



APR Training- Part I:
Getting Started with Process Data
21st CCLC APR Data Reporting System
Training Series
April 2022



APR System Training



Welcome!

Please Enter your Name, Role (will you be entering data into the APR system?), and District in the Chat box

Agenda

- ❑ **21st CCLC APR Overview and Reminders**
- ❑ **Introduction to 21st CCLC APR Data Reporting System**
- ❑ **System Demo**
- ❑ **Q&A**



21st CCLC Annual Performance Report Reminders

21st CCLC Annual Performance Report

- Federally mandated 21st CCLC grant reporting
- Completed for each 21st CCLC program, down to the center/site level
- Includes the “what happened” and the “what was the impact” levels of reporting
 - Outputs and outcomes
- For more details, see the Annual Performance Report page of our website→
<https://www.azed.gov/21stcclc/annual-performance-report>

21st CCLC APR Data Reporting System- Reminders

- System where **all APR Data will be reported**
- Remember, Data reported in two windows
 - Process Data- **Overview of the Grantee (Contact info and COVID narrative), Partnerships, Activities, Staffing, Family Engagement, Participation (from AzEDS)**
 - Outcome Data- **Student Level Data**

21st CCLC APR Data Reporting- Due Dates

Due Dates for the 2021-2022 program year (Summer 2021 through Spring 2022)

Process Data-

- ✓ **Due by June 17, 2022**

Outcome Data-

- ✓ **Due by September 16, 2022**

21st CCLC APR Data Reporting System- Series

Session	When
APR Training- Part I: Getting Started with Process Data	<input type="checkbox"/> Monday April 18, 2022, 11:00-12:00pm <input checked="" type="checkbox"/> Tuesday April 19, 2022, 3:30-4:30pm
APR Office Hours	<input type="checkbox"/> Monday May 2, 2022, 10:00-11:00am <input type="checkbox"/> Thursday May 5, 2022, 3:00-4:00pm
APR Training- Part 2: Family Engagement & Wrapping up Process Data	<input type="checkbox"/> Monday May 9, 2022, 10:00-11:00am <input type="checkbox"/> Tuesday May 10, 2022, 3:30-4:30pm
APR Office Hours	<input type="checkbox"/> Monday May 16, 2022, 8:30-9:30am <input type="checkbox"/> Monday May 16, 2022, 3:30-4:30pm
APR Training- Part 3: Student Data & Outcomes Reporting	<input type="checkbox"/> Monday June 13, 2022, 10:00-11:00am <input type="checkbox"/> Tuesday June 14, 2022, 2:00-3:00pm <input type="checkbox"/> <i>TBD in August 2022</i>
APR Office Hours	<input type="checkbox"/> <i>TBD</i>



System Training Part I

Today we will cover:

- ❑ Getting Access to the System
- ❑ District vs School Access
- ❑ Process Evaluation Forms
 - ❑ Overview of Grantee
 - ❑ Partnerships
 - ❑ Activities
 - ❑ Staffing
- ❑ System Pointers
- ❑ Submission Process
- ❑ System Demo





Getting Access to 21st CCLC APR Data Reporting System

Getting Access

Access in ADEConnect

- Need to request access from District Entity Administrator
- Access Options:

21 st CCLC APR User Role	Description
21CCLC APR LEA User	For LEA/District level users. Ability to submit APR data for assigned District (Grantee) and Schools (Centers) under that Grantee with the 21 st CCLC grant.
21CCLC APR School User	For School level users. Ability to submit APR data for assigned Schools (Centers) with the 21 st CCLC grant.

21st CCLC APR Data Reporting- System Dates

System Dates

System Available for Entity Administrator to add Users in ADEConnect:

Monday April 18th

System Live and Ready to Enter Data:

Monday, April 25th

21st CCLC APR Data Reporting- Tools

- Helpful tools to have on hand to complete the APR**
- ✓ **21st CCLC APR Reporting Guide v 1.1** (released 4/13/22)
 - ✓ **21st CCLC APR System Guide** (released 4/18/22)
 - ✓ **21st CCLC APR data collection optional templates**

Check-In

When can you request access to the 21st CCLC APR system from your district entity administrator?

- a. Starting April 25th
- b. Starting April 18th
- c. I can't recall



District vs School Access

District View in System

Grantee Name:

Washington Elementary School District

Center Name:

Acacia Elementary School - 15

Acacia Elementary School - 15

Alta Vista Elementary School - 17

Alta Vista Elementary School - 14

Arroyo Elementary School - 16

Chaparral Elementary School - 14

Cholla Middle School - 16

Desert Foothills Middle School - 17

Program Year:

2022

Wel CLC



School View in System

Grantee Name:

Washington Elementary School District

Center Name:

Alta Vista Elementary School - 17

Alta Vista Elementary School - 17

Alta Vista Elementary School - 14

Program Year:

2022

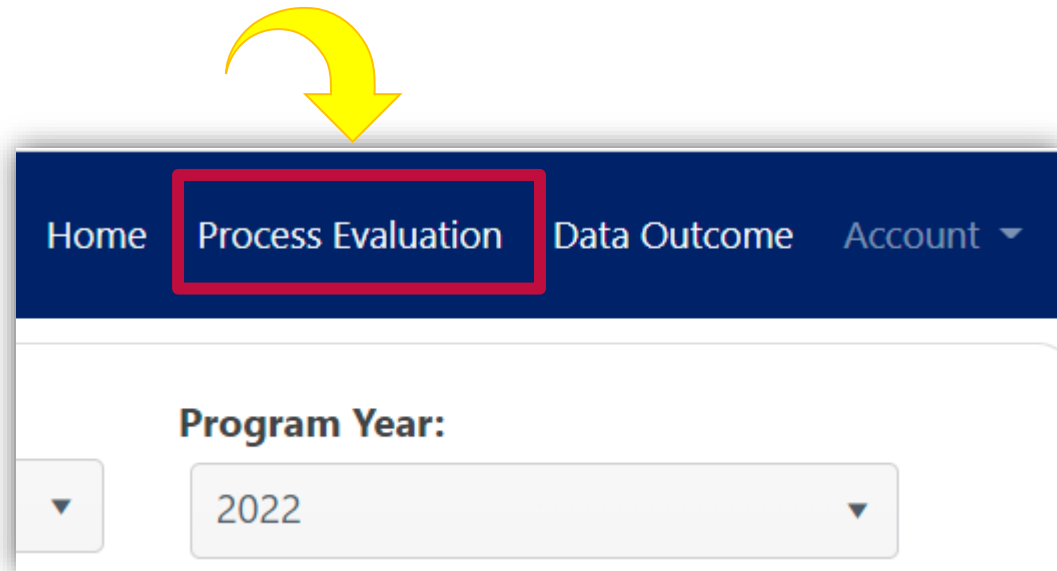
Welcome to 21st CCLC



Process Evaluation Data

Process Evaluation Data

- Navigate here from main menu bar
- Where all Process Data forms live



Process Evaluation Data



✓ **Tab format= Submit each form separately**

✓ **Available now:**

- **Overview of the Grantee**
- **Partnership**
- **Activity**
- **Staffing**

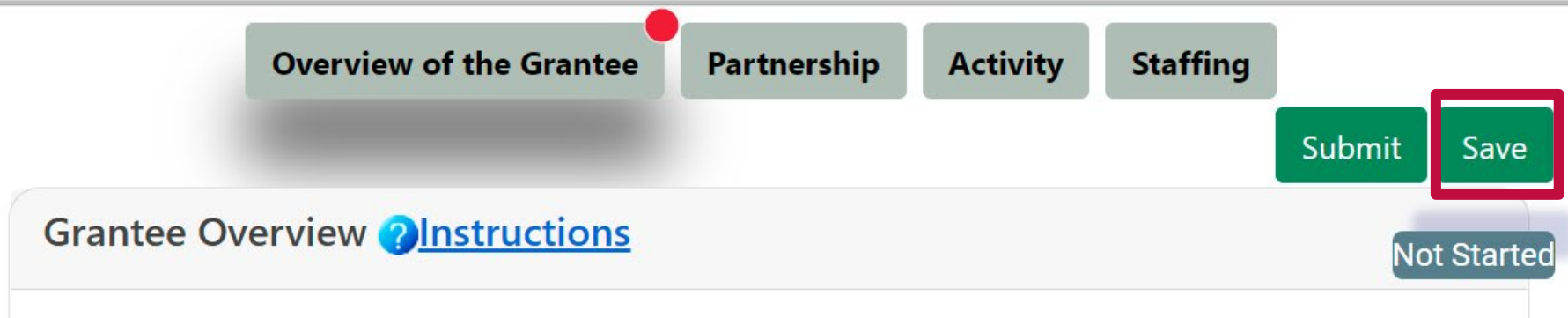
➤ **Coming to System in May**

- **Family Engagement**



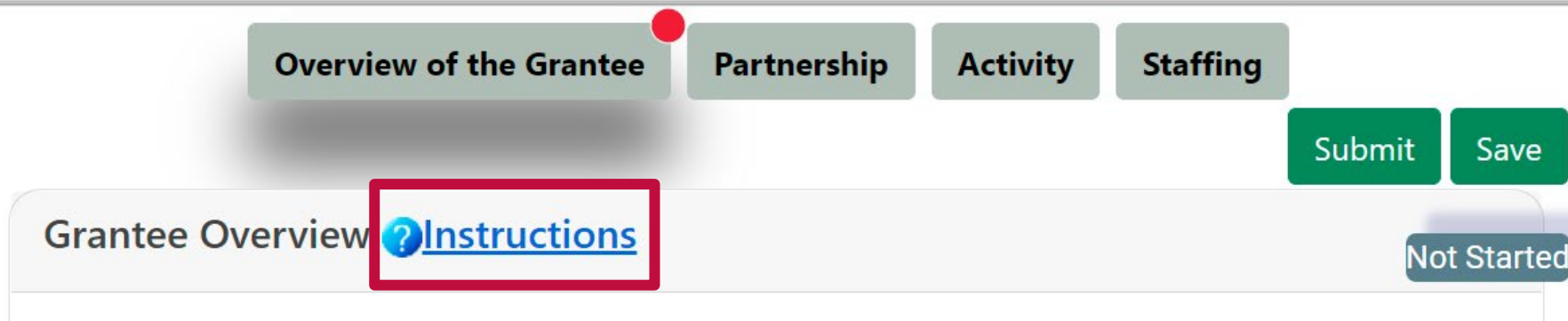
System Pointers

Pointers- Save




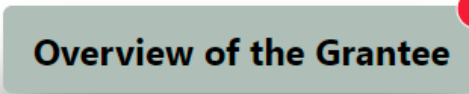


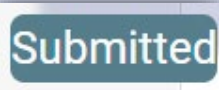
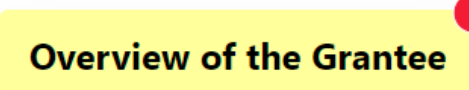

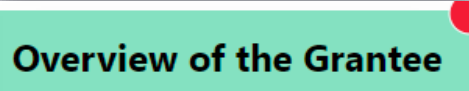
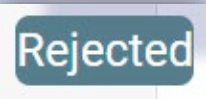

- System does NOT auto-save
- Save button on top right or bottom of most* forms
 - * Partnership is slightly different, we'll see more in demo

Instructions



- On each form
- Basic reminders of what's on the form
- Full guidance in the 21st CCLC APR Reporting Guide v 1.1

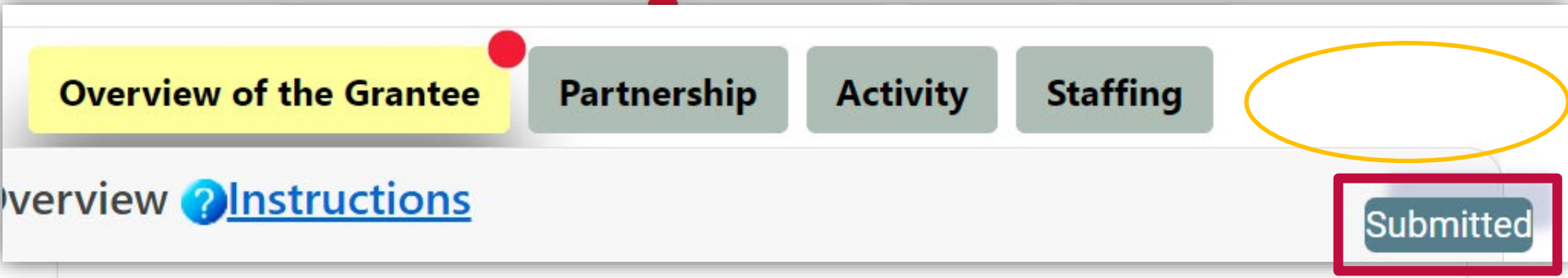
Form Status

Form Status	Definition	Status Display	Tab Color
Not Started	Form has not been saved with any data values.		
In progress	Form has at least one data value saved.		
Submitted	Form has been completed and the user has selected the "Submitted" button for ADE review.		
Approved	ADE Admin has reviewed the form and has approved the submitted data values.		
Rejected	ADE Admin has reviewed the form and has provided feedback for updates to the data values in the form.		



Submission Process

Submission Process



- Again, submission per form
- Once submitted, locked to users for edits

Accepted Form

- ADE System Administrator will review for key information and accept forms as they are received
- How do you know the form(s) are accepted?
 - Form status will change to “Approved by ADE Admin”
 - Approval email will be sent to submitter and contact listed in Overview of the Grantee

A center is done with APR submission window once all forms are submitted and accepted by ADE

Rejected Form

- A form can be rejected for many reasons:
 - By request- to update something
 - Because missing key element after ADE's review
- Rejection with come with a reason
 - Will show in system
 - Will be sent as email to submitter and contact listed in Overview of the Grantee

Rejected Form

- Example of System Reject Reason at bottom of form

Reject Reason	Response Due Date	Rejected Date	Rejected By
Returned per district request to update the COVID Narrative	04/25/2022	04/18/2022	21cclc_apr_ade_superuser@mailinator.com

Check-In

How do you know you're all done with the APR?

- a. All forms are in “Submitted” status
- b. All forms are in “Rejected” status
- c. All forms are in “Approved by ADE Admin” status



System Demo

Check-In

What is NOT a reason a form may be rejected?

- a. The ADE System Admin was in a bad mood
- b. A district user requests it to be rejected to add an additional staff person for summer
- c. The ADE Admin notices that there are no “Administrators” listed for a site



Q&A

Wrap Up

- All materials mentioned can be found in our website:
<https://www.azed.gov/21stcclc/annual-performance-report>
- See the Scheduled Trainings chart for additional training and office hours dates/times
- See the Required Reporting calendar for due dates
- Continue to read APR related emails

Contact us with questions/feedback

21stCCLC.DataInbox@azed.gov



Thanks!