



APR System Training: Family Engagement and Wrapping Up Process Data

Training Session

May 9, 2022 & May 10, 2022

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APR System Training



Welcome!

Please enter your name, role (will you be entering data into the APR system?), and District in chat.

Agenda

- Overview of the APR Reporting System
 - Phase I Overview
- Phase II
 - Family Engagement Form
 - Participation Form
 - Dashboard
- Accept/Reject Process
- Quiz Time!
- Q&A





Overview of the APR Reporting System

Phase I Overview

- What has been covered by this point:
 - Overview of the Grantee
 - Partnership
 - Activity
 - Staffing



Overview of the Grantee

- Most of the information is filled in this document.
- Please check to be sure information is accurate.
- Do fill out the section which says, “Center Contact Details.”
- The bottom COVID-19 Narrative should also be filled out.
- Be sure to save when finished and submit.

Center Contact Details

Contact Person First Name

Contact Person Middle Name

Contact Person Last Name

Phone Number

Email

How has COVID-19 affected your programs this year?(Character Limit: 5000)

Partnerships

- Each partnership must be listed in the Partnership document.
- Add the estimated value, yes if paid partially or fully with 21st CCLC funds, no if no 21st CCLC funds were used.
- Use any number of partnership types to identify partnerships (Non-profit, for-profit, vendor, volunteer)
- Be sure to save and submit when finished

The screenshot shows the 'Partnership Information' form in the APR Reporting System. At the top right, there is a 'Program Year' dropdown menu set to '2022'. Below this are four tabs: 'Overview of the Grantee', 'Partnership' (which is active and highlighted with a red dot), 'Activity', and 'Staffing'. To the right of the tabs are 'Submit' and 'In Progress' buttons. The main section is titled 'Partnership Information' with a link to 'Instructions'. Below the title is a search bar and a pagination control showing '20 items per page' and '1 - 1 of 1 items'. A table with the following columns is displayed: 'External Partner', 'Estimated Value Of the Partnership', 'Paid (fully or partially) with 21st CCLC funds', 'Partnership Type', and 'Action'. The table contains one row with the data: 'Test', '124.00', 'No', and a list of partnership types: 'Non-Profit', 'For Profit', 'Vendor', and 'Volunteer'. The 'Action' column for this row contains 'Modify' and 'Delete' buttons. An 'Add New Partnership' button is located to the right of the table.

External Partner	Estimated Value Of the Partnership	Paid (fully or partially) with 21st CCLC funds	Partnership Type	Action
Test	124.00	No	<ul style="list-style-type: none">Non-ProfitFor ProfitVendorVolunteer	Modify Delete

Activity

- Two sections within the document which need to be filled out (Summer on top, Academic year below).
- Each column needs to be filled out, the participants attended for each activity type, and the total hours this activity was offered.
- Be sure to save and submit when finished

Activity Type	How many participants attended this Activity during the term (Summer)?	How many total hours of this Activity did you offer during the term (Summer)?
Literacy Education	0	0
Science, Technology, Engineering, and Mathematics, including Computer Science	0	0
Academic Enrichment	0	0
Healthy and Active Lifestyle	0	0
Cultural Programs	0	0
Telecommunications and Technology Education	0	0
Assistance to Students who have been Truant, Suspended, or Expelled	0	0
Drug and Violence Prevention and Counseling	0	0
Career Competencies and Career Readiness	0	0
Well-rounded Education Activities, including credit recovery or attainment	0	0
Services for Individuals with Disabilities	0	0

Staffing

- Staffing is split into two sections, summer and academic year.
- The number of staff need to be added for each staff type based on if they were paid or volunteers.
- Be sure to save and submit when finished

Program Year: 2022

Overview of the Grantee Partnership Activity **Staffing**

Staffing (Aggregated) [Instructions](#) Not Started

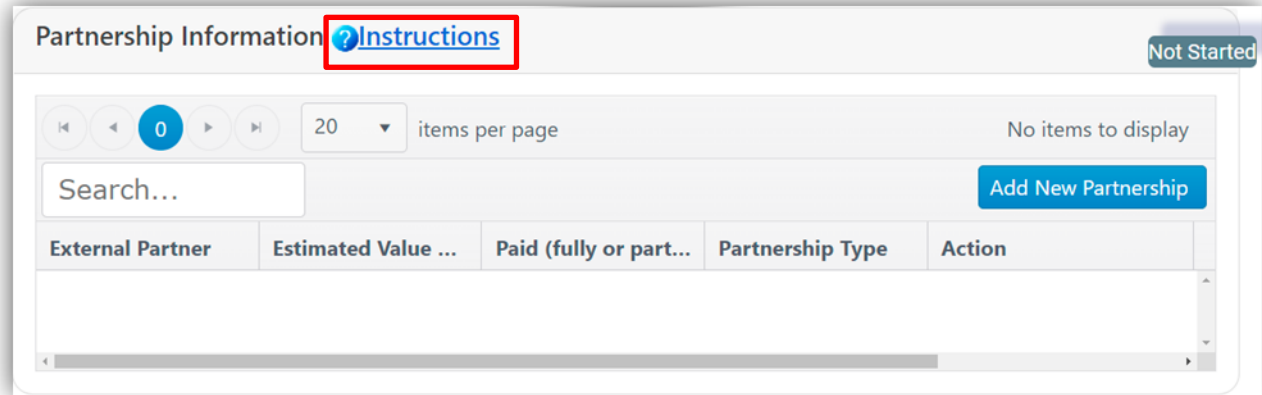
Staff Type	Paid	Volunteer
Administrators	0	0
School Day Teachers	0	0
Other Non-Teaching School Staff	0	0
Subcontracted Staff	0	0
Parents	0	0
College Students	0	0
Community Members	0	0
High School Students	0	0
Other	0	0
Total	0	0

Staffing / Academic Year (Fall & Spring)

Staff Type	Paid	Volunteer
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Instructions

- Each document has a link for instructions related to the document.
- This can be seen by clicking on the link.



The screenshot displays a web interface titled "Partnership Information". In the top right corner, there is a status indicator that says "Not Started". Below the title, there is a navigation bar with a red box highlighting a link labeled "? Instructions". Below this, there is a pagination control showing "0" items, a dropdown menu set to "20", and the text "items per page". To the right of the pagination, it says "No items to display". Below the pagination, there is a search bar with the placeholder text "Search..." and a blue button labeled "Add New Partnership". At the bottom, there is a table with the following headers: "External Partner", "Estimated Value ...", "Paid (fully or part...", "Partnership Type", and "Action". The table is currently empty.



Phase II: Family Engagement, Participation, Dashboard

Introduction to Phase II

- Rollout of Phase II will occur on Memorial Day Weekend.
- Phase II will include:
 - Family Engagement Form
 - Participation Form
 - Dashboard
- Family Engagement and Participation are part of the process evaluation due date (June 17th). The Dashboard is not included in this due date but is a tool which can be utilized.



Family Engagement

Family Engagement Form

- Two columns where data needs to be entered, one for summer and one for the academic program year.
- Add the total number for each two sections of each column.
- Be sure to save and submit when finished.

Family Engagement [Instructions](#) Not Started

FAMILY MEMBERS AND FAMILY ENGAGEMENT	Summer	Academic Year(Fall&Spring)
How many adult family members of the PreK-5th Grade students in your 21st CCLC program participated in your Family Engagement offerings?	<input type="text" value="0"/>	<input type="text" value="0"/>
How many adult family members of the 6th-12th Grade students in your 21st CCLC program participated in your Family Engagement offerings?	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0



Participation

NEW!

Participation

Participation data comes from Student Attendance data

→ ADE aggregates from attendance submitted via AzEDS, which is due June 3, 2022

Since new system/process = ADE building in one final opportunity to review/confirm attendance data is accurate

NEW!

Participation Tab

Participation Tab will display all aggregate student data as will report to USDOE

- sliced/diced based on hourly dosage

Includes demographics

Grade level

ELL

Race

Income Eligibility

Sex

SPED

NEW!

Participation Tab (cont)

- **Will be 'Read Only' data**
 - Cannot be changed in the system
 - Can only be changed via AzEDS data submission

Tab submitted to ADE- confirmation that attendance is accurate in 21st CCLC APR System

NEW!

What Does this Look Like?

Participation tab will be available in early June

→ All attendance is due by June 3, 2022 in AzEDS

**Then, sites will review in 21st CCLC APR System
and submit the Participation tab anytime after
their attendance is accurate until June 17th**



Participation: What Does this Look Like?

Grade Level (Aggregated) Instructions							<button>Submit</button>
Grade Level	Less than 15 hours	15-44 hours	45-89 hours	90-179 hours	180-269 hours	270 hours or more	Total
Pre-Kindergarten	10	17	33	34	50	70	214
Kindergarten	20	18	43	34	51	71	237
1st Grade	30	19	53	34	52	72	260
2nd Grade	40	20	63	11	53	73	260
3rd Grade	50	21	73	22	54	74	294
4th Grade	60	22	83	33	55	75	328
5th Grade	70	23	93	55	56	76	373
6th Grade	80	24	23	77	57	77	338
7th Grade	90	25	113	34	58	78	398
8th Grade	100	26	123	34	59	79	421
10th Grade	110	27	133	34	31	80	415
11th Grade	120	28	143	34	32	81	438
12th Grade	130	29	153	34	36	82	464
Total	910	299	1129	470	644	988	4440
Race/Ethnicity (Aggregated)							
Race/Ethnicity	Total PreK-5th		Total 6th-12th		Total		



Dashboard

Dashboard

- Just used as a navigation feature, is not a form which is due.
- On the dashboard, the status of all forms is displayed. If you access to more than one school, all schools will show.
- This dashboard will become the home screen.

Grantee Name:
Scottsdale Unified District

Program Year:
2022

ALL ³⁶ Not Started ¹⁵ In Progress ⁷ Submitted ⁶ Rejected ³ Approved by ADE Admin ⁵ Submitted to FED ⁰ Approved by FED ⁰

Process Evaluation Forms Submitted for Approval by Disctrict

School EdOrgID	School/Center	District EdOrgID	District
5051	Hohokam Elementary School1 - 13	4240	Scottsdale Unified District

School/Center	District	Form Name	Status	Last Modified Date
Hohokam Elementary School1 - 13	Scottsdale Unified District	Partnership	Submitted	02/14/2022
Hohokam Elementary School1 - 13	Scottsdale Unified District	Staffing	Submitted	04/04/2022

1 - 2 of 2 items

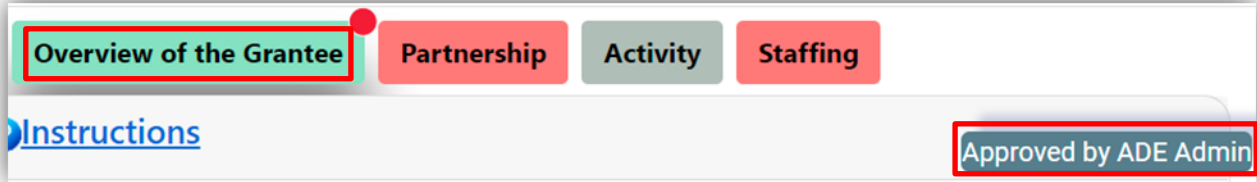
5062	School Ingleside Middle - 17	4240	Scottsdale Unified District
5047	Tonalea K-8 - 15	4240	Scottsdale Unified District



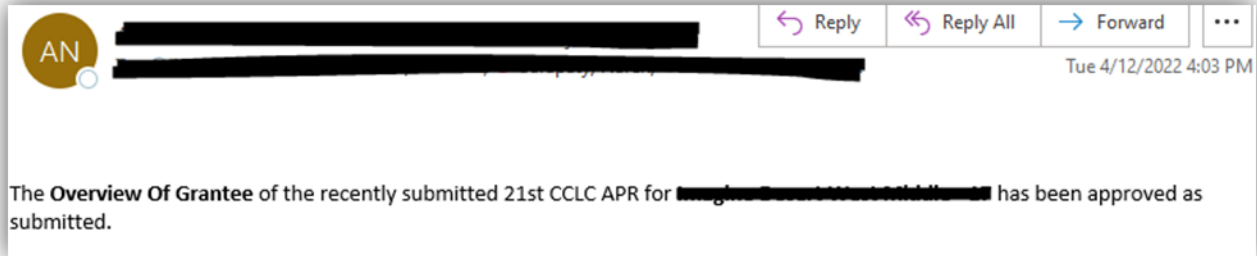
Approving/Rejecting Submitted Forms

Accepting

- After submission, form will either be accepted or rejected.
- If accepted, form will appear green, and text will show “Approved by ADE Admin”
- An email will also be received showing form was approved (example on right).



This screenshot shows the top navigation bar of a web application. It features four buttons: 'Overview of the Grantee' (highlighted with a red box and a red notification dot), 'Partnership', 'Activity', and 'Staffing'. Below the buttons is a grey bar containing a blue 'Instructions' link on the left and a red box containing the text 'Approved by ADE Admin' on the right.



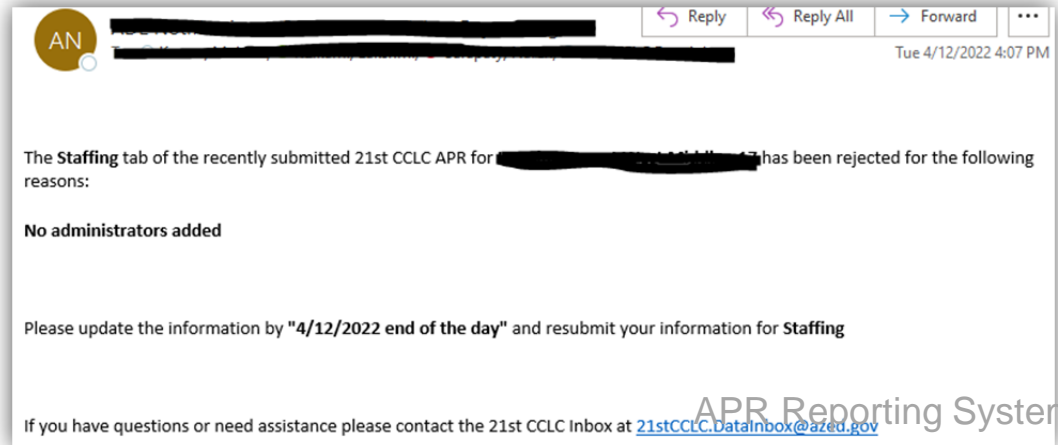
This screenshot shows an email notification interface. At the top, there is a header bar with a circular profile picture containing the letters 'AN', two lines of redacted text, and action buttons for 'Reply', 'Reply All', 'Forward', and a menu icon. The date and time 'Tue 4/12/2022 4:03 PM' are displayed on the right. The main body of the email contains the text: 'The Overview Of Grantee of the recently submitted 21st CCLC APR for [redacted] has been approved as submitted.'

Rejecting

- Just like approving, the form can also be rejected.
- If rejected, form will appear red, and rejected will show on the right.
- An email will be sent like the example to the right, which shows the form which was rejected, why, and the due date.

The screenshot shows the top navigation bar of the 21st CCLC APR Reporting System. It includes tabs for 'Overview of the Grantee' (green), 'Partnership' (red), 'Activity' (grey), and 'Staffing' (red and highlighted with a red box). To the right of these tabs are 'Submit' and 'Save' buttons. Below the tabs is a link for '? Instructions'. On the far right, a 'Rejected' button is highlighted with a red box.

Reject Reason	Response Due Date	Rejected Date	Rejected By
No administrators added	04/12/2022	04/12/2022	21cclc_apr_ade_superuser@mailinator.com





Quiz Time!

Quiz

How do you know if your form has been rejected?

- A. Color of box for the form will be red
- B. Status will appear as “Rejected”
- C. A reject reason will appear at the bottom of the form
- D. An email will be sent with the form rejected, why it was rejected, and a due date for the rejected form.
- E. All the above



Q&A



Thanks!