

Live Meeting Questions and Answers:

Subject: 21st CCLC Session 1: Data 101 - An Overview of the 21st CCLC Tracking System

Start Time: Thursday, January 15, 2009 9:30:00 AM GMT-6:0

If I just gained access to the tracking system, is the deadline for the report not affected?

Kathy Brown **Answered:** the deadline is still Feb. 6

What do we do if we are still missing grades? The semester just finished last week?

Doug Conover **Answered:** You still have 3 work weeks from today. That should be enough time to get with your PEIMS coordinator and get the grades.

Are we able to use TAKS scores for pre and post measurements?

Doug Conover **Answered:** No, because TAKS is not given twice within a term.

In cycle 1 reports, the student SS# was optional to report, will be required to report SS #?

Doug Conover **Answered:** SSN is not required, but accurate demographics are. The system will try to match the demographics in the PEIMS system, and if found will retrieve the SSN anyway. Entering a DUMMY number in the SSN field should not be done. If you don't know it, leave it blank. If the SSN cannot be retrieved from PEIMS then a "local" to the CCLC application number will be generated for that student.

I can't right click and print this slide. I want it!!!

Doug Conover **Answered Privately:** There is a Printer icon towards the right side of the bar at the bottom of the window

I printed out the slides but the two graphics were not included.

Doug Conover **Answered:** I don't know, but I'll make sure Kathy has these PowerPoint's available on the web site for download

I have always had a difficult time getting non-criminal and criminal timely data...suggestions?

Building relationships with the PEIMS coordinator, school principal and other school day staff is essential and should be done very early on in the term. Plan ahead by providing these individuals with a copy of the information you will need and why, names of students, and timelines. Always build in extra time to meet your timeline. Also, utilize the services of your TAC if you have problems getting the information you need.

We reported on tutoring this past semester, but did not pre and post test. Should we use Benchmarks for these grades, or can you offer any insight. This area is a little gray for us. Thank you.

Yes, you may use benchmark tests that are approved by your school district as long as they are given twice within the term in order to accurately measure pre/ and post progress.

When entering objectives what is our system user id?

Doug Conover **Answered:** That only applies if you have your own local data system, and want to "link" the ID of the Objective in your system to the same objective when it is entered in the TEA system. That is used when uploading Activities, which need to be associated to one or more Objectives.

Will your slides for the next webinar trainings be made available before you do the trainings?

Kathy Brown **Answered Privately:** Yes definitely I will send you all a link to the web site with them to download

Kathy, you said yesterday that this would be recorded...how will we be able to access this?

Kathy Brown **Answered:** I will send out a link. This session will be available Wednesday by 4:30 pm on the 21st CCLC Web Site – <http://www.texas21afterschool.org>

Is there a way to print the Q & A at the end of the meeting or can it be sent to us?

Kathy Brown **Answered Privately:** Yes most definitely we will download it and send it to you so you have a record of it. Thank you for your question

During this session, will you be going over the specific data we need to collect specifically. I am brand new to this program. =)

Kathy Brown **Answered Privately:** Yes, throughout the series we are doing this. Please be sure to post any additional questions you have to the Q&A Forum.

We're using EZ Reports, so we will be able to upload all our data at once. Can we do this iteratively so that we can use your exception report to find areas where our site coordinators may be missing data, the re-upload the full data set with corrections/amendments? Will subsequent uploads replace prior uploads?

Doug Conover **Answered:** Only Activity, Activity Tracking, and Student data can be uploaded. Activity Tracking does overlay any existing Tracking data. Student data cannot be reuploaded. Once a student is uploaded, any updates must be done by the Student screen (individual or Batch Update).

Biggest obstacle is attendance tracking. I thought there was one in the works. What is the status?

We are currently exploring this as well as other options to make things easier and more consistent for all our grantees and most importantly, to ensure data integrity. Please feel free to send more specific ideas to Candace.ferguson@tea.state.tx.us

How are we supposed to meet the Feb. 6 deadline if our school's semester ends on Jan. 16?

You still have 3 work weeks from today. That should be enough time to get with your PEIMS coordinator and get the grades, assuming all other data has been entered and you are just waiting on the student data.

Why can't we roll over student information from semester to semester?

Doug Conover **Answered:** The student screen has 59 fields. The only data that would likely be the same from term to term is the demographics, and possibly grade and campus. That is only six to eight fields of data. Rollover is available for screens where all/most of the data would be the same for the item being rolled over (Centers, Feeder Schools, Contacts, etc)

Does each site coordinator need a tease account number to input their data?

Some of our grantees assign data entry tasks to all Site Coordinators, whereas some Project Directors/ Grant Management Staff collect the data from their individual sites and enter it themselves. Therefore, this would depend on the policy/ procedure of your specific grant. Check with your Project Director for guidance.

I'm brand new to reporting data, I'm hearing a lot about entering grades, do I need to enter actual subject grades for each of our students, example Mary received 89 in math, 87 in reading, 90 in science, etc, we are an off site non profit center not housed in our schools?

Only a letter grade (A,B,C,D,F) must be reported in the 21st CCLC Tracking System; our intent is for you to collect and report on all the data you are able to gather, but for the time being, you must enter at least one letter grade (see guidance from USDE below). In the future, we may require grades to be entered for all core subjects; therefore it is important that you start collecting the data that you can now and building the relationship with the PEIMS coordinator/ school day staff to notify them of the data you need.

Some of the schools associated with my program are not using traditional A–F grading scales. For example, some schools may report if a student "Meets" or "Does Not Meet" the standards for a given subject area. Can schools with these types of grading approaches report the data required in this section of the APR?

In cases where schools are reporting student performance using proficiency categories like "Meets" or "Does Not Meet" standards, centers should report how many students changed from one proficiency category to another assuming:

1. The proficiency category status of the student is evaluated at varying points across the school year.
2. The same proficiency categories are utilized at each evaluation point.

If different proficiency categories are utilized across the school year (e.g., in the fall, the student is identified as "Progressing Toward the Standard" while at the end of the school year a "Met the Standard" or "Did Not Meet the Standard" scheme is utilized), then no grade data will be reportable for these students.

For some of my students meeting the definition of regular attendee, I have grades for only one semester (i.e., fall or spring, but not both). Should I report on a change in grade status for these students or not?

No. If the grades you have for a given student do not span the course of the entire school year (e.g., the student was only enrolled in math or English for one semester), then do not report grade results for the student in question.

Is the TEASE website, as follows? https://seguin.tea.state.tx.us/apps/app_list.asp

Kathy Brown **Answered Privately:** this is the site for actual TEASE
https://seguin.tea.state.tx.us/apps/app_list.asp

For the fall report, do we submit the student's data in the website or can we upload the 21st CCLC User Uploading Map?

Doug Conover **Answered:** Each term you can always upload the student data. However, remember that you can only upload a student's data once each term, you cannot upload updated data. Any update has to be done through the CCLC application. As you are usually waiting for Grades, student data is normally uploaded near the end of the collection period.

Last year, Cycle 1 was not required to complete the summer report in the fall since the grant had ended-- will Cycle 2 be required to complete its Spring report since the grant ends May 31?

Doug Conover **Answered:** Yes, all Cycle 2 grants must submit Spring term and End of Year data for the 2008-2009 year. These reports will be due in June/ July 2009. The final 10% of funding is held until all reports are submitted therefore, grantees should ensure they have adequate personnel with TEASE access to submit all reports, including final expenditure reports.

The reason Cycle 1 was not required to complete the summer report for 2008 is because the "data" year starts with Summer, Fall, Spring so Cycle 1 had already submitted their summer report based on the schedule that follows: Summer 2007, Fall 2007, Spring 2008.

How are we supposed to meet the Feb. 6 deadline if our school's semester ends on Jan. 16?

Doug Conover **Answered:** The Fall Term has been open since early December. Most data can already be entered. The only thing you should be waiting on is to complete your student's data (attendance numbers and grades) and perhaps update the Activity Tracking numbers. Again, most of your data can already be entered... feeder schools, staffing, contacts, hours of operation, operations, grade levels, intended activities (cycle 5's)

Regarding students at a campus being served by only one center. In the summer session, our campuses close and filter ALL students to one campus. How do we work this into the compliance of serving students at multiple centers?

Doug Conover **Answered:** I think Liza was speaking more "within a term". So your situation happens for most grantees in the Summer and that is expected. In the Fall/Spring the student would go back to the Center his/her Feeder School is directly associated to.

What if we have someone who was originally a volunteer and is became paid staff mid term. Where do we count them?

Doug Conover **Answered:** Per USDE, Staff who were both volunteers and paid staff during the reporting period should be counted only in the *Paid* column of the staffing table.

Terri Asked: Back to the question about a student being served at more than one campus. Because we work with high transiency - we might have a student who attends a program at one school/center who transfers mid semester to another school/center and attends that program. Where would we count that student, if we cannot count them at both centers where they attended?

Doug Conover **Answered:** Would have to choose one center... but show all the days attended (at both centers together) for the student.

Our Site Coordinators do not have a TEASE account in place yet, and reports are due. Help!!

Doug Conover **Answered:** You need to get their request for access started right away. Anyone with Grantee staff access can still be entering the data for each Center.

During the webinar, one grantee asked how to count a parent who was also a college student under staffing. Please see guidance below from USDE:

Can an individual be counted as more than one staff type (e.g., classifying one individual as both a school-day teacher and a parent)?

No. A single individual should only be classified as falling within one staff type category. When an individual staff person can be classified in more than one category, the following hierarchy should be employed in determining what staff type category they should be counted in:

1. School-day teachers (include former and substitute teachers)
2. Center administrators and coordinators
3. [Youth development workers](#) and other nonschool-day staff with a college degree or higher
4. Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)
5. Parents
6. College students
7. High school students
8. Other community members (e.g., business mentors, senior citizens, clergy)
9. Other nonschool-day staff with some or no college
10. Other

If a staff person is both a parent of a child attending the center and a school-day teacher, the respondent should classify the staff person as being a school-day teacher because this category of staff appears higher in the hierarchy outlined above.

Grantee: Not all of us are entering information directly into TEASE and have other programs such as EZ Reports. We would like feedback on how these systems work together.

TEA: TEA has not received information to date as to how the EZ Reports system (or other systems available) works with the 21st CCLC Tracking System. Our sole responsibility is to maintain the 21st CCLC Tracking System. Check with your contact at EZ Reports for information as to how they ensure their system works within the 21st CCLC Tracking System.

Grantee: At the webinar this morning you made the statement that if we are doing tutorials you wanted us to report them as such. For whatever reason - at the beginning of the project I was unaware of the pre/post-test requirement for tutorials, so we have not

done any specific testing. We are definitely offering what I would consider tutoring - though we have called it homework to get around the testing requirement. We felt like this was consistent with our grant application in that we didn't specifically plan for a tutorial session -- just generalized help. My question is this...do you want us to report this as tutoring? If so, what should we do about the testing?

As an aside. We have a specific reading tutorial that we call Academy of Reading -- it is a software system that students from K-5 go to once a week. We do have data on 2-5th graders because it pretests and posttests for those students.

TEA: This is a very common occurrence that we are trying to eliminate. USDE and TEA want tutorials to be a part of the 21st CCLC if there is a need, but we do not want to make providing tutorials a barrier nor do we want them misrepresented. However, pre and post testing is essential in determining progress and outcomes that align with State goals, therefore should be done when offering a traditional tutorial activity. Homework Help is also allowable, but is not the same as providing a traditional tutorial activity and therefore pre/ post testing is not required for a Homework Help activity. Please begin your pre/ post testing of students next term if you plan to have a more traditional tutorial activity and for this term, please report the data you do have for the 2-5 graders.
