



APR Training- Part I:
Getting Started with Process Data
21st CCLC APR Data Reporting System
Training Series
March 2023



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 2022-2023 program year (Summer 2022 through Spring 2023)

Process Data-

- ✓ **Due by June 16, 2023**

Outcome Data-

- ✓ **Due by September 15, 2023**



21st CCLC APR Data Reporting System- Series

Session	When
APR Training- Part I: Getting Started with Process Data	<ul style="list-style-type: none"><input type="checkbox"/> Tuesday March 28, 2023, 3:00-4:30pm<input type="checkbox"/> Wednesday March 29, 2023, 9:00-10:30am
Reporting Office Hours	<ul style="list-style-type: none"><input type="checkbox"/> Tuesday April 4, 2023, 9:30-10:00am
APR Training- Part 2: Student Data, Outcomes Reporting, and Activities	<ul style="list-style-type: none"><input type="checkbox"/> Monday April 10, 2023, 3:00-4:30pm<input type="checkbox"/> Tuesday April 11, 2023, 10:00-11:30am
Reporting Office Hours	<ul style="list-style-type: none"><input type="checkbox"/> Wednesday May 17, 2023, 3:30-4:00pm



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 (Part 2)
 - ❑ Staffing
 - ❑ Family Engagement
 - ❑ Participation
- ❑ 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:

Available now

System Live and Ready to Enter 2023 Data:

Monday, April 17th

21st CCLC APR Data Reporting- Tools

Helpful tools to have on hand to complete the APR

- ✓ **21st CCLC APR Reporting Guide v 2.0**
- ✓ **21st CCLC APR System Guide**
- ✓ **21st CCLC APR Data Collection optional templates**

Check-In

When will the APR system go live?

- a. Starting April 25th
- b. Starting April 17th
- c. I can't recall



District vs School Access

District View in System

The screenshot displays the APR System interface with the following elements:

- Header:** Navigation links for Home, Process Evaluation, Reports, Data Outcome, Help, and Account.
- Filters:**
 - Program Year:** A dropdown menu set to 2023.
 - Grantee Name:** A text field containing "Washington Elementary School District".
 - Center Name:** A dropdown menu with a list of schools, including "Acacia Elementary School - 15" (highlighted), "Alta Vista Elementary School - 17", "Chaparral Elementary School - 14", "Chaparral Elementary School - 18", "Cholla Middle School - 16", "Desert Foothills Middle School - 17", and "Ironwood Elementary School - 16".
- Navigation Tabs:** A row of tabs labeled "Overview of the Grantee", "Partnership", "Activity", "Staffing", and "Family Engage". The "Overview of the Grantee" tab is active and highlighted with a red dot.
- Grantee Overview:** A section containing the text "Grantee Overview" followed by a blue question mark icon and a link to "Instructions".

School View in System



Program Year:

2023 ▾

Grantee Name:

Washington Elementary School District

Center Name:

Alta Vista Elementary School - 17 ▾

Alta Vista Elementary School - 17

Overview of the Grantee

Partnership

Activity

Staffing

Family Engagement

Participation

Submit

Save

Grantee Overview [? Instructions](#)

Not Started



Process Evaluation Data

Process Evaluation Data

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



Home **Process Evaluation** Reports Data Outcome Help Account ▾

Program Year: 2023

Grantee Name: Washington Elementary School District

Announcement List

Announcement	Announcement Date	Audience
--------------	-------------------	----------

[ALL](#) ¹³² [Not Started](#) ¹³² [In Progress](#) ⁰ [Submitted](#) ⁰ [Rejected](#) ⁰ [Approved by ADE Admin](#) ⁰ [Submitted to FED](#) ⁰ [Approved by FED](#) ⁰

Process Evaluation Forms Submitted for Approval by District

Process Evaluation Data

Overview of the Grantee

Partnership

Activity

Staffing

Family Engagement

Participation

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

Process Evaluation Tabs

- **Overview of the Grantee**
- **Partnership**
- **Activity**
- **Staffing**
- **Family Engagement**
- **Participation**

For Activity

- **In Part 2, it will be demonstrated how to calculate Activity**
- **What to do with Activity?**



System Pointers

Pointers- Save

Overview of the Grantee

Partnership

Activity

Staffing

Family Engagement

Participation

Submit

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

Overview of the Grantee

Partnership

Activity

Staffing

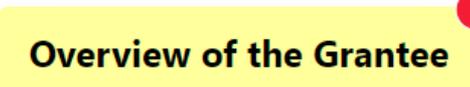
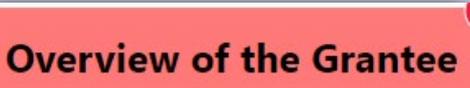
Family Engagement

Participation

Grantee Overview [? Instructions](#)

- On each form
- Basic reminders of what's on the form
- Full guidance in the 21st CCLC APR Reporting Guide v 2.0

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 your 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

What Will Be In Part 2?

- **Student Data & Outcomes Reporting**
- **Activity and how to calculate**
 - **Will have demonstration**



Thanks!