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AS21 HANDBOOK

FOR OPERATING AFTERSCHOOL21 DATA PROGRAM MANAGEMENT SOFTWARE

UPDATED: 07/27/2022

TRAINING DATE

LOCATION

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	PROGRAM SETUP SITE SETTINGS PROGRAM INFORMATION SITE INFORMATION ACTIVITIES / SESSIONS REGISTRATION QUICK EDIT TOOLS ROSTERS ATTENDANCE REPORTS SEARCH

GETTING STARTED CONFIGURING YOUR COMPUTER

The AfterSchool 21 system is compatible with the most recent versions of Google Chrome, Microsoft Edge, and Mozilla Firefox.



ENTER THE WEB ADDRESS IN THE RIGHT PLACE

Ensure that the web address is entered into the browser address bar, not a Search bar such as Google.

ADD YOUR AS21 SITE AS A FAVORITE

Make it easy to get back to your site by bookmarking or favoriting it in your browser.

3

TURN OFF POP-UP BLOCKERS

Pop-ups are used throughout the system when saving information. If these pop-ups are blocked, the information you enter may not save correctly.

- For Chrome:
 - From the menu in the upper-right corner click Settings. From the menu on the left click Privacy and Security. Click the Site Settings section. Click Pop-ups and redirects. Slide the toggle at the top of the screen so that it is set to Allowed.
- For Edge:
 - From the menu in the upper-right corner click Settings. At the top left of the menu click the Privacy & Security tab (the lock icon). Scroll down to the Security section. Under Block Pop-Ups, click the toggle and set to Off.
- For Firefox:
 - From the menu in the upper-right corner click Options. Click the Privacy & Security tab on the left of the screen. Scroll down to the Permissions section. Uncheck the box for Block Pop-Up Windows.

AFTERSCHOOL 21

NAVIGATION IMPORTANT SYSTEM FEATURES

		<u>2</u>
		3
Cayen Systems	K Mess	sages 🔀 Support 🕴 Krueger Amy 🎒 🔻
🖚 Dashboard		Credentials AfterSchool 21
m Program Information	Dashboard Fillers	Ansonia Public Schools
Site Information	Term Reporting Year Period () Start Date End Date	District Admin 1 2020-2021 School Year
🖶 Activities	2020-2021 School Ye; 🗸 2020 - 2021 🗸 Spring 🗸 02/08/2021 🛱 06/30/2021	A Change Credentials
📽 Registration 🛛 🖁 🦺	My Dashboard APR Attendance Registration	Change Password
Rosters	*Registration card counts are based on your current credentials, not the Dashboard Filters.	♥ My Preferences
🛱 Attendance		i About
🔟 Reports	Total Active	What's New Rec Released on Jul 01, 2021
Q Search		🕒 Sign out

1

DASHBOARD

The customizable dashboard allows users to select key information they would like to see when the first connect to the system.

2

MY PROFILE

The My Profile area contains information specific to your account. Change your password. View version update information in What's New. Use Change Credentials to view other Sites or Terms.

3

SUPPORT

Submit help requests, access an electronic version of this handbook, view training videos, or contact us.



NAVIGATION BAR

Use the vertical navigation bar to move through the system. The white highlighting indicates the section of the system in which you are currently working.

APR

The APR or Annual Performance Report is the set of data submitted to the US Department of Education via the 21APR federal database to show what took place in your program during a reporting year.

REPORTING PERIOD

There are multiple reporting periods (e.g. Summer, School Year, Full Year) associated with each APR reporting year. The reporting year BEGINS with the summer reporting period, then continues through the fall and spring reporting periods.

TERM

A Term is a date range that defines when your afterschool program is in operation. Typically, Terms align with the APR reporting year.

REGISTERED / ATTENDEE

Registered participants are people that have a registration form on file with your program. Attendees are participants that are not registered – commonly used for adults and family members of registered participants.

ROSTERS

Rosters are lists of participants and can be used to print paper attendance sheets for recording participation. Rosters can be associated with specific sessions being offered at a site or can be established for a custom group of participants.



PROGRAM SETUP

Program Setup describes configuring the software to align with your program, district, and site.

- Enter Grantee Details (pg #8)
- Add a Term (pg #11)
- Add / Edit Community Partners (pg #14)
- Add Objectives (pg #10)
- Add / Edit Users (pg #12)
- Identify Board Members (pg #16)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Change Credentials and connect to ALL SITES when modifying Program Settings.
- Many districts have more than one associated grant. Make sure you are working with the right grant when modifying grantee information.
- Save data entry time and improve the accuracy of academic information by sending data from your Student Information System to Cayen Systems via our secure data uploads site (https://datauploads.datapropeller.com).

ENTER GRANTEE DETAILS

Details related to grants will appear on the annual performance report and should be reviewed and updated annually, as needed.



Set up District / Grants

- In your left-hand navigation menu, click 'Settings' → 'Program Settings'
- 2. Locate the 'Grantee Information' Card
- 3. Click 'Set Up Grantees'

Set up Grantees

- If sites have been assigned to a Grantee, this will show in the list
- You will get a 'Warning' message if there are any sites that are not assigned to a Grantee
- Click 'Add New Grantee', at the top of the screen, to create a new Grantee
- Complete the fields under all tabs (see below), then click 'Save'

							直 Settings > Pro	ogram Settings > Grantee Informa
rantee Inf	ormation 🔞							
+ Add N	ew Grantee							
								Search:
ow 50 o e	ntries						C ^e Refresh	🖺 Copy 😝 Print 🛓 Export
	Grantee	Grantee Type	Address	Contact	Grant Length	Initial Reporting Year	CLC APR Required	Sites
Actions •	2019 Grantees 🔒	School District	1234 Main Street Milwaukee, WI 53210	Mary Smith P. (414) 555-5555 marysmith@email.com	5 year(s)	2019 - 2020	Yes	Prendergast
A Artisent a	2020 Grantees 🔒	School District	1234 Main Street Milwaukee, WI 53210	Mary Smith P. (414) 555-5555	5 year(s)	2020 - 2021	Yes	Ansonia Middle School Mead

rantee Info	ormation					×
General	Contact Information	Award	Sitor			
General	Contact mormation	Awaru	Siles			
Grantee Na	me:					
Middleton So	chool District					
Grantee Typ	e:				CLC APR Required:	
School Distr	rict			•	Yes	•
Address:						
123 Main Str	reet					
City:						
Milwaukee						
State:					Zip:	
WI				•	53222	

Grantee Setup – General Tab

- 8. Complete the fields
- 9. If CLC APR Reporting is required, set the field to 'Yes'
- 10. Click 'Save' at the bottom of the screen

AFTERSCHOOL 21

HANDBOOK

Grantee	e Setup – Contact Information Tab	Grantee Information	×
1.	Enter the Grantee contact	General Contact Information Award Sites	
	information, 'Name', 'Phone', and	Contact Name:	
	'Email Address'	Ann Anderson	
2.	Click 'Save' at the bottom of the	Phone:	E-mail Address:
	screen	(414) 555-1234	email@email.net

rantee Information ×							
General Contact Information	tion Award Sites						
Grant Length (Years):		Initial Reporting Year					
5	Ψ	2018 - 2019	Ŧ				
Reporting Year	Amount \$ 25000						
2019 - 2020	\$						
2020 - 2021	\$						
2021 - 2022	\$						
2022 - 2023	\$						

Grantee Setup – Award Tab

- Select the 'Grant Length' and 'Initial Reporting Year'
- 2. Enter the amount awarded for the current and past years only, leaving future year information blank
- 3. Click 'Save' at the bottom of the screen

Grantee Setup – Sites Tab

- 1. Select the site(s) associated with this Grant
- 2. Hold down the CTRL (Apple) key to select more than one site.
- 3. Click 'Save' at the bottom of the screen

intee Info	rmation		
General	Contact Information	Award Sites	
ites Assoc	iated with this Grant		
Natchaug			A
Sweeney			

ADD OBJECTIVES

Set Up Objectives

- In your left-hand navigation menu, click 'Settings' → 'Program Settings'
- 2. Locate the 'Grant Objectives' Card
- 3. Click 'Set Up Objectives'



Program Settings	s 🛎 Setti	ngs >	 Program Se 	ettings	> Gra	nt Objective
Grant Obje	arant Objectives 😮					
Select a Grant	2019 Grantees V					
+ Add Gra	Int Objective					
			Search:			
Show 50 ¢ e	entries C ^e F	Refresh	і 📋 Сору	₽	Print ,	🛃 Export 🖥
	Objective	†↓	Code		Status	
Actions -	Improving Academic Achievement 0		Acad			
Actions -	Reach Targeted Participation Levels in Enrichment 1		Reach			
Showing 1 to 2 o	f 2 entries		< P	revio	us 1	Next >

Set Up Objectives

- 1. Select the appropriate Grantee from the drop-down
- 2. Click 'Add Grant Objective'
- 3. Enter the Objective Information
- 4. Click 'Save'



Notes

- Objectives that have been linked to an activity or used in a previous term cannot be deleted. However, they can be renamed (if needed).
- At least one objective must be entered in order to set up activities in your sites.

ADD A TERM

Terms are used to define the date range of your program. Typically for 21st CCLC programs, the term should begin with the summer program and end with the spring program.



2018-2019 School Term

Actions -

Acti

Actions - 201	9-2020 School Year	08/27/2019	2019 - 2020	3	
Edit Term					
Edit Calendar					
Delete					
2019-2020 Sch	ool Year - Program Ca	alendar 😧			
Date	Day of Week		Progra All / Week	m Open days / None	Î
8/27/2019	Tuesday				
8/28/2019	Wednesday			2	
8/29/2019	Thursday			2	
8/30/2019	Friday			2	
8/31/2019	Saturday				
9/1/2019	Sunday				
9/2/2019	Monday				
9/3/2019	Tuesday			2	
9/4/2019	Wednesday			2	
9/5/2019	Thursday				
9/6/2019	Friday			2	
9/7/2019	Saturday				
9/8/2019	Sunday				
9/9/2019	Monday			2	
9/10/2019	Tuesday			2	
9/11/2019	Wednesday			2	-
🕼 Copy to Site Ca	llendars			Save and Refresh	

Set Up Calendar

08/27/2019

- 1. Click the Actions button next to the term
- 2. Click 'Edit Calendar'

2019 - 2020

- Click "All", "Weekdays", or "None" to quickly apply the option to the Program Open check boxes. Or check the boxes individually to select days that the program is open
- 4. Click 'Save and Refresh'
- 5. Click 'Copy to Site Calendars'
- 6. Check the box(es) to select the
- site(s) to copy the Calendar to 7. Click 'Save'
- If a New Term has a Start Date within one month of an existing term, a warning message will display to ensure that a duplicate term is not being created.
- Setting up a term calendar, then copying it to your sites can save time when setting up activities and sessions.

AFTERSCHOOL21

ADD USERS

Anyone who needs to access this system should have their own login and password.



- district (if applicable), site (if
 applicable), and security level for
 the user, based on their job
 function/ responsibility
 10. Click 'Save and Close' to close the
- Grant Access modal
- 11. Click 'Save and Close' at the bottom of the Add User Information screen

	* – Indicates a required field
System Type \star	
CLC	~
District *	
All Districts	~
Site *	
All Sites	~
Security Level *	
State Admin 1	~
🗙 Close	Save and Close

EDIT A USER

Reasons for editing a user: enable/disable their access due to hiring/termination or update contact information.

C Pogram Settings USers 💿	■ settings > Program Settings > Liters Edit a User
tostaccount text	True Q success 1. Locate the user you wish to edit using the Search bar at the top of
Showing 1 to 1 of 1 entres Showing 1 to 1 of 1 entres Username LastName FirstName Email LastLogin Login Status	Explicition Date
Account Account Test Isolaccountigrayen.net Never Enabled Showing 1 to 1 of 1 entries	2. Click the 'Actions' button and
	3. Edit the user record as needed

4. Click 'Save and Close' when finished



Notes

- A user can only be **deleted** if they do not have related data. However, they can be **disabled**.
- You can modify a user's access to districts, sites, and/or security levels (based on your own access) by clicking Grant Access in the user's record and assigning additional values or by clicking the Remove Access button next to a specific access record.

ADD/EDIT PARTNERS

A partner is a business or community agency other than the grantee actively contributing to the 21st CCLC-funded project. Information about partners is required on the APR.



Manage Partners

- In your left-hand navigation menu, click 'Settings' → 'Program Settings'
- 2. Locate the 'Partners' card
- 3. Click 'Manage Partners'

Add Partners

- Click 'Add New' at the top of the screen
- 5. Enter the Partner's information
- 6. Click 'Save and Close'





Tips

- Try to avoid creating duplicate entries. This can lead to confusion if different sites begin to enter multiple partners when, in fact, there should only be one.
- A partner would be added as a sub-contractor if you pay for at least a portion of the services, goods, etc. provided.



Notes

 Partners that are entered in the district's partner list can later be selected by a site. The site has the option to enter additional information to detail the contributions made to their site in a specific term.

REVIEW PENDING PARTNER REQUESTS

If a site requests a new partner, an alert message will show on the Partners card to notify you that there are pending requests. We'll see how sites request partners in Part 2: Site Setup.



Review Pending Partner Requests

- In your left-hand navigation menu, click 'Settings' → 'Program Settings'
- 2. Locate the 'Partners' card
- 3. Click 'Manage Partners'

Approve Pending Partners

- 1. Click the 'Pending' link to the left of the pending partner
- 2. Set the drop-down to 'Approved'
- 3. Click 'Save and Close'

Partners 🔞

Purpose: Districts/grantees often report on collaborative participation by community organizations. Partners that are entered here can later be selected by a site as Partner Contributions with primary contribution types and amounts.

Sites can also request new partners. These requests will appear in the top of this list in red. The Partners button on the welcome screen will turn red when requests are pending. Determine whether the requested partner should be approved. Then notify the site staff that the partner has been added to the list, was already in the list (perhaps under a different name), or was not approved.

Instructions: To add a new partner, click on the 'Add New' button. To edit an existing partner record, click on the <u>edit</u> link. To delete an unused partner, click on the <u>delete</u> link. To approve pending partners, if there are any, click on the <u>pending</u> link to the left of the partner name.

Partner	SubContractor	Organization Type	Requested By	Request Notes	
Pending Pizza Palace	No	BUS-Business	1	Donating pizza for opening and closing day events.	delete
Hillandale Community Association	No	CBO-Community-Based Orga	anization	2	details edit delete

IDENTIFY BOARD MEMBERS

Create a list of the members of your program's advisory board.





Notes

• Board Members must be entered prior to recording Advisory Board Meetings.



SITE SETTINGS

At the start of every term, critical information needs to be defined for each site within a program. The Site Settings section shows how to configure this information.

Add / Edit Funding Sources (pg #18)

Add / Edit APR Reporting Periods (pg #19)

Edit Site Calendar (pg #20)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Change Credentials and connect to a specific site when modifying Site Settings.
- While some of these settings may be the same across a program, Site Settings must be configured for each active site individually.

ADD/EDIT FUNDING SOURCES

By adding funding sources, including 21st CCLC funding, you can associate them to your activity sessions and generate reports for those specific funders, including the APR.

Cayen Systems Cayen Systems Cayen Systems Compared the second of the sec	 ✓ Settings Site Settings ::::::::::::::::::::::::::::::::::::	☑ ● Help ▼ ● akrueger Funding Sources Image: Configure Funding Configure Funding Site Calendar Image: Configure Funding	 Configure Funding 1. In your left-hand navigation menu, click 'Settings' → 'Site Settings' 2. Locate the 'Funding Sources' card 3. Click 'Configure Funding'
Add a Fundir 1. Clict scre 2. Ente	ng Source k 'Add New' at the top of the een er the 'Funding Source'	Copy Funding Sources Add Now Funding Source / Federal 21st CCLC General STEM Grant General	Estings > Site Settings > Funding Sources District Values
 Sele from that have nam Enter 5. Click 	ect the District Funding Source in the drop-down. Remember is the Site and the District may e different hes for the same funding source er a dollar amount, if known k 'Save and Close'	Funding Source - Add Net Instructions: Note that the site and this function links the two. Enter the for the same source. Enter a dollar a and Close.' Funding Source: Four District Funding Source: Ger Amount (optional): \$ 50	EW district may have different names for the same funding source. e name of the funding source and then select the district's name amount and description. When you have finished, click on 'Save ndation Funding neral 000
		Close	Save And Close

ADD/EDIT APR REPORTING PERIODS

Reporting periods specify the dates for which information will be collected and aggregated for the annual performance report.



Add APR Reporting Periods

- In your left-hand navigation menu, click 'Settings' → 'Site Settings'
- Locate the 'Reporting Periods' card
- 3. Click 'Configure APR Info'

Configure Reporting Year Info

- 4. Set the Active column to 'Yes', for the periods which are active
- 5. Enter the 'Start Date' and 'End Date' for the active periods
- Select the current and prior school year for grade and tests
- Enter the 'Operating Budget' for this Site
- 8. Click 'Save'





Tips

 When entering date ranges for reporting periods, it is best to make sure there are no gaps between the end date of one period and the start date of the next period.



If a site is not active for a reporting period (e.g. Summer 2019), the Active field should be set to No. The start and end dates will not need to be entered for that period.

EDIT SITE CALENDAR

Site calendars can be established to assist with scheduling activities and sessions.



Set the Days Open

- Check the boxes in the 'Site Open' column to indicate dates in which this site anticipates being open.
- 5. Click 'Save'

Site Settings		幸 Sett	tings > Site Settings > Site Calen
Site Calenda	r		
2019-2020 S	chool Year		
Date	Day of Week	District Calendar Open	Site Open
9/23/2019	Monday	Open	
9/24/2019	Tuesday	Open	
9/25/2019	Wednesday	Open	
9/26/2019	Thursday	Open	V
9/27/2019	Friday	Open	
9/28/2019	Saturday	Closed	0
9/29/2019	Sunday	Closed	
9/30/2019	Monday	Open	2
10/1/2019	Tuesday	Open	
10/2/2019	Wednesday	Open	
10/3/2019	Thursday	Open	
10/4/2019	Friday	Open	
10/5/2019	Saturday	Closed	
10/6/2019	Sunday	Closed	
10/7/2019	Monday	Open	
10/8/2019	Tuesday	Open	



Notes

If a site is closed due to inclement weather or some other unforeseen event, the calendar does NOT need to be updated. The system will assume the site was closed if no attendance was entered for that date.



PROGRAM INFORMATION

The Program Information section houses information specific to a District. Unlike Program Settings, values may need to be added or updated in Program Information over a reporting year.

~	Add / Edit Communication Information (pg #22)	~	Add / Edit Fundraising Information (pg #23)

- Enter Meeting Details (pg #24)
- Enter Professional Development Details (pg #23)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Change Credentials and connect to a specific district when modifying Program Information.
- "All Sites" records will not appear if you are connected to a specific site in Change Credentials.

ADD/EDIT COMUNICATION TYPES

Document types of communication sent from your organization.

Transact	< Contract of the second s	Add / Edit Communication Types
Dashboard Terring Program Information	Program Information <i>e</i>	 In your left-hand navigation menu, click 'Program Information'
Site Information Activities Registration Resters Attendance	Communication Information Image: Communication Information Image: Communication Information about communication with the public. District Admin Notes	 Locate the 'Communication Information' card Click 'Manage Communications'
uil Reports Q. Search ≆ Settings	Manage Communications Add / Edit Notes Meetings Professional Development	
Add / Edit Comr	nunication Communication Information	

 Click 'Add New Communication Type'

6. Click 'Save and Close'

- Enter the Communication type, Frequency, Count of communications to date, Audience, and Description
- Organization's Social Media URL Organization's Website URL https:// www.21cclc.com https:// www.21cclc.com/blog S + Add New Communication Type Search / Filter Enter text to filter records 6 Showing 1 to 1 of 1 entries Communication Type ↑↓ Frequency Audience Newsletter Monthly General Public **2**



Notes

 URLs for your program's social media and organization website can also be entered in the Communication Information section.

23

HANDBOOK

ADD/EDIT FUNDRAISING INFORMATION

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Enter information about the fundraising efforts of your program.

F

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•

rogram Information 🔞

- Update Program Fees Information 4. Enter details in the Program Fees
 - section of the screen
 - 5. Click 'Save Program Fees'

Does this program charge SUMMER fees? *		Total Money Collected (Summer) *	
Yes	~	\$ 50000	
Fee Structure Description (Summer) *			
\$50/week with a sliding scale based on number of students in the family.			
Does this program charge SCHOOL YEAR fees? *			
No	~		



Enter Fundraising Events

- 10. Click 'Add New Fundraising Event'
- 11. Enter the Event Date, Event Name, and Amount Raised
- 12. Click 'Save and Close'

Add / Edit Fundraising Information

 Locate the 'Fundraising Information' card
 Click 'Manage Fundraising'

1. In your left-hand navigation menu, click 'Program Information'

Enter Other Grants

- 6. Click 'Add New Grant'
- 7. Enter the Grant Name, Was Grant Received, and Description.
- 8. If the Grant was received, also enter the Award Date and Grant Amount
- 9. Click 'Save and Close'



ENTER MEETING DETAILS

Document staff and advisory board meetings.

Dashbord Deshbord Program Information Site Information Activities Registration Roports Search Settings Add, eddt, eddt	Information Informatio Information Information Information Information Informa	District Admin Ne District Admin Ne District Administrative notes fit sites programs, data Add J Edit Rete Professional Develop	tes om monitoring of entry, etc. pment	District Inform Set up information rela Edit Dist Site Visi Site Visi Enter information from performance and	Enter M 1. 2. 3.	eeting Detail In your left- click 'Progra Locate the ' Click 'Mana	ls hand na am Infor Meeting ge Meet	vigation menu, mation' gs' card :ings
Enter Meeting Detail 4. Click 'Add N 5. Enter the M Type, and N 6. Select the pr meeting 7. Click 'Save a	s ew Meeting' leeting Date, Meeting leeting Summary eople that attended t and Close'	he de source de la constante de la constante de la constante d		filter records	Meeting Type Advisory Board Meeting Staff Meeting Staff Meeting Showing 1 to 3 of 3 er	TJ TJ	Site All Sites All Sites All Sites	Attendee Count 3 \$* View Attendees 2 \$* View Attendees 12 \$* View Attendees



Notes

- The list of available Meeting Attendees is based on the selected Meeting Type. Staff Meetings will display a list of staff entered in Site Info -> Site Staff. Advisory Board Meetings will display a list of board members entered in Settings -> Program Settings -> Board Members.
- Site Staff or Board Members that were not active on the date in which the meeting took place will not appear in the list of available Meeting Attendees.

ENTER PROFESSIONAL DEVELOPMENT DETAILS

Schedule professional development events and document staff participating in those events.





Notes

- The Event Attendees will display a list of staff entered in Site Info -> Site Staff.
- Site Staff that were not active on the date in which the meeting took place will not appear in the list of available Event Attendees.



SITE INFORMATION

The Site Information section houses information specific to a single site. Information here is critical to Annual Performance Reporting. Unlike Site Settings, values may need to be added or updated in Site Information over a reporting year.

- Add / Edit Partner Contributions (pg #27)
- Add / Edit APR Site Staff (pg #28)
- Enter Staff APR Information (pg #29)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Change Credentials and connect to a specific site when modifying Site Information.
- While some of these values may be the same across a program, Site Information must be configured for each active site individually.

ADD/EDIT PARTNER CONTRIBUTIONS

Partners that worked with each site within a term will be reported on the annual performance report.



Copy Partners

- If working with the same partners from a different term or site, click 'Add New,' then 'Copy From Different Term' or 'Copy From Different Site'
- From the drop-down, select the term or site from which you would like to copy partners
- Check the box(es) next to the partner(s) you would like to add
- 7. Click 'Copy'

Site Information		⊞ 5	Site Information > Partner Contribution
Partner Contributions 🔞			
+ Add New -			
Individual Partner			Search:
Copy From Different Term Copy From Different Site		C' Refresh	🗎 Copy 🔒 Print 🕹 Export
	Contribution Types	Total Contributions	Total Sub-Contract Amount
Ansonia Nature & Recreation Center	Provide paid staffing	\$0.00	\$9,270.00
Actions - Boys & Girls Club of the Lower Naugatuck Valley	Provide paid staffing	\$0.00	\$60,600.00
Actions - Junior Achievement of Western Connecticut	Provide services/goods	\$0.00	\$1,000.00
Actions - Parent Child Resource Center	Provide services/goods	\$0.00	\$1,250.00
Actions Valley Regional Adult Education	Provide services/goods	\$0.00	\$50.00
Showing 1 to 5 of 5 entries			Previous 1 Next



Add New Partners

- Click 'Add New,' then 'Individual Partner'
- 2. Select a Partner from the dropdown menu
- Click 'Continue' (This will add the selected partner to your list of active partners)



Notes

 Specific contributions can also be tracked including contribution type, contribution amount, and sub-contract amount.

ADD/EDIT STAFF

Information about site staff is required for the annual performance report. Site staff can also be associated with activities as session leaders.



Add Staff from Different Term

- If working with the same staff from a different term, click 'Add Staff From Different Term'
- Check the box next to the staff member you would like to bring back from a prior term
- 3. Click 'Add Staff'





Add New Staff Member

- 1. Click 'Add New Staff Member'
- 2. Complete the required fields
- 3. Click 'Save'

ENTER STAFF APR INFORMATION

Staff information is required for each reporting period (summer, fall, and spring) for which a site is active in an APR reporting year.

Program Info	Site Staff						-
Site Info	Select a Tool	2017 - 2018 Repor	ting Year S	taff Inform	nation 🧶		
Activities	Add/Edit Staff Staff Attendance	Purpose: This function allows y Instructions: Select/enter t	ou to enter staff in the correct inform	formation without ation for each A	having to retrieve Staff records one by one. APR required field.		
Registration	Staff Info ^{*APR}	Period: Spring 2018	Compensation	Regular Staff	Staff Type		21st CCI C Staff Member
Rosters		Manager (Balance)	Paid *	Yes *	Other Non-Teaching School Staff		Yes Y
		dates, density.	Paid T	Yes *	Other Non-Teaching School Staff		Yes V
Attendance		Manhood States Success	Paid *	Yes *	Other Non-Teaching School Staff		Yes V
		and a second	Paid *	Yes *	Other Non-Teaching School Staff		Yes *
Reports		AND CONSTRAINTS	Paid *	Yes *	Other Non-Teaching School Staff		Yes *
		LOWIN ADDA.	Paid •	Yes *	Other Non-Teaching School Staff	•	Yes V
angeh.		COMPANY (MARGINE)	Paid •	Yes *	Other Non-Teaching School Staff	•	Yes 🔻
		BURNEY - BURNEY - LIVING	Paid *	Yes ¥	Other Non-Teaching School Staff	•	Yes ¥
		PROFESSION (CONSISTENCY)	Paid *	Yes *	Other Non-Teaching School Staff		Yes ¥

Enter APR Related Staff Info

- 1. Click 'Staff Info *APR' in the left, blue menu
- 2. Select the Period you wish to view
- Complete the fields of information for all staff members listed on the APR Staff Info screen
- 4. Click 'Save'



Notes

- Be sure to enter APR information for each of the active reporting periods for the site.
- If a staff member did not work at the site during a reporting period, set 'Compensation' to 'Not Active'
- Regular Staff are staff with a set schedule.
- 21st CCLC Staff Members will be included in counts on the Annual Performance Report.



ACTIVITIES / SESSIONS

Activities are general programming and services accessible within a site. STEM, Homework Help, and Snack are examples of Activities. Sessions are the specific offerings of those Activities. New sessions should be established for different groups of participants being served on different dates or times.

What are activities and sessions? (pg #31)

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    Add Activities (pg #32)
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✓ Add Sessions (pg #33)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Activities should only be copied from a prior term if no changes to the categorization of the activity are needed.
- Grant Objectives and Funding Sources must be set up before adding Activities.
- Activities can be copied from one Site to another. However, site-specific information such as Session Leaders and Funding Sources will need to be assigned to the Activity once it has been copied to another Site.

WHAT ARE ACTIVITIES AND SESSIONS?

Explanation of Activities/Sessions

When setting up your Activities and Sessions, think about a college course. The general course may be Chemistry; however, there will be multiple offerings of that course based on date, time, location, teacher, or grade level.

Below are two examples of Activities and Sessions.



	Activities & Sessions ?				
	+ Add Activity X Activity Tools -				
	■ Show Hidden Activities ■ Show Hidden Sessions				
	Actions Arts & Humanities			Site	e: TE Show Sessions 🗸
Here is the	Actions - Homework Help			Site	e: TE Show Sessions V
Activity in AS21	Actions Reading & Writing			Site	e: TE Hide Sessions A
	Session Name	Start Date	End Date	Start Time	End Time
Here are the	Actions - History Making 3	8/24/2020	5/14/2021	4:00 PM	5:00 PM
Sessions within	Actions - Journaling 0	8/24/2020	5/14/2021	3:30 PM	4:00 PM
that Activity	Actions - Pets	8/24/2020	5/14/2021	4:00 PM	5:00 PM

ADD AN ACTIVITY

Cayen Systems	<
🚳 Dashboard	Activities & Sessions @
Program Information	+ Add Activity 🔆 Activity Tools *
 Site Information Activities 	Show Hidden Activities Show Hidden Sessions

Add Activities

- In your left-hand navigation menu, click 'Activities'
- 2. Click 'Add Activity'

Activity in the profit certin, double click on that activity in the list of Prior- Term Activities. Click 'Continue' to create the activity for the current term Pro-term term 0R 1. If entering an activity that HAS NOT been offered at your site in the past, click 'Add New' Ok 2010-	Choose Prior-Term Activity OR Add New 1. If you have offered the EXACT SAME Activity in a prior term double-click	Add a prior-term activity or a brand new one to the term's list Purpose: Use this page to view prior-term activities and select one if you will offer it again in the current term. By 'carrying forward' the details of the acti- guarantee the consistency of activity data from term to term. You may also add a brand new activity from this page. Instructions: Review the list of activities below. To addresview a prior-term activity, find in the list below and click on the name. If in examin information, you would change key fields, you probably want to create a new activity instead. To add a new activity, click on 'Add New.'	vity, you can ing the activity
Term Activities. Click 'Continue' to create the activity for the current term 2010-2010-2010-2010-2010-2010-2010-2010	on that activity in the list of Prior-	Prior-term Activity Description	Original term created
term OR 1. If entering an activity that HAS NOT been offered at your site in the past, click 'Add New' Art Teach students life skills and measuring units. 2010-2011 Art Teach students life skills and measuring units. 2010-2011 2011-2011 Cooking Teach students life skills and measuring units. 2010-2011	Term Activities. Click 'Continue' to create the activity for the current	ALL-STARS Leadership and Positive Behavior Awareness	2010- 2011 School Year
1. If entering an activity that HAS NOT been offered at your site in the past, click 'Add New'	term OR	Art Teach students basic art fundamentals for drawing, painting, and sculpting	2010- 2011 School Year
past, click 'Add New'	1. If entering an activity that HAS NOT been offered at your site in the	Cooking Teach students life skills and measuring units.	2010- 2011 School Year +
	past, click 'Add New'	Add New	
Activity Information 🕘	Activity Information 🧶		

Activity Name: (50 char max)						
Activity Description: (1000 char max)						
1	1000 Characte	r(s) Remaining				
Show in Activity List:		Yes ¥		Grant Objectives:	Enrichment Activities	*
Special Event:		No 🔻		Hold down CTRL (or Command) Key to select more than one		
Focus:						
Assessments Used: Hold down CTRL (or Com	l: imand) Key to		*			-
select more than one				21st CCLC APR Category:		
			-	21st CCLC APR Targeted Student Population:	Below Grade Level or Failing Student Limited English Proficient Student	-
21st CLCC APR Subjec	ct Area:	Art/Music	· · · · · · · · · · · · · · · · · · ·	Hold down CTRL (or Command) Key to	No Specified Population	
select more than one	imano) key to	Mathematics Nutrition/Health Other		select more than one	Other Special Needs or Disabilities Student Truant, Suspended or Expelled Student	-
		Reading/English	•	2017 - 2018 Reporting Year APR Category:		•
Cancel					Co	ntinue

- 2. Enter the required information to categorize the activity for reports
- 3. Click 'Continue' to save the activity



Notes

- When adding an activity from a prior term, some field values may not be editable.
- The reporting Year APR Category selection will determine the area of the APR in which information from an activity will be counted.

ADD A SESSION

Once the activity has been created, you will need to establish at least one session of that activity.



Enter Activity Information

- Name the session. The session name will default to 'New Session.' Be sure to rename with a useful name to avoid confusion when viewing reports
- 2. Complete all required fields
- 3. Click 'Save and Close'

- Add more sessions as needed. After adding the first session for an activity, you can add additional sessions to the activity
- From the Activities screen, find the Activity to which you need to add a session
- Click the 'Actions' button next to the Activity name
- 4. Click 'Add Session'
- 5. Complete all fields
- 6. Click 'Save and Close'



Tips

Actions -Reading & Writing Site: TE Hide Sessions A 🗹 Edit Activity + Add Session Start Date End Date Start Time End Time me Session Quick Edit 8/24/2020 5/14/2021 4:00 PM 5:00 PM ing 🚯 8/24/2020 3:30 PM 4:00 PM Actions -Journaling 🚯 5/14/2021 Pets 1 8/24/2020 5/14/2021 4:00 PM 5:00 PM CACTIONS

- Be sure to select the appropriate funding source for each session. Only information with sessions funded by 21st
 CCLC will appear on the Annual Performance Report.
- If multiple similar sessions are being offered for an activity, it may be easier to Copy the session and edit the copy rather than setting up a whole new session from scratch.
- If the session is offered virtually (e.g., via a web session, a recording, or a take-home packet) indicate this by selecting 'Yes, Virtual Programming' from the "Is Virtual Programming" field.
- Virtual sessions that are marked as 'Live' will not show when entering virtual session headcounts. Live virtual session attendance should be recorded in the same manner as in-person sessions.

Cayen Systems	<				E	3 🛛 Help	• •	Ben Hinkle-Wszalek
🐵 Dashboard	Registration						🖀 Rogistra	ition > Registration I
n Program Information	Registration L	ist						
Site Information	Enter Participant	s Last Name, First	Name, or ID Numb	er			TF	ilter • Q Search
Activities	+ Add New -							
Registration								
Rosters	Show 50 ¢ entrie	8						
🛱 Attendance	Showing 1 to 50 of 73	3 entries				😝 Print 🛛	Сору	a Excel 🙇 PDF
Lad Reports		Student ID	Last Name †	First Name 1	Registered 1	Active 1	Adult 1	Household 👔
Q Search	Contractions -	444000003	AGUIRRE	CHLOE	tes	Tes	NO	
D Payments (Inactive)	🌣 Actions 👻	A444021516	AGUIRRE	YADIRA	No	Yes	Yes	
⊊ Settines 🗛	🌣 Actions 🗸	444062090	ALCARAZ	EMANUEL	Yes	Yes	No	
	🌣 Actions 🗝	444027485	ALEMAN	TYLER	Yes	Yes	No	
	🌣 Actions 👻	444004347	BLOODWORTH	KASEY	Yes	Yes	No	
	🌣 Actions 👻	A444077885	BLOODWORTH	RACHEL	No	Yes	Yes	
	🌣 Actions 👻	444023612	BURNS	BEN	Yes	Yes	No	
	Actions -	444039433	BURNS	BOWEN	Yes	Yes	No	
		J	_					

REGISTRATION

Information related to the people being served at a site can be found in Registration. Participant demographics, academic information, emergency contact information, and more can be stored in a registration record.

- Registration overview (pg #35)
- Quick add from a prior term (pg #37)
- Quick add from pre-registration list (pg #36)
- ✓ Add individual participants (pg #38)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Use the alphabet bar or Find Person options to locate an individual participant.
- Save data entry time and improve the accuracy of participant information by sending data from your Student Information System to Cayen Systems via our secure data uploads site (https://datauploads.datapropeller.com)

REGISTRATION OVERVIEW

Information about participants needs to be collected for various reports, including the 21st CCLC annual performance report.

Enter Partic	cipant's Last Name, First N	lame, or ID	Number						T Filter -	Q Search
+ Add	entries							🗎 Сору	🖶 Print	🛓 Export *
Actions	Student ID		Last Name	†↓	First Name	†↓	Registered		Active	
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2										
Ø I Ø I	224192		ALEXANDER		DABRIEL		Yes		Yes	

Edit a participant

- In your left-hand navigation menu, click 'Registration,' then click 'Manage Participants'
- Locate the participant using the search bar or click 'Search' with no value in the search bar to see all participants
- 3. Click the edit button in the Actions column next to their name

- View and update information as needed.
 - Participant demographics are found on the Participant Info tab. Additional data can be located on the other blue tabs within the Registration record.
- 2. Click 'Save'

AGUIRRE, CHLOE								State	Registered	Active
D	Last Name	First Name		Middle	Nic	kname	Participant ID	Participant ID	Registration St	atus
Participant Info	AGUIRRE	CHLOE					444068663	2120500167	Registered	Yes v
Test Data	Date of Birth	Age				Gender	Lunch Stat	tus	Active	Yes >
	12/27/2008	11				Female ∨	Unknown	~	Select Participan	t No 🗸
Assessments	Ethnicity White (Not of Hispa)	aic origin)					Primary Languag	ge	Adult	No ~
Enrollment	Head Of Housebold	nic originiy					Crigitari		Adult Participa	nt Type
	No								Hold down CTRL ke	ey to sele
Emergency Info	Address/Phone last u	pdated: 8/24/.	2020 1:02:	04 PM					Community Men	ne ber
Attendance	Address								Family Member	
									Parent/Guardian	
Notes/Goals	City		State	Zip	Phor	ne	E-mail		Volunteer	
	Milwaukee		WI ~	53210	414	-555-1234	apptest@cayer	n.net	Record last	8/24/20
Surveys	Mailing Address Co	py Home Add	ress						changed:	c / c / c / C /
Day School Absences								1	attended:	6/11/20
	City		State	Zip					Original record	8/24/20
Custom Fields	Milwaukee		WI ~	53210					Term record	8/24/20
	Migrant						·		created:	Piuone
	No Y								Last Eulee by.	Pam
	School Attending Dur	ing Day			Grade		Lives With		Add HH me	nber
	Adair County Elemen	ntary	~		4		~	~	Edit House	hold
	Request New School	,			Ľ.					

ADD STUDENTS FROM THE PRE-REGISTRATION LIST

Student demographic and contact information can be exported from your school district's student information system and sent to TransACT to create a pre-registration list.

< Registration Registration List	🏶 Registration > Registration List	Add Students from Pre-Registration List
Enter Participant's Last Name, First Name, or ID Number	▼ Filter ▼ Q Search	 In your left-hand havigation menu, click (Peristration)
		Click (Manage Participants' in the
+ Add New +		2. Click Wallage Participants in the
Sindvioual Participant		Click (Add Now' than (From Bro
😫 From Prior Term		S. Click Add New their From Pre-
		Registration List

Add Students from Pre-Registration List

- 4. Click your school under the Choose School(s) column
- 5. Click the appropriate grade levels under the Choose Grade(s) column
- 6. Click 'Continue'

Quick Data Entry Tools			
Select a Quick Edit Tool			
Register Students from Student Pre-Reg List	~		
Registration From Student Pre-Registra	tion List		
 Comparison of parents againfulnes on the should be quick reg. District/grantee administrators have set required fields for registrement to be reveal without requiring these fields to be entered, so Instructions: For reasons of speed, not all pre-registration i name. 	ration meaning that in order plasse note that if the studer ist names are shown at on	every neuros one, or experience or registroution form on the winh o particle Signature. Is save a student as registered, certain fields must be completed (like sthinkly for ex- fs record is edited after being quick registered, changes to the registration record can time. Choose one or more day schools and grade levels, and then click on C	ample). The quick registration process allows the snot be made unless the required fields are comple ontinue to further limit the list by student las
Chaese School (2). Manness Middle School (2). John G. Mead Sohn (2). Prendergast		Choose Grade(s): () ^ ^ 8	
		Hold down CIRL (or Command) Key to select more than one	

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Tips

When selecting participants, the 'Record Date' indicates the date on which the student information system data was imported into AS21. Verify that the student data is from a recent import prior to registering them. Add Students from Pre-Registration List

- Click 'All' at the end of the alphabet bar to display the entire student pre-registration list of available participants to register
- If you have a large number of participants, you can filter the list by selecting a letter
- Select the participants to register by clicking in the box next to each participant's name under the Reg column or click the blue 'Select All' link.
- Click 'Register Selected' once you have selected the participants you wish to register

gation menu,

ADD PARTICIPANTS FROM PRIOR TERM

If participants were served by a site in a prior term and have returned, their information can be pulled forward into the new term, saving considerable time.

< Registration Registration List	Registration > Registration List	Add Students from Prior Term
Enter Participant's Last Name, First Name, or ID Number	Y Filter - Q Search	click 'Registration'
+ Add New *		2. Click 'Manage Participants' in the
Individual Participant		Registration List card
Second Pre-Registration List		3. Click 'Add New' then 'From Prior
From Prior Term		Term'

Add Participants from Prior Term

- 4. Select the Term from the dropdown and click 'All' on the alphabet bar. A list of participants from the term selected will appear
- 5. Check the boxes for the participants that you would like to bring to the new term
- 6. Click 'Register Selected' once you have selected the participants you wish to register

Select	a Term				Sh	ow pa	artici	pants	from	all	sites:													
2019	-2020			~																				
A	вс	D	E F	G	H	I	J	K	L	М	N	0	P	Q	R	S	т	U	v	W	х	Y	Z	All
Reg	ister Se	lected	Incre	ase gra	de lev	el by	1	grade	(s)															
Reg	Partic 444	ipant ID 081598		AG	Na JIRRE,	me KAMRY	(NN		Grae 4	de	Gende F	er	Date 8/5	of Bir 5/2010	th	A	dair C	Scho	ool Elemer	ntary		Ada	Site Ir Co. El	e ementari
ō	444	00980		AGU	JIRRE,	MCKIN	LEE		4		F		4/2	4/2010)	A	dair O	ounty	Elemer	ntary		Ada	r Co. El	ementar
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Notes

- When adding a participant from a prior term, you may need to modify the 'Increase grade level by # grade(s)' field accordingly.
- Some demographic information may need to be updated after participants are registered namely school and teacher values.
- Participants that attended other sites in your district in a prior term can be located by checking the box labelled 'Show participants from all sites.'

ADD INDIVIDUAL PARTICIPANTS

If a site does not have access to a student pre-registration list or prior term records or if a new participant joins a program mid-year, they will need to be added individually as a new participant.





rticipant Search Result	s										Ad	d Ne	ew
Show 25 + entrie Showing 1 to 3 of 3 e	s ntries					Exact Ma	atch:Green Partial	Match:Yellow No M	atch:Red Not S	earched:Gray		6.	
Select	Student ID	Last Name	First Name	Date Of Birth	Gender	Grade Level	School	Data Source	Site	Record Date			
Use this Record	444062612	SMITH	SARAH		F	5	Adair County Elementary	Registration (2015-2016)	Adair Co. Elementary	06/08/2015			
Use this Record	444034891	SMITH	SMYRNA	11/04/2009	F	5	Adair County Elementary	Registration (2020-2021)	Adair Co. Elementary	06/01/2020		7.	
Use this Record	A444026323	SMITH	STELLA					Registration (2014-2015)	Adair Co. Elementary	06/16/2014			
wing 1 to 3 of 3 entr	ies								Previou	a 1 Next			
								+	No Match - Create	New Record			

Add New Participants

- If the desired Participant shows in the Search results, click 'Use this Record.' Review and update the Registration record then click 'Save'
- If the desired Participant is not displayed, click 'No Match – Create New Record'. Enter the participant's information then click 'Save'



Tips

 This process uses pop-up windows to validate information being entered. Ensure that your computer's pop-up blockers are disabled to avoid issues when saving.



Notes

 The add new participant search will hunt for matching records in your site for the current and prior terms, your district for the current and prior terms, and your student preregistration list.

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			shboard	(Registration																							
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QUICK EDIT TOOLS

Data entry can be a tedious process. The Quick Edit Tools allow users to efficiently review and update critical information associated with their participants.

- Fill in missing demographics (pg #40)
- Add / Edit grades by student (pg #41)
- Print surveys / enter survey responses (pg #41)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Save frequently when working with any of the quick edit tools.
- Save data entry time and improve the accuracy of academic information by sending data from your Student Information System to TransACT via our secure data uploads site (https://datauploads.datapropeller.com)

- Add / Edit test scores (pg #40)
- Add / Edit APR outcomes (pg #41)

QUICK EDIT TOOLS

The quick edit tools section allows you to enter data more efficiently. The images in this guide may be slightly different than your screen. Please get in touch with your program administrator with questions.



Access Quick Edit Tools

- 1. In your left-hand navigation menu, click 'Registration'
- 2. Click 'Access Tools'
- The Quick Edit Tools screen will open, click a tab in the left, blue menu. (below are examples of quick edit tools options)

Fill in Missing Demographics

- Select 'Edit Demographics' from the dropdown list
- Select a demographic field from the drop-down (a list of participants missing these data will populate)
- 3. Enter the values for the participants
- 4. Click 'Save'

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Add/Edit Test Scores

- 1. Select 'Edit Tests by Test' from the dropdown list
- 2. Select a School Year and Test(s) from the drop-down menus
- 3. Add or edit test scores
- 4. Click 'Save'

L.

Tips

 If no participants appear in the list after selecting a demographic field in Edit Demographics, all participants have a value in that field.



Notes

- Your program may need to record day school grades, state standardized test scores, and/or teacher surveys as outcomes for the APR.
- If entering test scores for the APR, enter the performance levels for those tests, not the numeric scores.

AFTERSCHOOL 21

Add/Edit Grades by Student (useful when entering grades from report cards)

- 1. Select 'Edit Grades by Student' from the dropdown list
- Select a School Year, Grading Period and Participant from the drop-down menus
- 3. Add or edit grade data
- 4. Click 'Save'

< Registration	a Registration > Quick Data Entry Tools
Quick Data Entry Tools	
Select a Quick Edit Tool	
Edit Grades by Student	v
Quickly Add Grades for Many Students - By Partwetterine archite imported from another database. However, if Swe" button. Swe" button. School Year and Grading Period from the disclosed to the second statement of the sec	Student 🔮 and the select a student. A list of subjects based on the School Year selected will appear. Enter grades for the student chosen, and then chck on the phones, and then select a student. A list of subjects based on the School Year selected will appear. Enter grades for the student chosen, and then chck on the
Select a Student: ABDULGALIL, HUGO V	
Subject	Grade
Math ABCDF	* 8 *
Reading ABCDF	• (• •

Registration
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 Select a Quick Edit Tool
 Edit Grades by Subject
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 Select a Quick Edit Tool
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Add/Edit Unweighted GPA, In-School Suspensions, and School Attendance Rates

- 1. Select 'Edit APR Outcomes' from the dropdown list
- 2. Select the outcome for which you have data to enter
- 3. Select a School Year(s)
- 4. Add or edit outcome data
- 5. Click 'Save'

Print Surveys/Enter Responses

- 1. In the left blue menu, click 'Print Survey/Enter Responses'
- 2. Select the survey and participant
- 3. Complete the survey
- 4. Click 'Save'

< registration		A Registration > Quick Dat	ta Ent
Quick Data Entry Tools			
Select a Quick Edit Tool			
Print Surveys/Enter Responses	~		
Enter/View survey responses)		
Purpose: This feature allows you to enter survey resp Instructions: Use the drop down menus to select	conses for many participants without retrieving Registratio	n records one by one. • narticipant's name. (The list of participants will change depending on whether the survey is meant for adults, you	uth. or
Surveys that allow anonymous responses, will h from the list or before closing this window.	have 'Anonymous Survey' as the first item in the Par	icipant dropdown.) When you have completed the survey form, click on 'Save' before selecting another participant	t or su
Survey	Pre/Post	Participant	rint
	(the second sec		
To what extent has your student changed their beha	vior in terms of:		
To what extent has your student changed their behav 1) Turning in his/her homework on time.	vior in terms of:	O Did Not Need to Improve	
To what extent has your student changed their behav 1) Turning in his/her homework on time.	vior in terms of:	Did Net Need to Improve Significant Improvement	
To what extent has your student changed their beha 1) Turning in his/her homework on time.	vior in terms of:	Did hot Need to Improve Significant Improvement Noderski Improvement	
To what extent has your student changed their beha 1) Turning in his/her homework on time.	vior in terms of:	Od tust teed to Improve Significant Improvement Holdmark Improvement SigN Improvement	
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To what easter has your student changed their beha- 1) Turning in his/her homework on time.	vior in terme al:	Of Not Need to Improve Significant Improvement Holdmarks Improvement Sight Improvement No Change Sight Decline	
nin extent enter stans your et context changed stans behan 1) Turning in his/her hamework on time.	vice in terms of:	Did Not Need to Improve Significant Improvement Moletante Improvement Sight Improvement No Change Sight Decline Moletante Decline	
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Enable protect bits your of the problem of the prob	vior in terms of	Och test tend to Improve Significant Emprovement Holdmits Emprovement No Change Sight Recine Notarise Excision Holdmits Decline Control Contr	



Tips

 Surveys can be taken by the respondent online through the Survey Portal without the paper! See your grant administrator or contact your Cayen Systems Account Manager with questions.



Notes

 When entering GPRA outcomes, the available school years are based on the Current and Prior School Year selections entered in Settings -> Site Settings -> Reporting Periods.



ROSTERS

Rosters are lists of participants and can be used to print paper attendance sheets for recording participation. Rosters can be associated with specific sessions being offered at a site or can be established for a custom group of participants.

Group Rosters (pg #43)

✓ Session Rosters (pg #45)

Multiple Session Selection (pg #46)

Print a roster (pg #47)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Group Rosters can be used to create a list of participants with common attributes. Examples include groups for grade levels, teachers, bus routes, or students being picked up at the end of the day.
- Including bar-coded Student IDs on Rosters can expedite attendance entry.
- Changes to Roster Setup will affect all users at a Site.

AFTERSCHOOL 21

GROUP ROSTERS

Group rosters can be used to minimize the amount of paper, ink, and time needed to track attendance for a set of participants that move collectively from one session to another.



Add a New Group

- 1. Click the green 'Add a Group' button, at the top of the screen.
- 2. Enter the Group Name and Staff Member associated with the group
- 3. Click 'Save and Close'
- 4. Your new group will now appear in the Group list at the bottom of the screen

	Select a Coun	Group Name		Review Roster
	celect a voup	Enrichment Group		None in the state
	+ Add a Group	Staff Member		
Select	Group Name	KEANE, KELSEY	•	Actions
	2 10th Graders			
	C Sth grade Math	X Cancel	E Save and Close	
	Mary's Math Group			
				Select Participants 3



Notes

- Groups are site- and term-specific. So, new groups will need to be established at the start of each new term.
- Click a group name to edit the group •

Build a Roster for a Group			Add Participants to a Group
Building a Roster for Enrichment Group	Salact Participants	Paviaw Postar	 Check the box to select the Group for which you wish to build a roster
Select a Group	Select Participants	Review Roster	2. Click 'Select Participants'
+ Add a Group			2 You will be taken to the payt scree
Select Group Name	Staff Member	Actions	3. YOU WILL DE LAKEN LO LHE HEXT SCREE
I0th Graders		Delete	to select participants.
Kh grade Math		Delete	· · · ·
C Enrichment Group	KEANE, KELSEY	Delete	
Arry's Math Group	NILES, MARIBEL	Delete	
		Select Participants >	

AFTERSCHOOL21

HANDBOOK



- Select participants using the options at the top of the screen. (By Name or Barcode, From Registration List, From Session Roster, From Group Roster, or By Search)
- 2. Click 'Review Roster' to advance to the next screen

361	ect a Group	Se	elect Participants		Review Roster
By Name or Barcode	From Registration List	From Session Roster	From Group Roster	By Search	
Select All Clear A	Name			Grade Level	
	Ectovoc Dovoc Diana A				Selected
125048	LSIEVES REYES, Dialia A.				

Select a G	roup	Select Participants	F	Review Roster
			Saved: Gray Pe	nding: Green Pending Delete: Re
0 participant(s) displayed				
D	Name		Grade Level	
AWMS065700	VALADEZ, ELENA			Pending
127410	SOTO, NATHAN			Pending
127385	SMITH, PARKER L.			Pending
AWMS062672	ROMERO, LILLYANNA			Pending
125387	RODRIGUEZ, CAMRON			Pending
125013	PEREZ, LAMONT			Pending
AWMS001088	MARTINEZ, ANDRES			Pending

Review Roster

- 1. Review the list of participants
- 2. Click on a participant name to remove it from the list
- 3. Click 'Save Roster'

ADD PARTICIPANTS TO A SESSION ROSTER

Create rosters of participants that regularly attend or are enrolled in a specific session.



Select Activity and Session

- Use the drop-down menus to select the Activity and Session for which you are building a roster
- 2. Click 'Select Participants' to advance to the next screen

Build a Roster for a Session					
Selecting Participants for Enrichment Activities - Enrichment Activities					
Select a Session	Select Participants	Review Roster			
Activity	Session				
Enrichment Activities	Enrichment Activities •				
		Select Participants >			

Select	a Session	Select Participants		Review Roster	
By Name or Barcode	From Registration List	From Session Roster From Group Roster	By Search		
an or type a person's I	name				
ast Name, First Name o	or Participant ID			٩	Search
Select All Clear All					
)	Name	Grade Lev	el		
					_

Select Participants

- Select participants using the options at the top of the screen. (By Name or Barcode, From Registration List, From Session Roster, From Group Roster, or By Search)
- 2. Click 'Review Roster' to advance to the next screen

Review Roster

- 1. Review the list of participants
- 2. Click on a participant name to remove it from the list
- 3. Click 'Save Roster'

	Select a Session	Select Participants	Review Roster
			Saved: Gray Pending: Green Pending Delete: R
9 participant(:	s) displayed		
ID	Name	Grade Level	
129438	BELL, AMAYA		Saved
126629	BOGAN, ERIKA	6	Saved
125600	CAMACHO, STEPHANIE	7	Saved
126021	CARDONA, JOSE	7	Saved
121399	FLORES, JACOB	6	Saved
125445	GASKINS, KYLE	8	Saved
125593	JONES, JONATHAN		Saved
128085	PACHECO, VICTOR		Pending Delete
127024	RODRIGUEZ, CARLOS	6	Pending Delete
125085	AGUILAR, CINDY		Pending

AFTERSCHOOL21

MULTIPLE SESSION SELECTION

Build a Roster for Multiple Sessions

- In your left-hand navigation menu, click 'Rosters'
- Locate the 'For Multiple Sessions' card
- 3. Click 'Build Roster'



Build a Roster for	Multiple Sessions 📀	
:	Select a Participant	Select Sessions
By Name or Barcode	From Registration List	
Scan or type a person's na	ime	
Last Name, First Name or I	Participant ID	Q Search
ID	Name	Grade Level
119713	RIVERA CRUZ, DESTINY L.	8
119715	RIVERA CRUZ, QWU'LEE	8
125213	RIVERA CRUZ, STEPHEN A.	7
130157	RIVERA MALAVE, MICHELLE	6
	DIVEDA WILLIAM	

Select Sessions

- Click on the sessions that you wish to select for the participant
- 2. Click 'Save Rosters' to update the rosters for these sessions





Tips

- In many programs, participants can be enrolled in multiple activities and sessions at the same time.
- Ensure that all names are grey prior to leaving the roster screen. Any names highlighted in green will not be saved and names in red will not be deleted if you don't click Save.



Notes

 'Build a Roster – For a Session' and 'Build a Roster – For Multiple Sessions' both update the session rosters. 'For a Session' starts with the session and shows the participants associated with that session roster. 'For Multiple Sessions' starts with the participant and shows the session rosters associated with that person.

PRINT A ROSTER

Printed rosters can be used to record participation in sessions or as sign-in/out sheets.





Tips

- Be sure to click the green 'Print' button when printing. Do not use File > Print or Ctrl+P to print
- Click 'Roster Setup' to change the fields/columns that print on the roster.
- Including bar coded ID numbers on the printed rosters can help when entering attendance with a scanner.



ATTENDANCE

Recording who came to each session is arguably the most critical data to collect at a site. Several methods of attendance collection are available in AfterSchool 21.

Enter basic attendance (pg #49)

- ✓ Fill attendance from a roster (pg #50)
- Add family members from sign-in sheet (pg #51)
- Enter Attendance on Grid (pg #53)

Record real-time attendance (pg #52)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Attendance should be recorded daily to avoid getting too far behind on data entry.
- Rosters with bar-coded student IDs can be used to expedite the data entry process.
- Use Select Previous Attendance in the Classic Attendance feature to spot-check attendance entry efforts.
- Entering attendance on a grid should be a last resort. Please get in touch with TransACT support if needed.

ENTER BASIC ATTENDANCE

The most common way of entering attendance.

Cayen Systems	Attendance Cater Attendance Cater Attendance Cater Attendance By Session Cater week, or month. Enter attendance by Student Cater week, or month. Enter Attendance by Student Cater Week or month. Enter Attendance by Student Cater Week or month. Enter Attendance Cater Attend	Enter Attendance on a Grid Enter Attendance on a Grid Enter attendance for one or more sessions over a date range. Enter Attendance enty: Enter Attendance enty: Enter Attendance enty: Enter Attendance enty:	 Enter Attendance 1. In your left-hand navigation menu, click 'Attendance' 2. Locate the 'Enter Classic Attendance' Card 3. Click 'Enter Attendance'
Select Criter 1. Sel 2. Sel 3. Sca OR Ros	ria for Entering Attendance ect the date of the attendance ect the Activity and Session an or type in the person's name click 'Fill Attendance List from ster'	< Attendance	Enrichment Activities V
Step 3. Scan or type a pers name: bel Add names as I type D Name 12/617 BERNARD, OMAR 12/709 DERARDS BONANO, DENG-TUONG	on's Activity: Session: Enrichment Activities Save Attendance Clear Att Last Added: BERNARD, OMAR ID Name Added Names ID Name I26167 BERNARD, OMAR	Instructions: Names in GREEN will be seen. Names in GRED will be shed. Names in GRAY are OK.	 If you scan or type in the person's name: 1. Type in the participant name and hit Enter or Tab on the keyboard. All matching records will show below 2. Click the participant name to add to the attendance list 3. Click 'Save Attendance'



Tips

- Scanning bar coded IDs from a roster is a quick and efficient way to enter attendance.
- Ensure that all names are grey prior to leaving the attendance screen. Any names highlighted in green will not be saved and names in red will not be deleted if you don't click Save Attendance.
- After attendance has been saved, use the Copy to Other Session(s) or Copy to All Scheduled Sessions to quickly populate other sessions that participants attended on a selected date.

FILL ATTENDANCE FROM A ROSTER

It may be easier to start with a list of expected participants and remove those absent rather than typing or scanning all the people present.

 From Activity/Session From Group 			
Enrichment Activities	Activity:		•
Enrichment Activities	Session:		T
Include Participants: Active On	ly ▼		A
Name	Participant ID	Grade	Add
AGUILAR, MELISSA	125085	7	
ALMODOVAR, YANICE	126640	6	
AMILL CRUZ, ANGELICA	125381	7	
BELL, SHANIA	129438	7	
BERNARD, OMAR	126167	6	
BERRIOS BONANO, CYNTHIA	127050	6	
BOGAN, BRITTNEY	126629	6	
BUSANET, G	125403	8	
BUSTAMANTE DELGADO, WEI	119773	7	
CALDERON RUIZ, RUTH	117815	8	 Image: A start of the start of
Close			Add Attendance

Fill Attendance List from Roster

- 1. Click 'Fill Attendance From Roster'
- 2. Select the Activity and Session or Group for which you are entering attendance
- Check the box next to each participant name for which you would like to add attendance
- 4. Click 'Add Attendance'
- If necessary, repeat steps 1-3 with all rosters containing attendance for the selected Date and Activity/Session (or Group). Once done, click the 'Close' button
- 6. Click 'Save Attendance'



Tips

• Fill from group rosters to quickly enter attendance for sessions with participants from multiple groups (e.g. Snack).

automatically be saved in

attendance

ADD A FAMILY MEMBER FROM A SIGN-IN SHEET

When adding attendance for a family member or one-time participant from a sign-in sheet a participant can be added to registration 'on the fly.'



RECORD REAL-TIME ATTENDANCE

Staff can record real-time attendance using a mobile device such as a tablet or smartphone. This can reduce the need for paper attendance sheets and increase the speed and accuracy of recording participation.



Select the Activity, Session, and Date

- 4. Pick the Activity, Session, and Date from the provided drop-down fields
- 5. Click or tap 'Select Participants'

Cayen Systems	<			🛛 Help 👻 😝 Ben Hinkle-Wszalek 👻
de Dashboard	< Attendance			
🏛 Program Info	Attendance 📀			tendance > Enter Attendance By Session
🗟 Site Info 🛛 🔺	Entering attendance for Computer CI	ass - 3rd Grade - M/W on 08/15/2018		
✿ Activities				
嶜 Registration	Pick Session / Date	Select Participants	Review Attendance	Finish
i≣ Rosters				
Attendance	Activity	Session	Date	
Lad. Reports	Computer Class	 3rd Grade - M/W 	¥ 08/15/	2018
Q Search				Select Participants >

 Registration 		Pick Session / Da	te	Select Participants	1	Review Attendance	Finish
Attendance		Roster A-H I-R	S-Z	Search			
Lat Reports		Activity				Session	
Q Search		Computer Class		٣		3rd Grade - M/W	 Show Roster
Payments	(Inactive)	Group Roster		c	OR		
💷 Settings		Select a Group Roster					 Show Roster
		Select All Clear All					
		ID	Nam	0			
		6705728	ABA	RCA, ALEJANDRA C.			Selected
		6965458	ACE	VEDO, LAZARO A.			
		7463189	ALVA	RADO, HECTOR I.			Selected
		6894631	AND	ERSON, JOSEPH N.			
		7816700	ARA	NDA, ARMANDO N.			
		7428936	ARC	HER, DEREK U.			
		Pick Session / Date					Review Attendance >

Choose how you will select participants

- Click or tap 'Roster,' 'Search,' or a group of letters
- 7. Select participants and click or tap 'Review Attendance'

Review	the	attend	lance	list
		accenta	ance	

 Click or tap a pending (green) name to mark it for deletion (the name will turn red)

9. Click or tap 'Save Attendance' upon

completing review



52

ENTER ATTENDANCE ON GRID

Enter attendance for one or more sessions for multiple participants and dates on a single screen.



AFTERSCHOOL21



REPORTS

Reports are the easiest way to get data out of AfterSchool 21. Hundreds of reports provide programspecific information to funders, administrators, and evaluators.

Generate reports (pg #55)

- ✓ Sample reports (pg #56)
- ✓ 21st CCLC Annual Performance Report (pg #57)
- Override APR Report Values (pg #59)

- Certify Annual Performance Report data (pg #58)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- On the main reports screen, a list of report categories will appear. Click a category to view the corresponding selection of reports.
- Refer to the Description documentation for information on the report you want to generate. For details
 on how a report's data is generated, click the blue <u>Report Explanation File</u> link below each report's
 description.

GENERATE REPORTS

AS21 offers a wide variety of reports that can be generated to assist with day-to-day programming, data entry monitoring, and funding source and evaluation purposes.

	K 🖸 🖌 Help 🔻 🕴 Ben Hinkle-Wszałek
n Dashboard	
🏛 Program Info	Reports 0
-	Academics Daily Activity Attendance Report
🖽 Site Into 🛛 🔺	Activity information Description: The Daily Activity Attendance Report displays the participant's daily attendance, number of haves attended, number of days attended, number of participants attended everage daily attendance for the selected activity/testion with attendance records in a specific date
Activities	Aderdance - By Prosen Proven
Registration	Report Explanation File
	Daily Activity 1. Select an Activity: Computer Class *
Rosters	Attendance Report 2. Select a Session:
Attendance	expert Attendance and Gerographics Information Bird Grade - MNN
M Reports	Export Attendance Deta
Q Search	Attendance Comparison
	5. Enter a Date Kange: 08/01/2018
Payments (Inactive)	List Date of Attendance 4. Select how you would like the report to sort: Participant Name *
D Payments (Inactive)	S. Cleft & Date Analysis Concerned and Analysis (V Concerned and Analysis) S. Select what columns you would like to include: S. Select what columns you would like to include:
53) Payments (Inactive) ≅ Settings	Last Take at Market & Jack Raining: 00002213 10 00017/0018 Sect Market & Jack Raining: 00002213 10 00017/0018 Sect Market & Jack Raining: 00002213 10 00017/0018 Sect Market & Jack Raining: 00002213 Sect Market & Jack Raining: 0000221 Sect Market & Jack Raining: 000022 Sect Market & Jack Raining: 00002 Sect Marke
23 Payments (inactive) ≌ Settings	S. Elef's Date Analog: @0002213 Set Marine Set Wood 2015 (2016) Set All (2017) Set All (20
33) Payments (Inective) ≌ Settings	Set Date of Automatic Section 2 (Section 2 (Sectio
30 Payments (inactive) 호 Settings	Set a bate of the form of the standing we could be the report to another the standing to the standing tot the standing to the standing to the standing tot the standing t
99 Payments (Inactive) Settlings	S. Left & Juke Analyse (Wood Jike the report to such life the properties of the
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33 Psyments (inactive) 알 Settings	Set Date of Date Analog 0:0002/2028 Set Date of Date of Nutries 4: Sete thow you would like the report to such that [Participant Tame * Housing Council 4: Sete thow you would like the report to such that [Participant Tame * Participant 5: Seter that columns you would like to include: Participant Show Interdence for Tach Date Show Includence for Tach Date Debut of March Target Show Interdence for Tach Date Show Netherdence for Tach Date Debut of March Target Show Interdence for Tach Date Show Netherdence for Tach Date Debut of March Target Show Interdence for Tach Date Show Withdrawal Status Show Interdence Target Show Interdence for Tach Date Show Withdrawal Status Show Interdence Target Show Interdence for Tach Date Show Withdrawal Status Show Interdence for Tach Date Show Interdence for Tach Date Show Withdrawal Status Show Interdence for Tach Date Show Interdence for Tach Date Show Withdrawal Status Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date Show Interdence for Tach Date
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Generate a Report

- 1. In your left-hand navigation menu, click 'Reports'
- 2. Click a report category to view the corresponding selection of reports
- 3. Click on the report you wish to generate
- Select any criteria to include/exclude on the report
- 5. Click 'View Report' in the lowerright corner
- 6. Click the green 'Print' button in the lower-left corner to print the report



Tips

- Refer to the description documentation for information on the report you want to generate.
- For a report breakdown, click the blue Report Explanation File located below the description caption of the report.
- If you would like to download a report to Excel, use the Export Format field to select the Comma Separated Value (CSV) option prior to clicking View Report.

SAMPLE REPORTS



Attendance – By Person \rightarrow Daily Activity Attendance Report

 Use this report to see daily attendance information for a site's participants, their attendance percentage for a specific date range, and average daily attendance information.

Attendance – Totals \rightarrow Attendance Summary

• Use this report for an overview of participation in site's activities.

	1	Number of F	Participants Re	gistered: S	55 Numb	ber of Unduplic	ated Part	icipants: 4	
			Numbe	er Active: S	55		Total Day	ys Open: 3	
			Number	Inactive: (D Parti	icipant Daily A	verage (A	ll Days): 3	
			Number of At	ttendees: (D				
	L		These	totals refle	ct data as	5 of 4/25/2012.			
Activity S Name [Session Descriptio	Avg n Hours/Se	ession #Attend	led #Adult	s #Yout	#Times/Days hOffered	Total Hours Offered	Avg Daily Attendance	Count/Percent of Participants Attending > 50%
Support Services S Activity A	5taff Attendanc	e 1	1	0	1	1	1	1	1/100.00%
Recreat Activity Name	tion Session Descrip	n Avg otion Hours/	/Session #Atte	ended # Ad	ults #Yo	#Times/Da uth Offered	Total lys Hours Offere	Avg Daily	Count/Percen of Participant Attending > :e 50%
Enrichment and Recreation:	: al Remed	ial							
	ar itemed	101							

Field T	rip Emer <u>o</u> Hillano	jency dale Pu	Inf blic	f <mark>orn</mark> Scho	natio ol	on Rep	ort		
Activities Da	/Sessions: 2011 te Run: Wednesda	. Summer y, April 25,	Prog 2012	ram/Ac	ademi 46:21 A	ic Enrichmei AM (CT)	nt		
⁹ Participant Name	Address	City	State	Zip	Phone	Date of Birth	Medical Limitations	Contact Name	Cor Rel
ANDERSON, SERENA	1167 N Henderson ST 401	Hillandale	WI	53202	555- 9876	1/18/2004		Mark Anderson	Par
BANIDAR, LAZARO A	1108 CENTER ST	Milwaukee	WI	53218	566- 4354	11/14/2000		Luis Banidar	Gra
BANNERS, SIENNA T	1167 N Henderson ST 401	Hillandale	WI	53202	555- 9876	1/18/2003		Maria Banners	Par
BASTIAN, SONIA I	1019 MILTON WILSON BLVD	Milwaukee	WI	53217	567- 6677	10/31/2002		Lola Bastian	Gra
BROWNE, DANESHA A	1118 HOPKINS HILL RD	Milwaukee	WI	53224	223- 3224	7/19/2001		Kenneth Browne	Par
COSTRO, Tyrone	1167 N Henderson ST 401	Hillandale	wI	53202	555- 9876	12/2/1998		N/A	

Participant Contact Information \rightarrow Field Trip Report

 Use this report to quickly obtain medical limitations and emergency contact information of participants.

CLC APR By Reporting Period $ ightarrow$ APR Review	
Report	

• Use this report to monitor sites to ensure accurate information is being entered.

						Atten	dance				
District	Grantee	Site	School Year 2022 Date Range	Last Updated	1-29	30-59	60-89	90+	American Indian	Asian	в
Adair County - Cycle 10	Grantee 279	Adair Co. Elementary	08/25/2021- 05/20/2022	2/24/2022	108	41	4	0	0	0	
Adair County Cycle 15 Continuation	Grantee 17	Adair Co. Primary Center	09/20/2021- 05/06/2022	2/18/2022	191	35	27	0	0	2	

21ST CCLC ANNUAL PERFORMANCE REPORT

The 21st CCLC APR is submitted to the US Department of Education three times a year to demonstrate what each site and grant has done with their funds in the summer, fall, and spring reporting periods. The information on this report aligns with the 21APR federal database to make submissions as painless as possible.

APR	Report - Summer 2022 (06/0 Hillandale K-	6/2022 - 08/31/2022 12)
Grantee Information	Type: School District	Award: \$100000.0	000
Hillandale Public Schools Cycle 5 123456 Apple St Hillandale, KY 53005			
Grantee Contact Information			
Sherry Maddox	Phone: (414) 555-5555	E-Mail:Smaddox@yopr	nail.com
Center Information	Type: School	Center ID: [Not Se	t]
Hillandale K-12		-	-
12456 N Apple St Hillandale, WI 53201			
Center Contact Information			
Jennifer Wilson	Phone: (920) 759-8695	E-Maitjwilson@yopmai	il.com
	Feeder Schools (1)		
School		Summer	Full Year
HILLANDALE PUBLIC SCHOOL		Х	Х
*Center Location			
	Partners (1)		
Partner		Subcontra	octor
American Red Cross		No	

CLC APR By Reporting Period \rightarrow APR Report

 Use this report to compile information needed to submit your Annual Performance Report (APR) data to the 21APR federal database.



Notes

- The report will show the reporting categories in sections (e.g. Activities, Staffing, Participation, etc.).
- Fields will show in white if data is present and in pink if no data is present.
- There is a certify button at the bottom of report. Instructions for certifying data can be found on the next page.

CERTIFY APR DATA

Some programs must certify their APR data before submission to the 21APR federal database.

Reports 🕜				
A en de miten	DIDEK OF AIRCOIL AIRCREAT	,	Didek of Artical Articical	5
Academics	Hispanic or Latino	3	Hispanic or Latino	10
	Hawaiian or Pacific Islander	0	Hawaiian or Pacific Islander	0
	White	5	White	9
	Two or More Races	0	Two or More Races	0
	Data Not Provided	2	Data Not Provided	0
APR Outcome Exceptions	Sex	Count	Sex	Count
APR Report	Male	9	Male	15
CLC APR Monitoring	Female	8	Female	7
District Monitoring	Not Reported in Male or Female	0	Not Reported in Male or Female	0
	Data Not Provided	1	Data Not Provided	0
Participant Contact Information	Population Specifics	Count	Population Specifics	Count
Participant Information	LEP	0	LEP	0
Iroonant/Daronting Toon	Economically Disadvantaged	0	Economically Disadvantaged	C
	Special Needs	0	Special Needs	0
Registration Forms/ID Cards	Family Members	0	Family Members	0
Staff		Certify APR Data	with These Values	
Surveys				
		Override These V	alues, then Certify	

Certify APR Data

- Click 'CLC APR By Reporting Period,' then 'APR Report'
- 2. Select the Site and Reporting Period to certify
- 3. Click 'View Report'
- 4. Review the data in EACH section of the APR
- 5. Click the certify button at the bottom of the APR
- 6. Confirm that you wish to certify/lock the APR data



Notes

- After you certify/lock the APR data, the report will not reflect any changes made to the site's data after the time of certification.
- The certify button will no longer be visible and a timestamp of when and by whom the data was certified will show at the top of the report.

AFTERSCHOOL 21

OVERRIDE APR REPORT VALUES (only available if allowed by your state)

Override APR Report Values

- If you have reviewed the report and feel that data is incorrect, click 'Override These Values, then Certify'
- You will be redirected to Site Information to review and update values

Academics	block of Perican Pericinan	,	block of American American	
Auticity Information	Hispanic or Latino	3	Hispanic or Latino	1
	Hawaiian or Pacific Islander	0	Hawaiian or Pacific Islander	
Attendance - By Person	White	5	White	
Attendance - Totals	Two or More Races	0	Two or More Races	
CLC APR By Reporting Period	Data Not Provided	2	Data Not Provided	
APR Outcome Exceptions	Sex	Count	Sex	Cou
APR Report	Male	9	Male	
CLC APR Monitoring	Female	8	Female	
District Monitoring	Not Reported in Male or Female	0	Not Reported in Male or Female	
Miscellaneous	Data Not Provided	1	Data Not Provided	
Participant Contact Information	Population Specifics	Count	Population Specifics	Cou
Participant Information	LEP	0	LEP	
Prognant/Parenting Teen	Economically Disadvantaged	0	Economically Disadvantaged	
Services	Special Needs	0	Special Needs	
Registration Forms/ID Cards	Family Members	0	Family Members	
		Certify APR Data	with These Values	
Staff				



Override APR Report Values

- At the bottom of the tab, enter an 'Override Reason'
- Click 'Save, Continue with Staffing', to move to the next tab



Site Information				Site Information > APR Certification
PR Certification				
		Cloonan Middle School		
	Fall 20	018 (10/09/2018 - 12/06/2018) (CI	hange)	
Activities	Staffing	Participation	Outcomes	Confirm
Certify Data				
All values for the APR Cert Lock Data" button.	ification have been saved	d. To complete the APR Certif	ication and prevent ch	anges, click the "Certify and
		Eve	Portific Lator	Downlowed Last Date

Override APR Report Values

- Once you have reviewed all tabs, click either 'Exit, Certify Later' or 'Certify and Lock Data'
- 9. If you choose to certify later, you can do this in Reports → CLC APR by Reporting Period → APR Report

Caven Systems	<				🛛 🕥 Help 👻	🙆 Ben Hinkle-Wszalek 👻
Dubband						
u u u u u u u u u u u u u u u u u u u	Sea					
Program Info	SEAR	Search Criteria				×
🖬 Site Info 🛛 🔺	group	General Address/Transport	School Info Reg Info	Contacts Participation	User Defined	a
n Activities		Last Name				
Registration		First Name				
Rosters		Participant ID				
Attendance		State Participant ID				
<u>al</u> Reports		Gender				
Q Search		Disk Marsh				•
		Birth Month				· ·
至 Settings		Age		to		
		Adult				•
		Ethnicity				•
		Primary Language				•
		Medical Restriction				•

SEARCH

Search is a powerful tool for quickly generating a list of participants meeting select criteria. Use the Quick Edit/Export Spreadsheet feature to edit information for a group of participants or to generate ad hoc reports.

- Find records that match certain criteria (pg #61)
- Generate custom reports (pg #61)
- Quick edit registration records (pg #62)
- ✓ Print mailing / file folder labels (pg #63)

IMPORTANT NOTES ABOUT WORKING IN THIS SECTION

- Fields from multiple tabs in the Edit Search Criteria screen can be combined to find the necessary information.
- Only participants that match ALL criteria entered in a search will be returned.
- If a search results in more than 1,000 records, the print mailing and file folder labels buttons will be disabled. Additionally, the performance of other features may be affected.

FIND RECORDS THAT MATCH SPECIFIC CRITERIA

Programs often need to find participants that match specific criteria to either edit those participants' information or generate a report.

🚳 Dashboard									
🏛 Program Info	Search	Search Criteria						×	
🗄 Site Info	REGISTRAT	Consul Address Transact	Cohool Jofe	Desiste	Gastasta	Oratisisation	User Defined	OF AD UD	nt's , generate
📩 Activities		Gelleral Address fransport	School Into	Regimo	Contacts	Participation	User Delined	GEAR OP	
Registration		EAESA Completed							
Rosters								•	
🗇 Attendance		laken AC I						*	
Lat Reports		FAFSA SAR						٣	<i>1</i> .
Q Search		Taken SAT						•	lesults
Payments (Inactive)		CSF SAR						٣	leport
🗄 Settings 🛛 🔺		Applied To College						٣	Report
		CSF Completed						٣	no Dels
		L							adSheet
		Close			Арре	nd Records	Find	Records	

Find Records

- In your left-hand navigation menu, click 'Search'
- 2. Click 'Edit Search Criteria'
- Use the criteria tabs to locate specific fields and enter values that match the desired participants
- 4. Click 'Find Records.' The search results will be displayed

Next Steps:

- Generate a custom report
- Use quick edit to update registration information
- Create mailing / file folder labels
- Generate links for taking surveys via the survey portal

Sea	arch Results	813 Found			 Search Criteria:
	Student ID	Student Name	Birthdate	Gender	[ALL]
Edit	HHS035652	ABARCA, ALLISON	5/1/2001		
				м	
				F	
				F	
				F	
				F	
					Edit Search Criteria
				M	Clear Search Criteria/Results
				F	Clear Search Chiena/Results
				м	Print Demographics Report
				м	Conorato Suprov Linke Ropor
				м	Generate Survey Links Repor
					Print Mailing Labels
					Delet File Fielder Lebels
		Alcaraz Andrea	1/21/2002	F	PTINT File Folder Labels

GENERATE CUSTOM REPORTS

Search results can be used to create ad hoc reports that may be requested from funders, administrators, or evaluators.

ige, Grade Level or Day School. But remember t ategory, select the category header (such as Mi	hat page width is limited on your edical Information).	computer screen. If you intend to e	export the information, you m	ay include fields w	ithout regard for page	e width. To inclu	ude all fields in
Search Criteria							
TAUL							
(nuc)							
			Search C	riteria			
			[ALL]				
Seneral Information	School 1	Information					
ast Name	Homero	om					
irst Name	Grade L	evel	Quic	k Edit Repo	ort		Â
fiddle Name	Day Sch	ool Attending			,		
E-Mail	Lunch S	tatus	Last Name		First Name	Phone	Grade
Date of Birth	📃 Elem. H	omeroom Teacher	ABARCA		ALLISON		
lge	MS/HS	Math Teacher	Acevedo		Abei	5555460252	10
Sender	MS/HS	English Teacher	Aceves Mit	re	Yecenia	5552464162	10
NCES Ethnicity	Special	Ed. Status	Acosta		Angelique	5556483545	10
NCES Race	LEP State	tus	ACOSTA		MICHELLE	5555718438	10
Participant ID	Registra	ation Information	Acuna		Henry		
State Participant ID	Select P	articipant Y/N	Close		Click Here to		Print
Barcoded Participant ID	Register	red			Download		
Primary Language	Form Si	gned		FAFSA Complete	d		
Parent Primary Language	Date Fo	rm Signed		FAFSA SAR			/
tome Address	Signed I	By		CSF SAR			/
Harma Address City				CEE Completed	<		

Create a custom report

- Once search results have been returned, click 'Quick Edit/Export Spreadsheet.' A screen listing multiple participant-related fields will appear
- 2. Check the boxes for the fields you would like to include in the report
- Click 'Print/Export to Excel.' A preview of the report will appear
- Click 'Print' to print the report or click 'Click Here to Download' to export the information to Excel

QUICK EDIT REGISTRATION RECORDS

Search results can be used to create quick edit forms to efficiently update information for a group of people simultaneously.

Select Registration information to	o include on an editing form, rep	ort or spreadsheet 🧕			
To add and edit specific information on the Quick E Age, Grade Level or Day School. But remember tha category, select the category header (such as Med	dit form, place a check mark beside each field y it page width is limited on your computer screer ical Information).	ou would like to update. Always inclue 1. If you intend to export the information	le Name but also include oth on, you may include fields w	er fields that will help ithout regard for page	you identify a participant such as width. To include all fields in a
Search Criteria					
[ALL]					
		Edit the form / F	Print a report / Export a sp	readsheet	
		Instructions: Edit the des Print / count to Excel for	ared information, and click on Save and a printer-friendly report, or to export th	Refresh to update the Registrat	tion records in the database. Click on
General Information	School Information	Search Onteria			*
Last Name	Homeroom	[ALL]			
First Name	Grade Level				
Middle Name	Day School Attending				
E-Mail	Lunch Status				
Date of Birth	Elem. Homeroom Teach	ABARCA	First Name ALLISON	Phone	Grade
Age	MS/HS Math Teacher	Acevedo	Abel	\$\$\$\$460252	10 *
Gender	MS/HS English Teacher	Aceves	Stephanie	5559733063	10 .
NCES Ethnicity	Special Ed. Status	Aceves Hitre	Yecenia		
NCES Race	E LEP Status	Acosta	Anpelioze	5556483545	10
Participant ID	Registration Information	1 Acuna	Henry		
State Participant ID	Select Participant Y/N	Back			Print/Export to Excel Save and Refresh
Barcoded Participant ID	Registered		College Access	Information	
Primary Language	Form Signed		FAFSA Complet	ed	
Parent Primary Language	Date Form Signed		FAFSA SAR	_	
Home Address	Signed By		CSF SAR		0
Home Address City	Active		CSF Completed		
Cancel		Clear Criteria		Print/Export	to Excel View Quick Edit Form

Quick Edit Records

- Once search results have been returned, click 'Quick Edit/Export Spreadsheet.' A screen listing multiple participant-related fields will appear
- 2. Check the boxes for the fields you would like to include in the report
- 3. Click 'View Quick Edit Form'
- 4. Edit data as needed and click 'Save and Refresh'



Tips

- Use quick edit in Search when you get updated demographic, contact, or teacher information for a group of participants. This feature can be very useful to update information after using Quick Register from Prior Term.
- Save frequently when using quick edit in Search. Often several hundred records are being saved at once. Internet connection issues could result in data not saving properly.

PRINT MAILING AND FILE FOLDER LABELS

Search results can be used to print mailing and file folder labels.

Position Labels on the Page and View/I Purpose: Print labels for the selected records. Instructions: To position the first (or only) label, count acrelabels. Enter the position number in the space provided. The and print your labels. Please use Avery 5160 or compatible for printing file folder labels. If y window, or if you want to print another set of the same lab Labels' to view and print the labels again. Start Printing Labels in Position Number: 1 To Parent/ Guardian of: 1 Use Mailing Address: All Participants	 Print Mailing Labels Once search results have been returned, click 'Print Mailing Labels' Select criteria and determine if printing labels for All Participants or Select Participants Click 'View/Print Labels' Click 'Print' to print your labels 	
Close Print File Folder Labels	View/Print Labels Position Labels on the	Page and View/Print
 Once search results have been returned, click 'Print File Folder Labels' Select criteria and determine if 	Purpose: Print labels for the selected Instructions: To position the first labels. Enter the position number and print your labels. Please use A Avery 8366 or compatible for prin window, or if you want to print an Labels' to view and print the label	records. (or only) label, count across and down the page of blank in the space provided. Then click on 'Create Labels' to review Avery 5160 or compatible for printing mailing labels, and ting file folder labels. If you accidentally close the preview nother set of the same labels, you can click on 'View/Print Is again.
printing labels for All Participants or Select Participants	Start Printing Labels in Position N Print:	Number: 1 All Participants
 Click 'View/Print Labels' Click 'Print' to print your labels 	Close	View/Print Labels



Tips

- When printing mailing and file folder labels, review the instructions noted on the Position Labels on the Page and View/Print window.
- Use Avery 5160 (or compatible) labels when printing mailing labels.
- Use Avery 8366 (or compatible) labels when printing file folder labels.

SUPPORT

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