attendee data using a spreadsheet.



[Individual Attendee Tools](#)  
[Individual Attendee Information Data](#)  
[Completion Summary](#)

**File Download**

Do you want to open or save this file?



Name: Attendee16826.xls  
Type: Microsoft Excel Worksheet, 28.0KB  
From: action.learningpt.org

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

# Method A: The Spreadsheet

The screenshot shows a Microsoft Excel spreadsheet titled "Example Regular Attendee Sheet". The spreadsheet has columns labeled M through T and rows numbered 1 through 30. The data is organized as follows:

	M	N	O	P	Q	R	S	T	
1	Reading Scoring from Current Year	Was Survey Return?	Turning in Homework on Time	Completing Homework to Your Satisfaction	Participating in Class	Volunteering (eg for extra credit or more responsibilities)	Attending Class Regularly	Being Attentive in Class	Behavir
2	Proficient	Yes	Moderate Improvement	Significant Improvement	Did Not Need To Improve	Slight Improvement	Slight Improvement	Significant Improvement	Moderate D
3	Proficient	Yes							
4			Significant Improvement						
5			Moderate Improvement						
6			Slight Improvement						
7			No Change						
8			Slight Decline						
9			Moderate Decline						
10			Significant Decline						
11			Did Not Need To Improve						
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

The spreadsheet is displayed in the Microsoft Excel application window. The ribbon at the top shows the "Data" menu, which is highlighted by a blue arrow. The worksheet tabs at the bottom are "Attendee Data", "Instruction", and "Lookup Data", with "Attendee Data" selected and circled in blue. The status bar at the bottom indicates "Ready".

# Method A: The Spreadsheet

## Enter Individual Attendee Information

Note: Multiple methods can be used.

**Method A:** Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet



**Method B:** Add or modify one regular attendee at a time via web interface.

Enter Information Individually

**Method C:** Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees

## Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

# Method A: The Spreadsheet

The screenshot shows a Microsoft Internet Explorer browser window titled "Upload Attendee Data - Microsoft Internet Explorer provided by Learning Point Associates". The address bar shows the URL: <http://action.learningpt.org/ppics/apr/regularattendees/aprUploadspreadsheet.aspx>. The page content includes the ED.gov logo, U.S. Department of Education, and the "21st CCLC Profile and Performance Information Collection System". The user is logged in as "demons4J". The page has navigation tabs for "Home/Help", "Grantee Profile", and "APR". The main content area is titled "APR Demonstration Grantee Center Demonstration Center 1" and includes a link "Back to Student Population Page". Below this, there is a section for uploading an attendee spreadsheet with a "Browse..." button and an "Upload" button. A "Choose file" dialog box is open, showing the "My Regular Attendee Data" folder containing a file named "Example Regular Attendee Sheet". The "Open" button in the dialog box is highlighted with a blue arrow. Another blue arrow points to the "Browse..." button on the web page, and a third blue arrow points to the "Upload" button. The Learning Point Associates logo is visible at the bottom left of the page.

# Method A: The Spreadsheet

The screenshot displays a web application interface with three main windows. The left window, titled 'Completion Summary', shows a sidebar with the ED.gov logo and navigation links for 'APR Demonstration Grantee Center', 'Completion Summary', 'Grade Bands', 'Days Attended', and 'APR Grades'. The middle window, titled 'Detail Validation Message', shows a list of attendees with missing grade level bands. A blue arrow points to the entry for Attendee ID 672799. The right window is a search page with a 'Live Search' box and navigation icons.

Attendee ID	Grade Level Bands
672794	MISSING
672795	MISSING
672796	MISSING
672797	MISSING
672798	MISSING
672799	MISSING
672800	MISSING

# Method A: The Spreadsheet

Upload Attendee Data - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprUploadspreadsheet.aspx

## What if I upload the wrong spreadsheet?

ED.gov U.S. Department of Education Promoting educational excellence for all Americans

21st CCL Profile and Performance Information Collection System

You are logged in as: demons4J Logout

Home/Help Grantee Profile **APR** Reports Export Data

**APR Demonstration Grantee Center Demonstration Center 1**

[Back to Student Population Page](#)

Please browse and upload your attendee spreadsheet:

**Please only upload the spreadsheet that you downloaded from the system.**

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Done Internet 100%

# Method A: The Spreadsheet

## Important Points

- Due to concern for student privacy, the downloadable spreadsheet is locked. This means you cannot modify the sheet in any way (add columns, delete rows, etc.).
- Grantees *can* copy the spreadsheet data and paste it into another spreadsheet for personal use; they can also copy and paste data into the locked sheet, but the values must *exactly match* the allowable values listed on the third tab of the spreadsheet.
- Only the originally-downloaded, locked sheet can be uploaded back into the system.
- It is advised that grantees/centers keep a list of their attendee IDs with student names for use as a 'key'—this is helpful in making sure the correct student data is entered for each student.

# Method A: The Spreadsheet

## Important Points

- The Regular Attendee spreadsheet is designed to collect information from a single center.
- If the grantee is reporting on multiple centers, that grantee will need to complete one spreadsheet for each center.
- Grantees cannot combine records from multiple centers in the same spreadsheet.

# Method B: Individual View

## Enter Individual Attendee Information

Note: Multiple methods can be used.

**Method A:** Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet

**Method B:** Add or modify one regular attendee at a time via web interface.

Enter Information Individually

**Method C:** Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees



### Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

# Method B: Individual View

Regular Attendees - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprAttendeeInformation.aspx?method=B

Regular Attendees

**Number of Regular Attendees: 32**

There are no Regular Attendees completed out of 32 Regular Attendees.

### Entering Individual Attendee Information

There are three methods for entering individual attendee information; spreadsheet, individual by individual view, or all attendees view.

The first method is to download a spreadsheet containing all the required fields. You can copy the data from another resource or enter it directly into the spreadsheet.

The individual by individual view and all attendees view allows you to enter or modify your data directly via the web interface. The attendee by attendee option only displays one attendee on the screen.

Attendee Reference ID:  Search

Attendee ID	Grade Level Bands	Days Attended		Grading				State Assessment				Was Survey Return?	Turning in Home on Time	
		Number of SY Days Attended	Number of Summer Days Attended	Grading Scale	Math Grade - Fall	Math Grade - Spring	Reading Grade - Fall	Reading Grade - Spring	Math Scoring from Previous Year	Reading Scoring from Previous Year	Math Scoring from Current Year			Reading Scoring from Current Year
672794	2nd-3rd	36	12	E-S-U	S	S	S	E	Proficient	Basic	Proficient	Advanced	Yes	Significant Decline

1 2 3 4 5 6 7 8 9 10 ...

Save and Next Save and Return Cancel

Done Internet 100%

# Method B: Individual View

- May be a more viable option for those uncomfortable with the upload process
- Also a straightforward method to edit individual records that were initially added to PPICS by using the upload spreadsheet option associated with Method A.
- This method contains a search option that allows grantees to search for an individual student using the Attendee ID.
- Application of validation parameters indicating if data is problematic in some way is immediate.

# Method C: All-Attendees View

## Enter Individual Attendee Information

Note: Multiple methods can be used.

**Method A:** Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet

**Method B:** Add or modify one regular attendee at a time via web interface.

Enter Information Individually

**Method C:** Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees



### Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

# Method C: All-Attendees View

Regular Attendees - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprAttendeeInformation.aspx?method=C

Regular Attendees

Teacher Survey

Attending (eg for credit or more possibilities)	Attending Class Regularly	Being Attentive in Class	Behaving in Class	Academic Performance	Coming to School Motivated to Learn	Getting Along Well with Other Students	Is Deleted
							No
Significant Improvement	Significant Improvement	Significant Improvement	Significant Improvement	Significant Improvement	Significant Improvement	Moderate Improvement	No
Decline	Moderate Decline	Slight Decline	Slight Decline	Slight Decline	Slight Improvement	Moderate Improvement	No
Change	Slight Improvement	Moderate Improvement	Slight Decline	No Change	Moderate Improvement	Slight Decline	No
Change	Moderate Improvement	Slight Decline	Moderate Decline	Slight Decline	No Change	Slight Improvement	No
							Yes No
							No
							No
							No
							No

Done Internet 100%

# Method C: All-Attendees View

- Many of the attributes associated with entering information individually apply to this method as well.
- Might be more useful for users not comfortable with downloading and uploading the spreadsheet associated with Method A but would like the capacity to view multiple attendees at once.
- This option may also be useful when users have only one type of data available (i.e., days attended, grade level band, etc.) and would like to enter those data for all regular attendees at once.

# Deleting and Adding Regular Attendee Records

- To delete a particular record, simply select 'Yes' from the *Is Deleted* column and then either upload (if using the spreadsheet) or click 'Save' (on either the Individual or All-Attendee view).
- When a user chooses to delete a record, the record is *permanently* deleted.
- Deleting a record reduces the overall number of regular attendee records on the Regular Attendees page.

# Adding and Deleting Regular Attendee Records

- Because deleting a record decreases the overall number of regular attendee records, if the user deletes a record from the Regular Attendees page the number of regular attendees reported on the APR Attendance page must be revised.
- The APR Attendance page and the Regular Attendees page must indicate the same number of regular attendees for the Regular Attendees page to check off as complete. If the two do not match, the user will receive an error message.

# Adding and Deleting Regular Attendee Records

Regular Attendees - Microsoft Internet Explorer provided by Learning Point Associates

http://action.learningpt.org/ppics/apr/regularattendees/aprIndividualAttendee.aspx

Begin entering individual student data by selecting any of the three methods described above. These methods are accessed by clicking on one of the blue, uncheckmarked buttons below. All the buttons will be checked off as complete once all the student records are completely filled out and the number of individual attendee records matches the number of regular attendees reported on the attendance page.

**The number of regular attendees reported here does not match the number of regular attendees reported on the Attendance page. Either revise the number of regular attendee records here (using one of the below reporting methods), or revise the figures on the attendance page.**

### Enter Individual Attendee Information

Note: Multiple methods can be used.

<p><b>Method A:</b> Add or modify regular attendee data using a spreadsheet.</p> <p>Download Spreadsheet</p> <p>Upload Spreadsheet</p>	<p><b>Method B:</b> Add or modify one regular attendee at a time via web interface.</p> <p>Enter Information Individually</p>	<p><b>Method C:</b> Add or modify several regular attendees at a time via web interface.</p> <p>Enter Information for All Attendees</p>
--	---	---

### Individual Attendee Tools

[Individual Attendee Information Data Element Capture List Completion Summary](#)

We would appreciate your feedback! After you have finished entering your individual student data, please click on the **Take Survey** button below and complete the survey pages. The survey will help us improve the data collection process for individual attendee information.

Take Survey

Done Internet 100%

# Adding and Deleting Regular Attendee Records

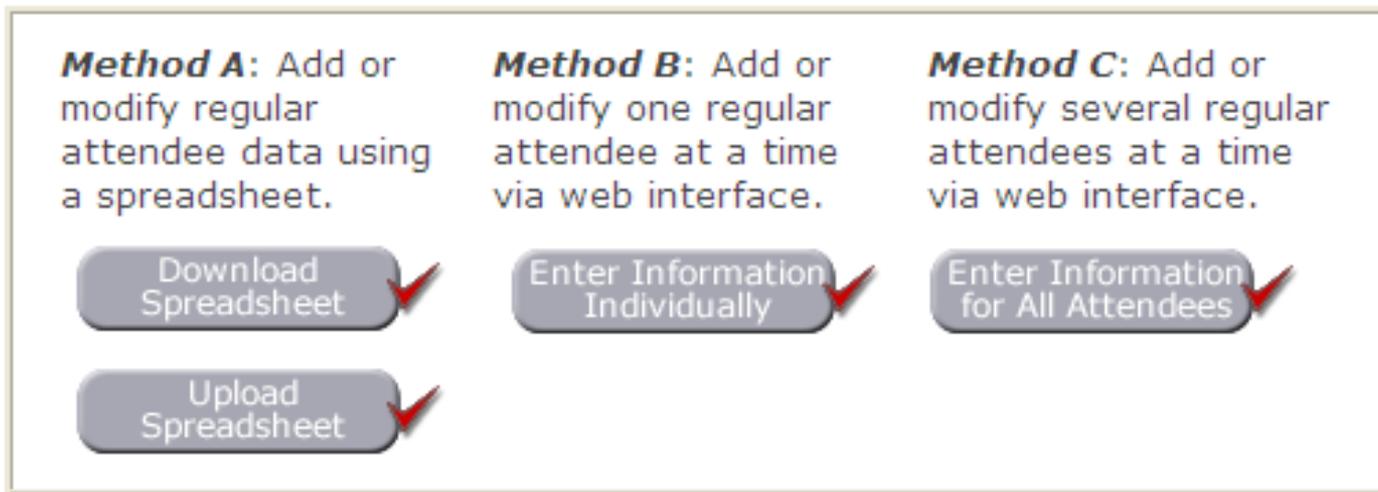
- If a user wants to add records to the Regular Attendees page...
  - First make sure the number of regular attendee records (Regular Attendees page) and the number of regular attendees (Attendance page) match;
  - Go to the Attendance page;
  - Increase the number of regular attendees.
  - The number of regular attendee records available will be increased accordingly.

# Regular Attendees Data Entry: Using the Different Methods Together

- It is important to note that any changes made in the system using Method B or Method C between downloading and uploading the spreadsheet will be overwritten when the spreadsheet is uploaded.
- For this reason, it is strongly suggested that after downloading the spreadsheet grantees NOT make changes to their records using the online methods (Method B or Method C) until after uploading the sheet again.

# Regular Attendees Page: Completion

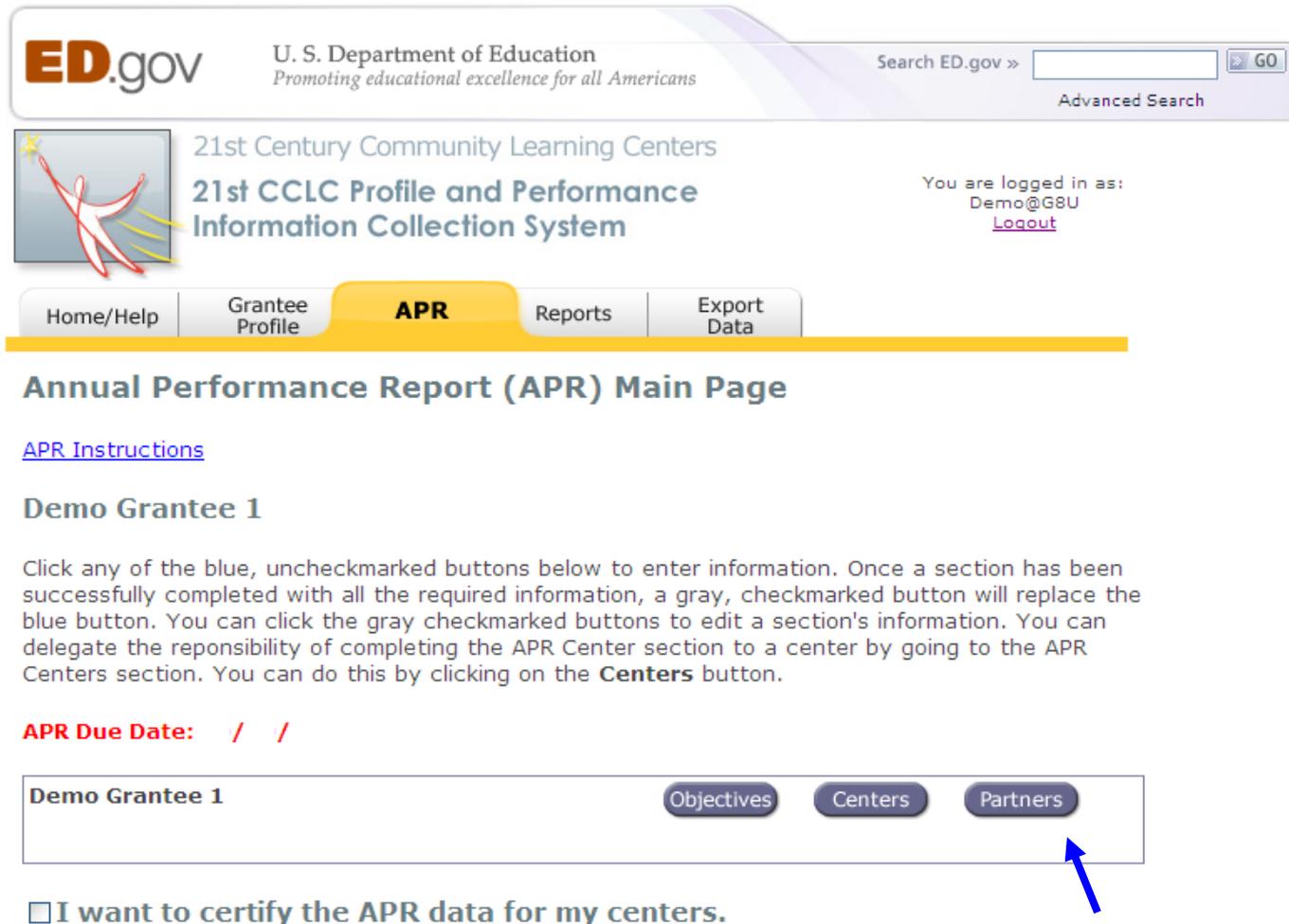
- Once all data has been entered correctly and the number of regular attendees is the same on both the Attendance page and the Regular Attendees page, the Regular Attendees page will be complete:



# The Regular Attendees Page: Reports and Data Access

- All individual student data can be accessed and downloaded (in entirety) from the Export data tab. These exports are in excel format with variable headings as they appear on-screen.
- This makes possible a far more robust kind of analysis than was possible with aggregated data.
- Reports under the “Reports” tab do draw on individual student data you provide.

# APR: Partners



**ED.gov** U. S. Department of Education  
*Promoting educational excellence for all Americans*

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 21st Century Community Learning Centers  
**21st CCLC Profile and Performance Information Collection System**

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Demo@G8U  
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Home/Help | Grantee Profile | **APR** | Reports | Export Data

## Annual Performance Report (APR) Main Page

[APR Instructions](#)

### Demo Grantee 1

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

**APR Due Date:** / /

Demo Grantee 1

I want to certify the APR data for my centers.

# APR: Partners

## Partners

[Back to APR Main Page](#)

### Community Partners and Subcontractors

Outlined below are the organizations your grantee has identified as being program partners or [Subcontractors](#) (e.g., churches, YMCA, local businesses, universities, libraries, museums) when completing their Grantee Profile. *If grantees in your state have not been asked to complete a Grantee Profile, then all partners associated with this grantee will need to be [added](#) to the table below.*

Click on the **APR Info** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Please [add any organizations](#) that served as partners or [subcontractors](#) during the reporting period that are not identified in the table.

#### Partners for which APR data should be submitted:

Aberdeen Chamber of Commerce

APR Info

# APR: Partners

**ED.gov** U. S. Department of Education  
Promoting educational excellence for all Americans

Search ED.gov »   [Advanced Search](#)

 **21st CCLC Profile and Performance Information Collection System**

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[Home/Help](#) [Competition Overview](#) [Grantee Profile](#) **APR** [State Activities](#) [Reports](#) [Export Data](#)

## APR Aberdeen School District Partners Aberdeen Chamber of Commerce

[Return to APR Partners List](#)

### APR Info:

Was **Aberdeen Chamber of Commerce** active during the reporting period? (By clicking "no" you'll be returned to the list of centers, and this center will appear under the heading, Partners for which APR data do not need to be submitted)

- Yes  
 No

Did **Aberdeen Chamber of Commerce** serve as a [subcontractor](#) during the reporting period?

- Yes  
 No

Estimated monetary value of [contributions](#) made by the partner during the reporting period:

\$

# APR: Partners

Estimated monetary value of [contributions](#) made by the partner during the reporting period:

\$

Estimated monetary value of the subcontract held by the partner during the reporting period:

\$

Please indicate how **Aberdeen Chamber of Commerce** contributed to the project during the reporting period:

- Programming or activity-related services
- Goods or materials
- Volunteer staffing
- Paid staffing
- Evaluation services
- Funding or raised funds

Other:

[Add Comments](#)

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

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# What information needs to be provided for the APR module – Certification



21st Century Community Learning Centers  
21st CCLC Profile and Performance  
Information Collection System

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Home/Help

Grantee  
Profile

**APR**

Reports

Export  
Data

## Annual Performance Report (APR) Main Page



Tutorials

User Guide

[APR Instructions](#)

### Demo Grantee 2

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

**APR Due Date:** / /

Demo Grantee 2

Objectives ✓

Centers ✓

Partners ✓

I want to certify the APR data for my centers.

# APR Tips

- Only report on activities, entities, and participants that were associated with the reporting period.
- Only count staff that regularly staffed the center during the reporting period when completing the APR Staffing page.

# APR Tips

- Ensure that the typical number of hours an activity was provided per week on the APR Activities page does not exceed the total number of hours per week the center was typically open.
- Read instructions carefully on how to report APR activities information.

# APR Tips

- Do not be surprised if demographic-related numbers (those less than five) change after you enter them on the APR Attendance page.
- Be sure to report the number of students you do not have characteristic data for when completing the APR Attendance page.

# APR Tips

- Only report data for regular attendees when reporting grades, state assessment, and teacher survey data.
- Ensure that you report summer information consistently.

# APR Tips

- Use APR Exception reports to check for missing data.
- In order to complete the APR process, you must certify your data by clicking on the checkbox appearing on the APR Main Page.

# Checking and Using Your PPICS Data

**Objectives:**

There is at least one Objective that is missing information.

**Partners:**

There is at least one Partner that is missing information.

**Centers:**

(Continuation)

Scored on both  
 compared to  
 students  
 previous year's

Remember: *Accurate, Timely, Quality* data will help not only your own program, but the 21<sup>st</sup> CCLC program as a whole.

[P. Site](#)

Decreased Relative to Last Year	State 60-89	8.18%
	State 90+	3.12%
Decreased Relative to Last Year	Center 30-59	0%
	Center 60-89	0%
	Center 90+	0%
	State 30-59	0%
	State 60-89	0%
	State 60-89	0%

**Attendance**

**Missing:**

- No data has been entered for Attendance.

1.85% 3.61% 2.38%

# Conclusion

## Questions?

### **Or, if you have questions later...**

- E-mail: [21stcclc@contact.learningpt.org](mailto:21stcclc@contact.learningpt.org)
- Toll-free phone: 866-356-2711
- Our goal is to respond to Help Desk requests within one or two business days.