



21st CCLC End of Year Reporting

Spring Summary of Classes and Site Evaluation Report

April 11, 2022

End of Year Reporting



Welcome!

Please Enter your
Name, Role, and
District in the Chat
box

Agenda

- Tips for Success
 - Summary of Classes
 - Site Evaluation
- Final Reminders
- Q&A



End of Year Reporting



Spring Summary of Classes

Tips for Success

Summary of Classes

- Same excel document as SOC I
 - with spring listed below
- Spring should be separate
 - with start dates of when you started spring classes
- Regular attendees should be total for the year (Sum+Fall+Spr)
 - listed should align to AzEDS Attendance
- Include all offerings, including family engagement

21st CCLC Summary of Classes Report									
Summer & Fall Summary due in January // Summer & Fall plus Spring Summary due in June									
For current DUE DATES: See the Required Reporting Due Dates at http://www.azed.gov/21stcclc/required-reporting/									
District/ Organization:	School Site:				Term Report Submitted:				
Regular Attendees Goal In Grant:		Number of Days Open Projected in Grant:							
Number of Regular Attendees To Date:		Number of Days Open To Date:							
Adult Family Members Goal In Grant:		Student Service Hours per Week Projected in Grant:		Student Service Days per Week Projected in Grant:					
Number of Family Members To Date:		Student Service Hours per Week this Program		Student Service Days per Week this Program Year:					
Date:	Class Name/Activity <small>Note: Classes listed should address at least one of the grant objectives. (List objectives in the next column.)</small>	Measurable Objective(s) <small>Note: Each of the site's academic, youth development & family engagement objectives should be addressed by</small>	Funding Source <small>Note: Indicate the source(s) of funding for class listed. (Most will be 21st CCLC funded, some will have multiple sources).</small>	Instructor Name(s) and status: <small>AD- Administrator (including Site Coordinator) COLL- College Student CM- Community Member HSS- High School Student P- Parent SDT- School Day Teacher ONT- Other Non-Teaching School Staff SSS- Subcontracted Staff</small>	Dates Class was Offered & total # of weeks to date <small>(e.g. 8/21/13-12/15/13 = 16 weeks)</small>	Number of hours each Class session was offered	Days of the Week that Class was Offered	Average Daily Class Attendance	
S	Math Targeted Intervention, gr 3	1,2	21st	SDT, Mrs. Murren	8/16/13-12/13/13 (12 wks)	1	MT, T, Th, F	10	
S	Lego Robotics	1,2, 2,1	21st	CM, Mr. Murren	8/16/13-12/13/13 (12 wks)	1	T, Th	15	
S	Reading Intervention (State Tutor)	1,1	1	SDT, Mr. Linguistic	8/16/13-12/13/13 (12 wks)	0.75	MT, T, Th	4	
F	Academic Family Engagement	3,1	21st, LE	SDT Romero, SDT Keene, CM, E	10/16/13 & 12/14/13 (2 wks)	2	W	8	

AzEDS Portal Reports- CCLC20

Support Program

SUPP10 - Support Program
Data Verification Report

SUPP11 - Support Program
Need Data Verification Report

CCLC15 - 21st CCLC District
Attendance Count Report

**CCLC20 - 21st CCLC Student
Attendance Count Report**

CCLC10 - 21st CCLC
Attendance Verification Report

CCLC20 - 21st CCLC Student Attendance Count Report

School level detailed student attendance count report.

CCLC20

Fiscal Year: 2022

School Year: 2021 - 2022

Program Year: 5/26/2021 - 5/31/2022

21st CCLC Student Attendance Count Report

Page: 1 of 4

Report Date: 01/18/2022 09:02 PM

School CTDS:

School Name:

Program Name: 21st CCLC

District Student ID	State Student ID	Last Name	First Name	Middle Name	Grade (K-12)	Total Number of Days Attended	Number of Hours(HHH:MM)
						15	37:30
						27	67:30
						18	18:00
						37	67:00
						39	48:40
						20	3:13

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AzEDS Portal Reports- CCLC15

CCLC15 - 21st CCLC District Attendance Count Report

District level report for schools and their total student attendance days count for 21st CCLC programs.

Support Program

SUPP10 - Support Program
Data Verification Report

SUPP11 - Support Program
Need Data Verification Report

CCLC15 - 21st CCLC District
Attendance Count Report

CCLC20 - 21st CCLC Student
Attendance Count Report

CCLC10 - 21st CCLC
Attendance Verification Report

CCLC15

Fiscal Year: 2022

School Year: 2021 - 2022

Program Year: 5/26/2021 - 5/31/2022

21st CCLC District Attendance Count Report

Page: 1 of 1

Report Date: 04/08/2022 12:20 PM

ProgramName: 21st CCLC

School CTDS	SchoolID	School Name	Total Students, 1 or more Days	Total Students, 1 - 10 Days	Total Students, 11 - 20 Days	Total Students, 21 - 29 Days	Total Regular Attendees, 30 or more Days
			26	0	26	0	0
			198	23	36	21	118
			232	42	50	26	114
			239	51	59	40	89
			648	331	170	41	106
			236	52	65	19	100
			196	12	29	9	146
Total			1775	511	435	156	273

End of Year Reporting



AzEDS Portal Reports- CCLC10

CCLC10 - 21st CCLC Attendance Verification Report

This report provides compilation of student 21st CCLC Program Attendance data that has been submitted to ADE. This information is available immediately after submission and is pre-integrity.

[SUPP10 - Support Program
Data Verification Report](#)

[SUPP11 - Support Program
Need Data Verification Report](#)

[CCLC15 - 21st CCLC District
Attendance Count Report](#)

[CCLC20 - 21st CCLC Student
Attendance Count Report](#)

**CCLC10 - 21st CCLC
Attendance Verification Report**

CCLC10

Fiscal Year: 2022

School Year: 2021 - 2022

Program Year: 5/26/2021 - 5/31/2022

21st CCLC Attendance Verification Report

Page: 1 of 98

Report Date: 01/18/2022 09:22 PM

School CTDS:

School Name:

District Student ID	State Student ID	Last Name	First Name	Middle Name	Attendance Type	Attendance Date	Start Time	End Time
					In Attendance	08/16/21	14:30	17:00
					In Attendance	08/17/21	14:30	17:00
					In Attendance	08/18/21	14:30	17:00
					In Attendance	08/19/21	14:30	17:00
					In Attendance	08/23/21	14:30	17:00
					In Attendance	08/24/21	14:30	17:00
					In Attendance	08/25/21	14:30	17:00

End of Year Reporting





Site Evaluation Tips for Success

Components of Annual Site Evaluation

- ✓ Compliance Self-Assessment
- ✓ Objectives Reporting
- ✓ Continuous Improvement



21st Century Community Learning Centers Annual Site Evaluation Report

*See Required Reporting Due Dates
for exact date at this link:*

<http://www.azed.gov/21stcclc/required-reporting/>



Report Sections:

- ☐ Compliance Worksheet
- ☐ Objectives Worksheet
- ☐ Continuous Improvement Worksheets

The 21st Century Community Learning Centers afterschool program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc/>



Each section of the Site Evaluation Report must be completed fully to include evidence from the past program year.

Evaluation Questions

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Compliance Self-Assessment	Original approved 21 st CCLC grant application
2. Were program objectives met?	Objectives Reporting	Objectives from approved grant application, or Specialist approved revisions submitted in Continuing Application
3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives?	Continuous Improvement	Compliance Form Objectives Form School Day & Program Staff Meetings Surveys
4. What will be done next year to ensure progress toward reaching program objectives?		

End of Year Reporting

Self-Assessment Compliance Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Compliance Self-Assessment portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. *If you select “No” on any item of the Compliance Self-Assessment, please indicate the reason(s) in the comments section.*

1. Direct Student Services	6. Evaluation
2. Direct Family Services	7. Dissemination
3. Alignment to the School Day	8. Sustainability
4. Safe and Healthy Learning Environment	9. Fiscal Record Keeping
5. Equity and Access	10. Required Training
Program Management (Adequacy of Resources)	

Self-Assessment Compliance Worksheet

Select
“Yes”
or “No”

Type in
comment

1. Direct Student Services		
Requirement	Compliant	Comments
a. Program services are provided for the number of hours and days per week proposed in original approved application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b. Student services are provided for the number of days and to the projected number of regular student attendees as proposed in the application funding formula.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Our student attendance goal was 100 students and we served 91 <u>students</u> regular students
c. Classes/Services provided support academic objectives for students.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	We struggled to offer math throughout the program year for all grades in the original application. New procedures in place for next year.
d. Classes/Services provided support youth development objectives for students.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
e. Services are being provided for the target population identified in the application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Compliance Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Self-Assessment Compliance Worksheet portion of the annual Site Evaluation Report also requires additional narrative for designated questions.

These questions are indicated with blue font and a blue “Narrative required” in the Comments box.

d. Procedures for the safe transportation of students between school, 21st CCLC site, and home have been established. What safety procedures have been established for tracking students during the program and for the safe transportation of students?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Narrative required: We have procedures for tracking where students are at on campus at all times including class lists, class schedules, and radio communication for all staff in 21 st CCLC. Additionally, program staff send a message to the coordinators and front office if the class is going to a different location (outside/etc). We have sign out procedures that are a carryover from the school day and we also include tracking for transportation permissions on all class lists so all staff has the same information.
e. Afterschool snacks and summer meals are provided. What is the site's procedure for providing afterschool snacks and summer meals for 21st CCLC students?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Narrative required: We work with our campus food service department for all snack and meals programs, which ensures they meet all nutritional requirements and are tracked for our needs as well as the food service departments needs.

Wait What?



What do you do if you checked “No” for one of the questions?

- A) Change your answer to YES**
- B) Enter an explanation in the corresponding Comment Box**
- C) No additional action is required**

Objectives Reporting

Evaluation Question 2 – Were program objectives met?

The Objectives Reporting Worksheet is designed to collect information regarding progress made toward meeting your own 21st CCLC grant program objectives.

From your approved application (or Program Specialist approved revisions in the Continuing Application), please report on **ALL** objectives in the following areas:

- ✓ Academic Objectives
- ✓ Youth Development Objectives
- ✓ Family Engagement Objectives

Report all information requested in the Objectives Reporting Worksheet for each objective and show your work in the Data Findings section.

Objectives Worksheet

21st CCLC Program SAMPLE Objectives Worksheet				
Area	Measurable (SMART) Objective	Data Source	Data Findings	Met
Academics	1.1 Each year, 15% of students in grades 5-8 that regularly attend the 21st CCLC program will increase one level in Reading Proficiency as measured by "ABC" benchmark test.	"ABC" Benchmark Reading Test fall and spring results	Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	NO
	1.2 Each year, 15% of students in grades 2-4 that regularly attend the 21st CCLC program will increase one level in Math Proficiency as measured by "ABC" benchmark test.	"ABC" Benchmark Math Test fall and spring results	Of the 48 regularly attending students in grade 2-4, 22, or 46%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was met.	YES
Youth Development	2.1 At the end of each year, 75% of regular attendees will report that participation in the program helped them feel more connected to their peers, as measured by the Student Satisfaction Survey.	Student Satisfaction Survey	Of the 121 regular attendees, 98, or 81%, reported that they felt more connected to their peers since participating in the 21 st CCLC program. This objective was met.	YES
Family Engagement	3.1 At the end of each year of the project, a minimum of 30 adult members of 21st CCLC participants will attend 2 or more family engagement events.	Family Event Sign-in Sheets	A total of 156 family members attended at least one family engagement event this year. Of these 156 family members, 135 attended two or more family engagement events. This school met their objective.	NO

End of Year Reporting



Continuous Improvement

The Continuous Improvement questions in the Site Evaluation are designed to collect your responses to site evaluation questions three and four:

Evaluation Question 3 - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective?

Evaluation Question 4 - What will be done next year to ensure progress toward reaching the program objective?

One Continuous Improvement Worksheet must be completed for each grant objective.

SWOT Analysis

Evaluation Question 4 – - What are your Findings*, and the Strengths, Weaknesses, Opportunities, and Threats to reaching program objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improvement			

*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been identified. End of Year Reporting

Strategies for Improvement

Evaluation Question 4 - What will be done next year to ensure progress toward reaching program objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improvement			
In this space, write your teams plans to ensure progress towards reaching this objective next year.			



Chat Discussion

After hearing this discussion,

What are some ways you plan to use your Site Evaluation, apart from turning it in to your assigned specialist on or before the due date?



Final Reminders

Due Dates

6/1/2022	Revisions FY22- Last Day for Revisions	Submit to GME
6/3/2022	Continuing Application FY22	Submit to GME
6/3/2022	Spring 2022 Student Attendance in AzEDS	Confirm Spring 2022 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
6/3/2022	Summary of Classes (II) 2021-2022	Submit to Assigned Program Specialist
6/17/2022	Site Evaluation Report 2021-2022	Submit to Assigned Program Specialist
6/17/2022	APR Summer and Academic Term 2021-2022 – Process Data Reporting	Submit in 21 st CCLC APR Data Reporting System
NEW 9/16/2022	APR Summer and Academic Term 2021-2022 – Outcome Data Reporting	Submit in 21 st CCLC APR Data Reporting System
9/30/2022	Completion Report FY22	Submit to GME

Calendar Color	Definition
RED	End of Year Reporting. Must be submitted on or before due dates to maintain substantial compliance. FAILURE TO SUBMIT ON OR BEFORE DUE DATES AS CONTRACTUALLY OBLIGATED WILL RESULT IN OUT OF COMPLIANCE STATUS which may result in reduction or termination of funds.
YELLOW	Required documentation that must be submitted on or before due dates to maintain compliance.

EOY Office Hours

Office Hours Scheduled

- Drop-in, not trainings, come with your questions when works for you

Date	Time
April 26	3:00-3:30pm
May 4	9:30-10:00am
May 11	3:00-3:30pm
May 18	10:00-10:30am
May 24	9:00-9:30am



Q&A



Thanks!