



ARIZONA DEPARTMENT OF
EDUCATION



APR Training- Part I:
Getting Started with Process Data
21st CCLC APR Data Reporting System
Training Series
March 27th or 28th 2024



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**





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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**
 - **Process and Outcomes data**
- **For more details, see the Annual Performance Report page of our website** → [Required Reporting | Arizona Department of Education \(azed.gov\)](#)



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 Grantee Impact Statement narrative), Partnerships, Activities, Staffing, Family Engagement, Participation (from AzEDS)**
 - **Outcome Data- Student Level Data, Outcomes Narratives**
 - **NEW: Teacher Survey Data due at the end of the Program Year.**



21st CCLC APR Data Reporting- Due Dates

Due Dates for the 2023-2024 program year (Summer 2023 through Spring 2024)

Process Data-

- ✓ **Due by June 19, 2024**

Outcome Data-

- ✓ **Due by September 11, 2024**



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"/> Wednesday March 27, 2024, 9:00-10:30am<input type="checkbox"/> Thursday March 28, 2024, 3:00-4:30pm
APR Training- Part 2: Student Data, Outcomes Reporting, and Activities	<ul style="list-style-type: none"><input type="checkbox"/> Wednesday April 10, 2024, 9:00-10:30am<input type="checkbox"/> Thursday April 11, 2024, 3:00-4:30pm



System Training Part I

Today we will cover:

- ❑ **Getting Access to the APR 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**





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Getting Access to 21st CCLC APR Data Reporting System



Getting Access

Access in ADEConnect

- Need to request access from the 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 FY24 Data:

Wednesday, April 17th



21st CCLC APR Data Reporting- Tools

Helpful tools to have on hand to complete the APR

- ✓ 21st CCLC APR Guide for Reporting
- ✓ 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**





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District vs School Access



District View in System

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

- Navigation Bar:** Home | Process Evaluation | Reports | Data Outcome | Help | Account
- Filters:**
 - Program Year:** 2023
 - Grantee Name:** Washington Elementary School District
 - Center Name:** A dropdown menu is open, showing a list of schools: 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:** Overview of the Grantee (active), Partnership, Activity, Staffing, Family Engage
- Grantee Overview:** Grantee Overview [? 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



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Process Evaluation Data



Process Evaluation Data

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



The screenshot shows the top navigation bar with the following items: Home, Process Evaluation (highlighted with a red box), Reports, Data Outcome, Help, and Account. Below the navigation bar, there is a form with two fields: 'Program Year' (set to 2023) and 'Grantee Name' (Washington Elementary School District). Below the form is a section titled 'Announcement List' with a table header: 'Announcement', 'Announcement Date', and 'Audience'. Below the table is a summary row with the following text: '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'. Below the summary row is a section titled '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 the Activity Tab

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





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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 will see more in demo



Instructions

Overview of the Grantee

Partnership

Activity

Staffing

Family Engagement


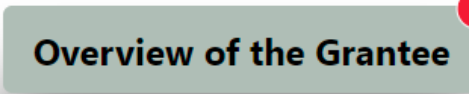

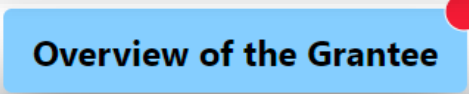

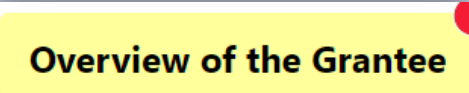

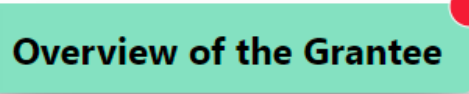
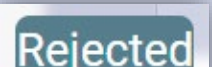

Participation

Grantee Overview [? Instructions](#)

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



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.		



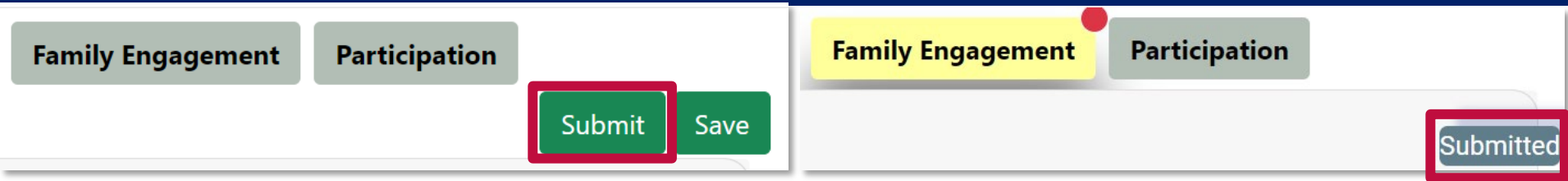


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Submission Process



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**





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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**





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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 trainings
- 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 Tab and how to calculate**
 - **System Demonstration**





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Thanks!

