



# 21<sup>st</sup> CCLC APR Data Reporting System System Guide



## Welcome

Welcome to the 21<sup>st</sup> CCLC APR Data Reporting System (21<sup>st</sup> CCLC APR) application! This application provides the ability to report federal data reporting requirements. The 21<sup>st</sup> CCLC APR system offers online data entry and direct upload of student level data related to the federal reporting of the 21<sup>st</sup> CCLC grant. This document is a high-level overview of the 21<sup>st</sup> CCLC APR functionality starting with setting up the logins for your users.

## ADEConnect Setup Steps

Prior to logging into the 21<sup>st</sup> CCLC APR application, please verify your access.

### Verify the following:

- 1) **Verify** you have a login to ADEConnect

*Note: If you do not have access, request access by selecting this link: [HelpDesk](#) (Application Support Service Request/ADEConnect)*

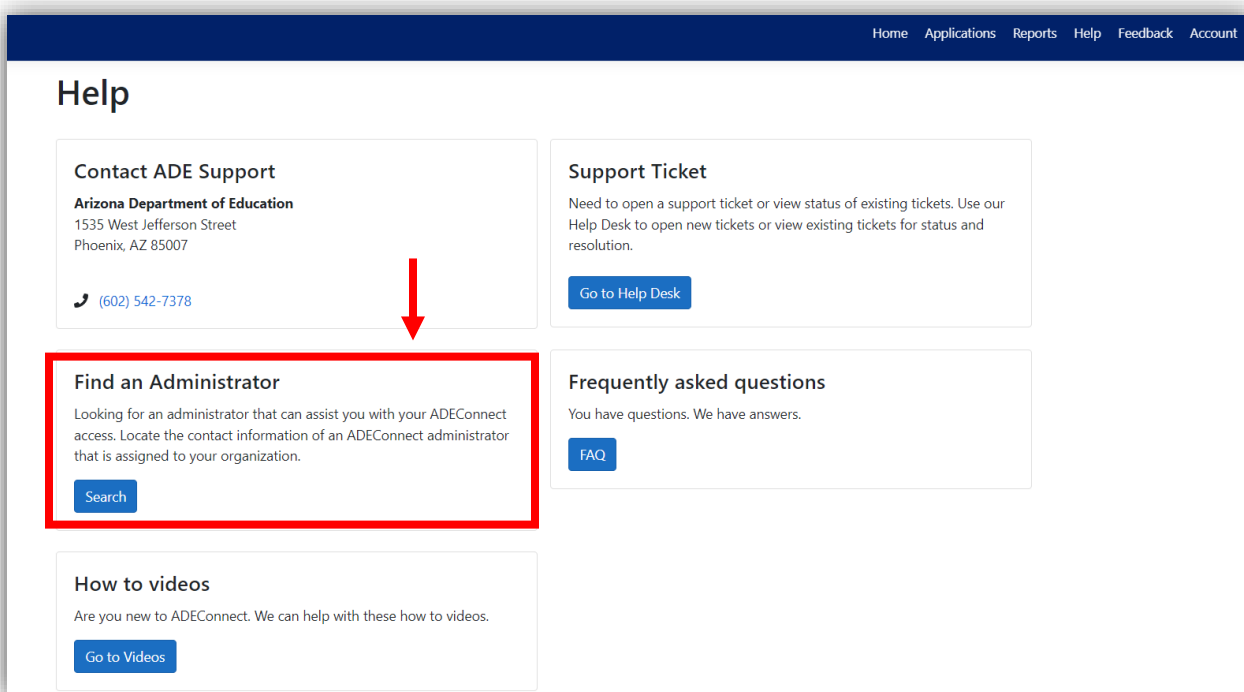


- 2) **Verify** you have been setup to access the 21<sup>st</sup> CCLC APR application by your entity administrator\*
  - a. LEA's Entity Administrator provides permission and assigns roles under ADE Connect for 21<sup>st</sup> CCLC APR access for one of the following roles:

| 21 <sup>st</sup> CCLC APR User Role | Description   |
|-------------------------------------|---|
| <b>21CCLCAPRLEAUser</b>             | For LEA level users. Ability to submit APR data for assigned LEA (Grantee) and Schools (Centers) under that LEA with the 21 <sup>st</sup> CCLC grant. |
| <b>21CCLCAPRSchoolUser</b>          | For School level users. Ability to submit APR data for assigned Schools (Centers) with the 21 <sup>st</sup> CCLC grant.                               |



*\*Note: To find your entity administrator select the link on the ADEConnect Help page and then select 'Find Entity Administrator' and reach out to them to request access*



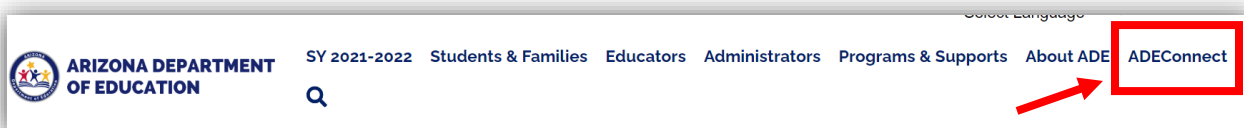
- 3) Verify that you have been setup to access the 21<sup>st</sup> CCLC APR system by your entity administrator.
  - a. Login to ADE Connect.
  - b. Verify there is a link "21<sup>st</sup> CCLC" on your list of applications.

### Logging in

The 21<sup>st</sup> CCLC APR application can be accessed by logging into ADEConnect. You can access ADEConnect through the [ADE Website](#).

Once you have verified your access, follow these steps to login to the 21<sup>st</sup> CCLC APR application.

**Step 1:** Select this link to go to the [ADE Website](#) and select ADEConnect at the top of the ADE website screen



**Step 2:** Select the 21<sup>st</sup> CCLC APR link on the ADEConnect screen. This will take you to the 21<sup>st</sup> CCLC APR Home Page.

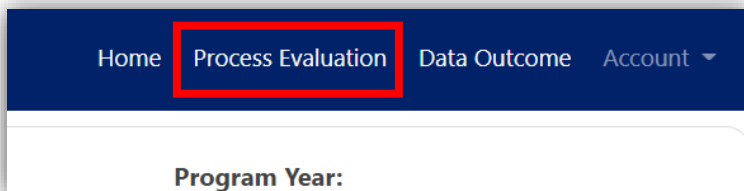


### 21<sup>st</sup> CCLC APR Home Page

On the 21<sup>st</sup> CCLC APR Home Page, each user will see their LEA Name (Grantee Name) and any School Names (Center Name) they have permission to. For example, if a School User is signed in, they will only see their school listed as an option for Center name. If an LEA User is signed in, they will see just the LEA name. In addition, they will see Announcements from ADE and a dashboard for all of their forms broken out into different categories aligned with how forms move through the system.

From the Home Page, users can locate the required reporting forms by selecting from the top menu bar:

## Process Evaluation Section



Home **Process Evaluation** Data Outcome Account ▾

Program Year:

Navigate to the Process Evaluation Data to submit the first set of required forms, including the following:

- ☐ Overview of Grantee
- ☐ Partnerships
- ☐ Activities
- ☐ Staffing
- ☐ Family Engagement
- ☐ Participation



Overview of the Grantee Partnership Activity Staffing Family Engagement Participation

### Instructions

All forms have an instructions document to help clarify the details needed regarding data entry for each tab. To access the instructions document, select the link. The document will load in a separate tab for ease of use.

Grantee Overview [?Instructions](#)

### Process Evaluation Forms: Data Entry

The Process Evaluation Menu defaults to the Overview of the Grantee Form. Within this menu of tabs, the form you have selected/that is currently displayed will have a red dot at the top right corner and will show with a faint shadow below the title.

Complete the required data for each of the forms in the Process Evaluation Menu.

For additional details about completing these forms, see the 21<sup>st</sup> CCLC Annual Performance Report Reporting Guide [here](#).

## Overview of the Grantee

This form includes details about the Grantee (district), as well as Center (school) level details.

*Grantee Overview* and *Center* details are auto-populated for users and cannot be edited. If you have a concern about any of these details being inaccurate, please contact us at [21stCCLC.DataInbox@azed.gov](mailto:21stCCLC.DataInbox@azed.gov).

Complete the *Center Contact Details* with the contact information of the best person to reach out to with questions about data in this APR report.

Center Contact Details

Contact Person First Name

Contact Person Middle Name

Contact Person Last Name

Phone Number

Email

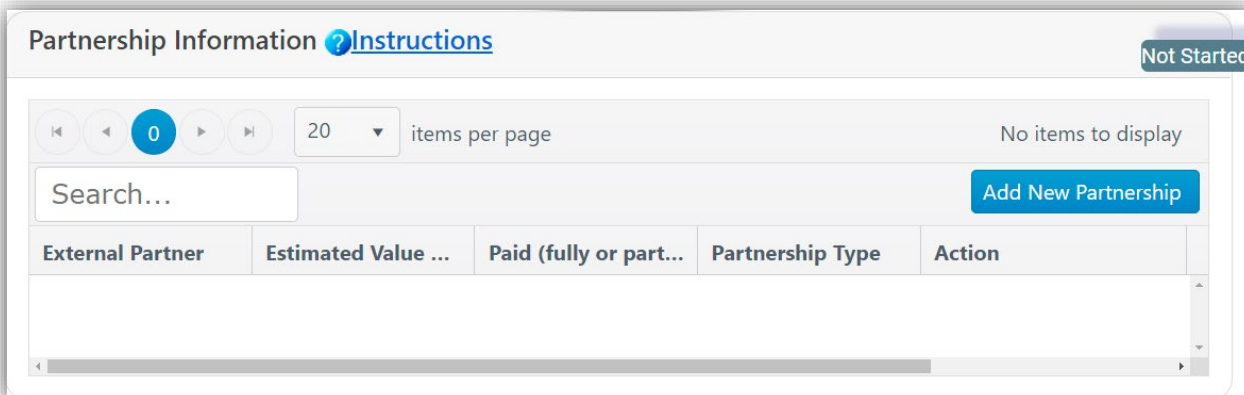
- This could be the district director, site coordinator, or data support staff- whoever will be best able to answer questions from ADE about the center's data should there be any.

For the *COVID Narrative*, complete with information you'd want shared about how COVID-19 affected your programs this year, including the types of classes offered, staffing, or additional changes to a typical program that occurred due to the ongoing pandemic.

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

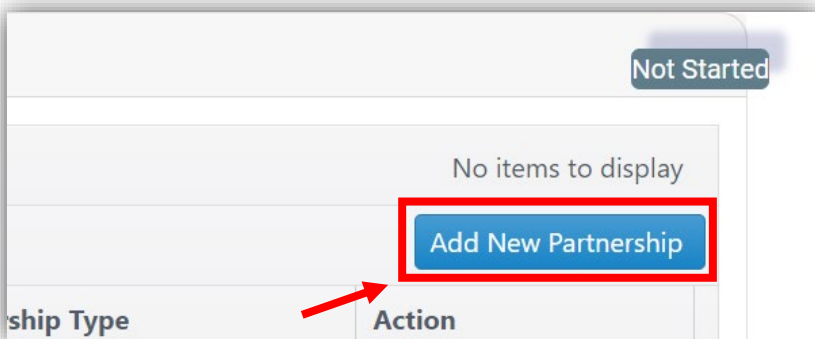
## Partnership

All 21st CCLC Sites are required to maintain at least one external partner during each year of the 5-year grant.



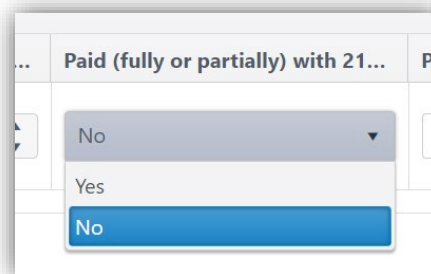
This list should include community partnerships that happened during any of the two terms- Summer and Academic (Fall + Spring)- in the program year.

To start, select the “Add New Partnership” button to the right of the screen.



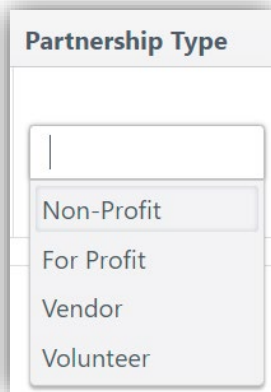
Here you will list the partner’s name and the estimated value of the partnership by typing a dollar amount into the space (see the Reporting Guide for how to do this calculation if you are not sure the total value). You will also indicate if the partnership was paid with 21<sup>st</sup> CCLC funding by selecting from the drop down.

- Select “yes” if the partnership was paid fully or partially with 21<sup>st</sup> CCLC funds, or “no” if they were not paid.



Finally, you will indicate the partnership type by selecting from the list in the box.

- The four options are For Profit, Non-Profit, Vendor, and Volunteer.
- A partnership can have more than one of these selected but generally we expect to see about two:
  - 1) either for-profit or non-profit and 2) either vendor or volunteer.

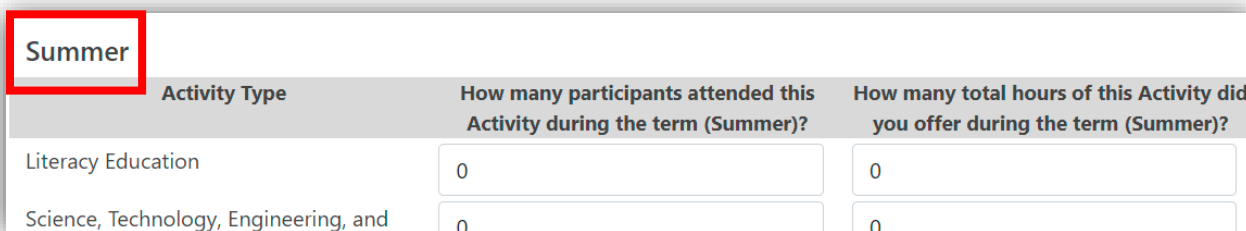


The image shows a dropdown menu titled "Partnership Type". The menu is open, displaying four options: "Non-Profit", "For Profit", "Vendor", and "Volunteer". The "Non-Profit" option is currently selected and highlighted.

### Activity

On this form, document all the different activities that took place during the reporting period-

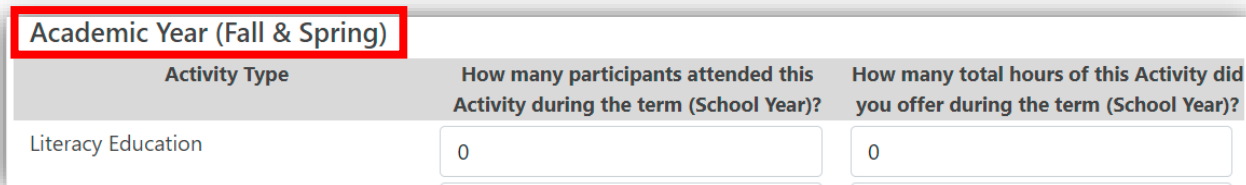
- summer (if applicable) in the first chart



The image shows a table titled "Summer" (highlighted with a red box). The table has three columns: "Activity Type", "How many participants attended this Activity during the term (Summer)?", and "How many total hours of this Activity did you offer during the term (Summer)?". There are two rows of data: "Literacy Education" and "Science, Technology, Engineering, and". Both rows have "0" entered in the participant and hours columns.

| 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 | 0  | 0   |

- and then the academic year (which includes all activities/classes from fall and spring terms) in the bottom chart.



The image shows a table titled "Academic Year (Fall & Spring)" (highlighted with a red box). The table has three columns: "Activity Type", "How many participants attended this Activity during the term (School Year)?", and "How many total hours of this Activity did you offer during the term (School Year)?". There is one row of data: "Literacy Education", which has "0" entered in the participant and hours columns.

| Activity Type      | How many participants attended this Activity during the term (School Year)? | How many total hours of this Activity did you offer during the term (School Year)? |
|--------------------|---|--|
| Literacy Education | 0   | 0  |

Each class can only be reported in ONE category, so choose the category that most closely aligns to the goals of the class, objectives it relates to, and intent of the original application. For a more detailed explanation of each category, hover the cursor over the text on the left side.

The site is not required to offer each type of activity, however, because the 21st CCLC grant funding is intended to boost students' success in *literacy* and *mathematics*, **there should always be activities with these categories.**

For the first column, add how many participants attended each of the categories. This should be total participants with participants only counted once.

Ex: If a student attended a Books with Breakfast Club in the morning that you list as Literacy Education and a 4<sup>th</sup> grade Readers Theater in the afternoons that you also consider Literacy Education, this student should show in the total count *only one time*.

| Summer  |  |   |
|---|--|---|
| 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   |

In the right column, add how many hours in total each category was offered during the reporting term.

Ex: The same Books with Breakfast and 4<sup>th</sup> grade Readers Theater from the above example taking place for four days a week for one hour each day for 4 weeks would be 32 hours of Literacy Education. (4 days x 1 hour x 4 weeks x 2 classes = 32)



| Summer  |  |   |
|---|--|---|
| 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   |

On this form, all boxes are auto populated with “0” until you make changes. If you leave any cells blank, you will get an error message that will not let you Save. If you did not offer this category, you can leave the “0” to move forward.

Note: The form only accepts numbers as a value.

How many participants attended this Activity during the term (Summer)?

'Number Of Participants' must not be empty.

## Staffing

In this section, you will capture all individuals who assisted with your 21st CCLC program during the term indicated.

The definition of each staff type can be found by hovering over the name of the staff type.

| Staff Type   | Paid |
|--|------|
| Administrators   | 0    |
| Individuals (Principals/site administrators/site coordinators) who have a primary oversight capacity of the staff and functions of the center. |      |

Remember to include your volunteers! It is important to include everyone who staffed your program for your own records and to have information to use when engaging stakeholders.

Note: If a person who works in your program was paid for *by another source* (ESSER Funds, tax credit, Title I, Migrant Funds, etc.), list them as *volunteer* in this section. They are counted as volunteers in this part of the 21st CCLC report, even if they were funded through some other source.

If a person fits into more than one category, choose the category highest in the list.

Ex: If a person is a Parent and a Community Member, enter them into the Parent category because it is higher ranked/above Community Member on the list provided.

Please list the total number of staff members for each category in each of the columns.

Note: The form only accepts numbers as a value.

| Staffing / Summer               |      |           |
|---------------------------------|------|-----------|
| 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         |

## Participation

In this section, the 21st CCLC APR System has pulled over all of the student attendance information you have reported into AzEDS and aggregated it based on the various federally required categories. The APR system calculated this data for each school so that you do not have to track student data and aggregate according to the various demographic and dosage-based requirements.

**This data cannot be edited in the APR system.** Rather, this tab allows you to confirm the total number of students reported is accurate to your expectations and allows for you to briefly glance at how the data for Participation will be reported for you.

Before you submit, review the “Total” student count listed at the bottom of the Grade Level graph and confirm that this number is as expected, aligning to the “Total students 1 or more days” count (shown right) in the AzEDS Portal 21st CCLC reports (CCLC15 and CCLC20 both have this count).

Total Students,  
1 or more Days

If you find a discrepancy and the totals here are drastically different than expected and what’s in the AzEDS Portal, please reach out to us at [21stCCLC.DataInbox@azed.gov](mailto:21stCCLC.DataInbox@azed.gov) to determine next steps. AzEDS Portal data can be updated to allow for accurate APR reporting and we can work through steps to complete this process as necessary.

Attendance dates for the APR Participation data for the 2021-2022 program year align to what has been submitted in the AzEDS Portal as follows:

| 21 <sup>st</sup> CCLC Funding Cycle FY22                                | Attendance Begin Date | Attendance End Date |
|---|-----------------------|---------------------|
| Cycle 14 ( <i>ending June 30, 2021 because re-awarded in Cycle 17</i> ) | 5/26/21               | 6/30/21             |
| Cycle 14C   | 5/26/21               | 5/31/22             |
| Cycle 15  | 5/26/21               | 5/31/22             |
| Cycle 16  | 5/26/21               | 5/31/22             |
| Cycle 17  | 7/1/22                | 5/31/22             |

**Once you have confirmed that the Participation totals are accurate, click the “Submit” button.**

You can also review the Participation form for other data as needed, confirming that totals in other categories appear accurate. The data on this form has four different sections which can be checked for alignment:

1. Grade level: The data here displays how many attended a certain number of hours for each grade. The bottom row displays the total based on each category, with the far-right box showing the total amount of students who participated.

| Participation <a href="#">Instructions</a> |                    |             |             |              |               |                   |                    | Not Started |
|--|--------------------|-------------|-------------|--------------|---------------|-------------------|--------------------|-------------|
| Grade Level                                | Less than 15 hours | 15-44 hours | 45-89 hours | 90-179 hours | 180-269 hours | 270 hours or more | Hours Not Provided | Total       |
| Pre-Kindergarten                           | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| Kindergarten                               | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 1st Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 2nd Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 3rd Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 4th Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 5th Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 6th Grade                                  | 4                  | 4           | 7           | 19           | 15            | 3                 | 2                  | 54          |
| 7th Grade                                  | 3                  | 3           | 5           | 24           | 11            | 2                 | 4                  | 52          |
| 8th Grade                                  | 3                  | 9           | 8           | 20           | 9             | 2                 | 6                  | 57          |
| 9th Grade                                  | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 10th Grade                                 | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 11th Grade                                 | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| 12th Grade                                 | 0                  | 0           | 0           | 0            | 0             | 0                 | 0                  | 0           |
| <b>Total</b>                               | <b>10</b>          | <b>16</b>   | <b>20</b>   | <b>63</b>    | <b>35</b>     | <b>7</b>          | <b>12</b>          | <b>163</b>  |

2. Race/Ethnicity: The data here displays the amount of student's identified as one of the categories for ethnicity. The data is split into columns by grade level categories, with a total amount column as well, with the far-right box showing the total amount of students who participated.

| Race/Ethnicity                      | Total PreK-5th | Total 6th-12th | Total      |
|-------------------------------------|----------------|----------------|------------|
| American Indian or Alaska Native    | 0              | 11             | 11         |
| Asian                               | 0              | 1              | 1          |
| Black or African American           | 0              | 2              | 2          |
| Hispanic or Latino                  | 0              | 103            | 103        |
| Native Hawaiian or Pacific Islander | 0              | 0              | 0          |
| White                               | 0              | 42             | 42         |
| Two or more races                   | 0              | 4              | 4          |
| Data Not Provided                   | 0              | 0              | 0          |
| <b>Total</b>                        | <b>0</b>       | <b>163</b>     | <b>163</b> |

3. Sex: The data here displays the amount of student's identified as one of the categories for sex. The data is split into columns by grade level categories, with a total amount column as well, with the far-right box showing the total amount of students who participated.

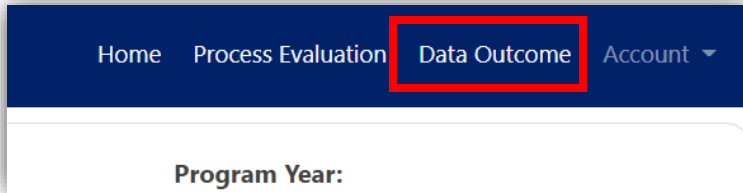
| Sex               | Total PreK-5th | Total 6th-12th | Total      |
|-------------------|----------------|----------------|------------|
| Male              | 0              | 86             | 86         |
| Female            | 0              | 77             | 77         |
| Data not provided | 0              | 0              | 0          |
| <b>Total</b>      | <b>0</b>       | <b>163</b>     | <b>163</b> |

4. Population Specifics: The data here in the last section displays population categories for students to fall into. The data is split into columns by grade level categories. The numbers will not add up to the total number of students as in the previous sections due to students able to be classified in more than one area

| Population Specifics   | Total PreK-5th | Total 6th-12th |
|--|----------------|----------------|
| Students who are eligible for free or reduced-price lunch(FRL) | 0              | 163            |
| Student with disabilities(SPED)                                | 0              | 25             |
| Students who are English Learners(ELL)                         | 0              | 13             |

## Data Outcomes

All student level data, which includes the reporting for three of the GPRA Outcomes, is done in the Data Outcomes section of the 21<sup>st</sup> CCLC APR System.

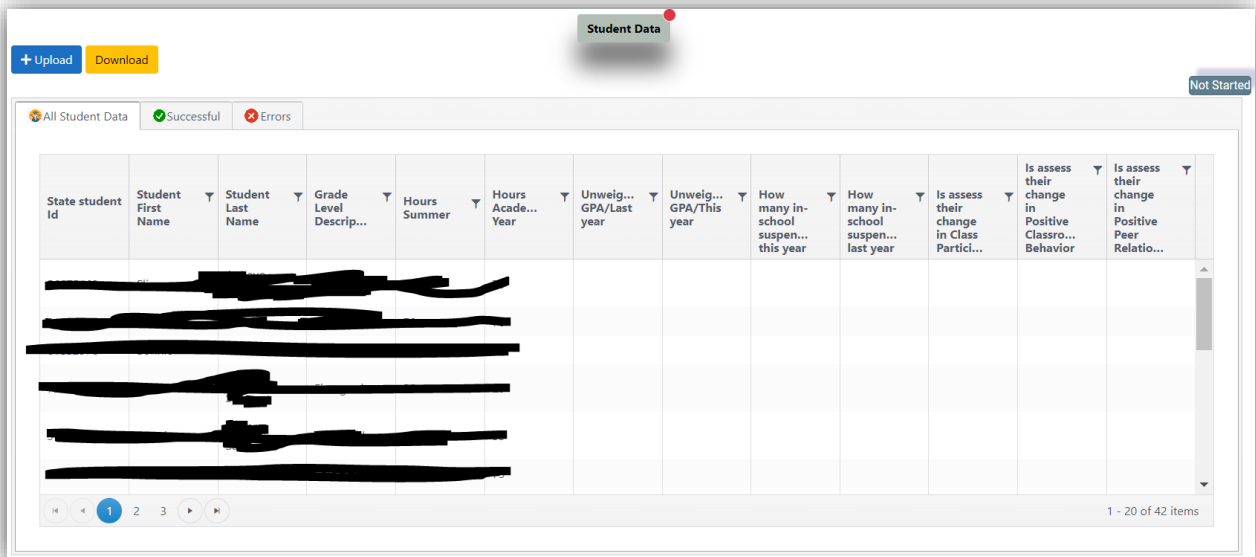


Home Process Evaluation **Data Outcome** Account ▾

Program Year:

### *Student Data*

The Student Data tab is where all Outcomes data will be reported at the student level. The Student Data that is reported gets reported into an excel file that is downloaded in the form from the download link at the top left of the form and then reuploaded back into the system where it is checked for accuracy and completeness.



Student Data

+ Upload Download

Not Started

All Student Data Successful Errors

| State student Id | Student First Name | Student Last Name | Grade Level Descrip... | Hours Summer | Hours Acade... | Unweig... GPA/Last year | Unweig... GPA/This year | How many in-school suspen... this year | How many in-school suspen... last year | Is assess their change in Class Partici... | Is assess their change in Positive Classro... Behavior | Is assess their change in Positive Peer Relatio... |
|------------------|--------------------|-------------------|------------------------|--------------|----------------|-------------------------|-------------------------|--|--|--|--|--|
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |
|                  |                    |                   |                        |              |                |                         |                         |  |  |  |  |  |

1 - 20 of 42 items

Here are the steps to complete the Student Data form:

**Step 1:** Click the download button to download the excel file.

**Step 2:** After clicking download, an excel file will be downloaded to the computer in your browser's usual way (top right, bottom left, etc). This excel file is where the outcomes data be filled out. Fill out the GRPA data needed in this excel file spreadsheet.

| Student ID(State) | First Name | Last Name | Grade | Hours Summer | Hours Academic Year/Accumulative | Unwei<br>ghted<br>GPA/<br>Last<br>year | Unwei<br>ghted<br>GPA/<br>This<br>year | How<br>many<br>in-<br>school<br>suspensions<br>last<br>year? | How<br>many<br>in-<br>school<br>suspensions<br>this<br>year? | While<br>this<br>student<br>was in your<br>regular<br>school<br>day<br>class,<br>assess<br>their<br>change<br>in<br>Class<br>Participation. | While<br>this<br>student<br>was in your<br>regular<br>school<br>day<br>class,<br>assess<br>their<br>change<br>in<br>Positive<br>Classroom<br>Behavior. | While<br>this<br>student<br>was in your<br>regular<br>school<br>day<br>class,<br>assess<br>their<br>change<br>in<br>Positive<br>Peer<br>Relationships. |
|-------------------|------------|-----------|-------|--------------|----------------------------------|--|--|--|--|---|--|--|
|                   |            |           |       |              |                                  | NA                                     | NA                                     |  |  |   |  |  |
|                   |            |           |       |              |                                  | NA                                     | NA                                     |  |  |   |  |  |
|                   |            |           |       |              |                                  | NA                                     | NA                                     |  |  |   |  |  |

In the excel file, each column in green requires data.

- For columns G & H: Enter the unweighted GPA data here, up to two decimal places. See the [Reporting Guide](#) for more information about how to calculate GPA.
- For columns I & J: Enter the number of In-school suspensions last year and this year, respectively. See the [Reporting Guide](#) for more information about In-school suspensions.
- For columns K, L, & M: Enter the teacher survey responses to each of the three required teacher survey questions.
  - o Enter in spreadsheet 1, 2, 3, or 4
    - 1 = Did not need to improve
    - 2 = Improved
    - 3 = Remained the same
    - 4 = Decreased

Spreadsheet hints:

- Each cell will accept NA as a response in the event that you do not have data for that student for that GPRA measure. **The system will not accept blank cells.**
  - o Ex: If you do not have GPA data for a student who attended a different school last year, you can enter NA for that student in column G
- When you open the excel spreadsheet, several NA responses will already be filled in for you for grade levels where that particular GPRA measure is not required for that grade-level.
  - o Remember
    - GPA = grades 7,8,10,11, &12
    - In-school suspension = grades 1-2
    - Teacher Survey = grades 1-5
- If you completed data in the template ADE provided in the spring, confirm that the same students are listed in this APR system spreadsheet. The APR system spreadsheet should include all students who passed AzEDS integrity and occasionally that does not align to internally held program documents (like google sheets used for attendance, etc).
- The spreadsheet is listed in alphabetical order by last name. When more than one student with the same last name, confirm the order of the students when copying data over.



**Step 3:** Once the GPRA data is entered into the excel file, save the file onto your computer and close the file. The, upload the data back into the system for the APR system to process the data.

- Click "Upload"

The screenshot shows a web interface for uploading student data. At the top, there are two buttons: a blue '+ Upload' button (highlighted with a red box) and a yellow 'Download' button. Below these buttons is a section titled 'All Student Data' with two tabs: 'Successful' (with a green checkmark icon) and 'Errors' (with a red X icon). Below the tabs is a table with the following headers: 'State student Id', 'Student First Name', 'Student Last Name', and 'Grade Level Descrip...'. The table is currently empty.

- Select the template you saved in your files.

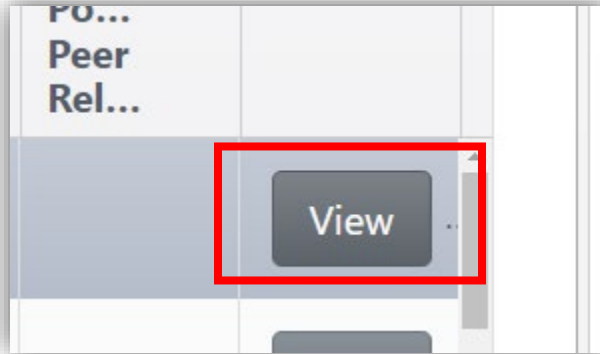
The screenshot shows a web interface for uploading student data. At the top right, there is a blue button labeled 'Student Data' with a red notification dot. Below this, there are two buttons: a blue '+ Upload' button and a yellow 'Download' button. Below these buttons is a large text input field. To the right of the input field is a button labeled 'Select files...' (highlighted with a red box). Below the input field, the text 'File format accepted : xlsx' is displayed. At the bottom of the interface, there are two buttons: a blue 'Upload' button and a red 'Cancel' button.

- Then hit the additional “Upload” button.

**Step 4:** Check for Successful data and Errors.

- After a complete upload, the system may take several seconds (longer for larger schools) to process the form- it's reviewing the form for completeness and valid response types.
- In the error tab on the right, students whose data was not successfully captured will be shown.

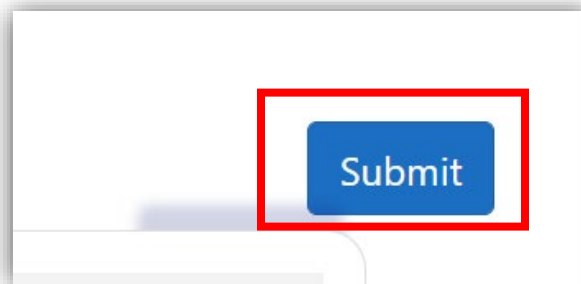
- **The system will not accept any submissions if errors are present.** This includes blank cells.
- Click on the “View” button next to teach student on the error page to gain insight into why the student was not successful.



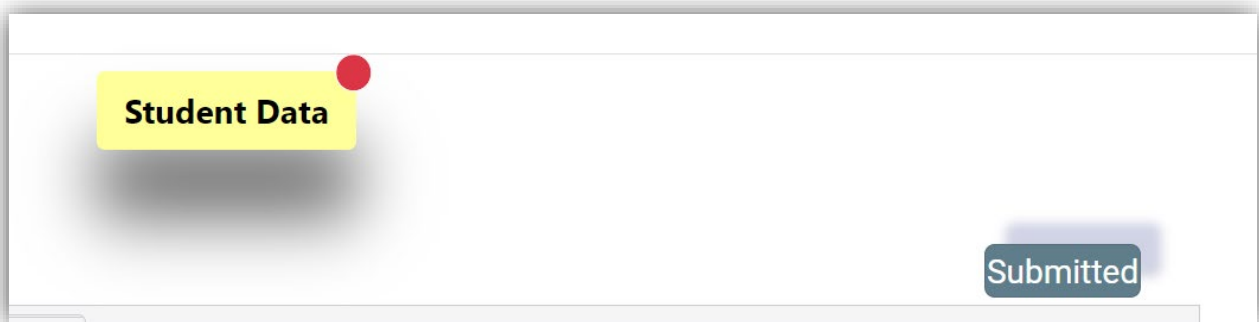
- Correct any errors in the excel template and then reupload by following [Step 3](#) again.

**Step 5:** Submit.

- When there are no longer any errors, submit the form to be processed.



- The tab color will change and the status will move to “Submitted” once the form has been submitted successfully.

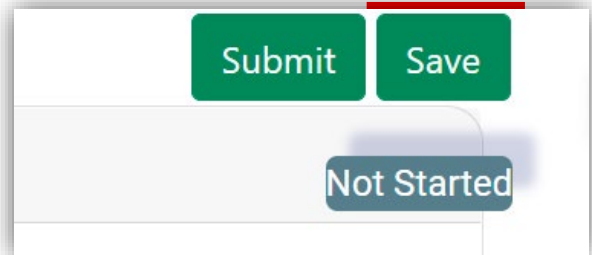


## 21<sup>st</sup> CCLC APR System Tips

### How to Save Data

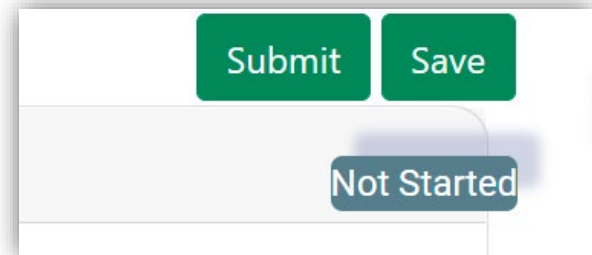
While entering data into any form within the 21<sup>st</sup> CCLC pages, select the “Save” button on the right side of the page, or at the bottom of the form to save your data. Forms do not have to be complete to save data. Entered data will be saved and display when you return to the form to add additional data.

**The 21<sup>st</sup> CCLC APR System does not auto-save information**, so clicking the “Save” button will be important to ensuring no data is lost if you leave a data entry session.



### How to Submit Data in a Form

Once all data has been entered into the form and you have completed all edits, then you can select the Submit button. When you select submit, final validation will be completed, the data will be update in the database and a notification will be sent to the ADE Admin that your form is completed for review.



### Form Status

There are five (5) form statuses that will tell users where the form is at in the steps to being complete. The form status appears just below the Submit and Save buttons in the right side of each form. The form status of each form will initially be Not Started. Along with the Status Display changing as a form moves through the steps towards completing, the color of each tab label in the Process Evaluation Menu will change, corresponding to statuses as described in the below chart:

| Form Status | Definition                                    | Status Display | Tab Color               |
|-------------|---|----------------|-------------------------|
| Not Started | Form has not been saved with any data values. | Not Started    | Overview of the Grantee |
| In progress | Form has at least one data value saved.       | In Progress    | Partnership             |
| Submitted   | Form has been completed and the user has      | Submitted      | Activity                |

|          |   |                       |          |
|----------|---|-----------------------|----------|
|          | selected the "Submitted" button for ADE review.   |                       |          |
| Approved | ADE Admin has reviewed the form and has approved the submitted data values.                           | Approved by ADE Admin | Activity |
| Rejected | ADE Admin has reviewed the form and has provided feedback for updates to the data values in the form. | Rejected              | Staffing |

### What Happens Once a Form is Submitted?

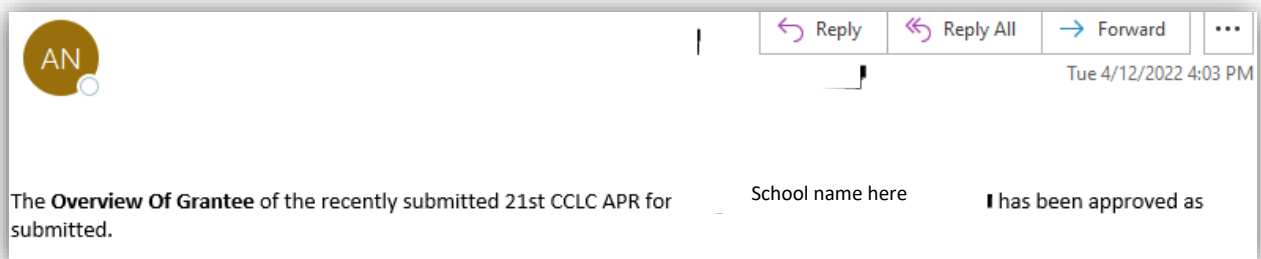
After you have submitted your form, the ADE Administrator will be alerted that the form is now ready for review. The ADE Administrator will either Accept the form, or Reject it.

#### *Accepted:*

When the form meets the expected requirements for form completion the administrator will approve your form. The form status will be updated to Approved by ADE Admin. When approved, the color of the form button will appear green.

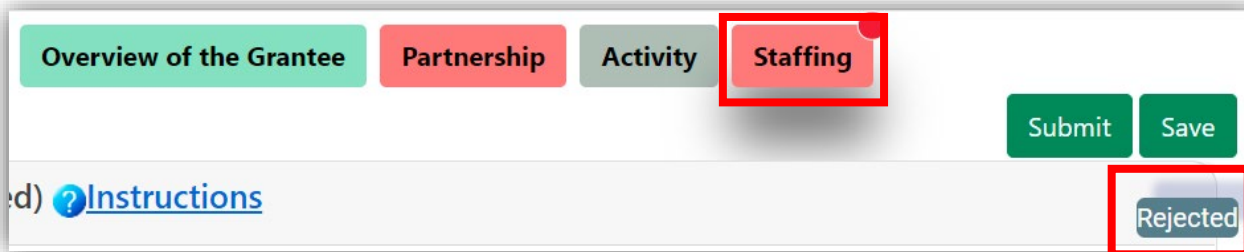


When accepted, an email will also be sent to show the form was submitted and was approved as submitted.



### Rejected:

When there are discrepancies with the data in the form, the ADE Admin will make notes and return the form as rejected. You will receive an email with the notes from the ADE Admin. The email will contain a date that all changes must be completed. Update the form and resubmit for approval. If you have questions, please forward them to the email address contained in the reject email.

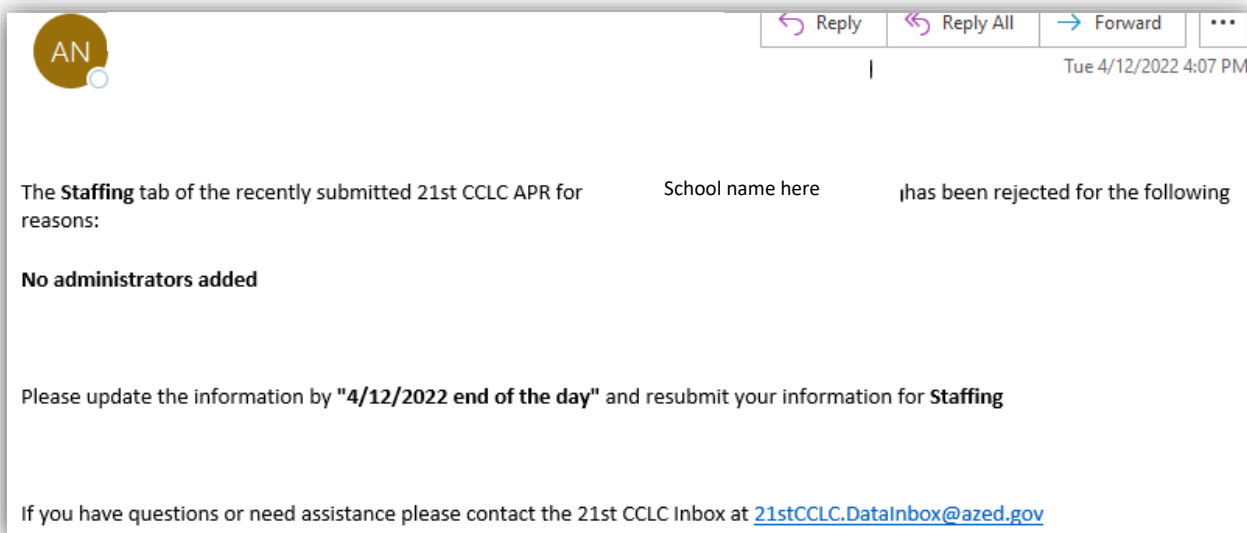


The screenshot shows a navigation bar with four tabs: 'Overview of the Grantee' (green), 'Partnership' (red), 'Activity' (grey), and 'Staffing' (red and highlighted with a red box). To the right of the tabs are 'Submit' and 'Save' buttons. Below the tabs is a link labeled 'Instructions' with a question mark icon. In the bottom right corner, a 'Rejected' button is highlighted with a red box.

When a form is rejected, a reject reason will appear at the bottom of the form which was rejected. This rejection gives a reason for the rejection, a response due date to be due by, the date it was rejected, and who it was rejected by.

| Reject Reason           | Response Due Date | Rejected Date | Rejected By                     |
|-------------------------|-------------------|---------------|---------------------------------|
| No administrators added | 04/12/2022        | 04/12/2022    | Email of who rejected goes here |

When rejected, an email will also be sent to show the form was rejected and give the reason as it appears in the reject reason box. The email will also display the due date and the form needing to be fixed.



## Wrap up and Review

- APR Reporting system forms to be completed at the deadline. Please refer to the Required Reporting Calendar on the 21<sup>st</sup> CCLC website.
- Review the Reporting Guide for detailed instructions/details on how to fill in each form and the details of the form [here](#).
- Contact the [21stCCLC.DataInbox@azed.gov](mailto:21stCCLC.DataInbox@azed.gov) with questions and/or concerns.