

Meeting Questions and Answers:

Subject: 21st CCLC Session 2: Everything You Need: Activity and Student Data

Start Time: Wednesday, January 21, 2009 9:30:00 AM GMT-6:0

can you email that address to us

Liza Lorenzi **Answered:** <http://www.texas21afterschool.org>

..: How do you print the powerpoint?

Liza Lorenzi **Answered:** Or look for the little printer in the lower right-hand margin...

I have a question related to the hours? If for example there are 2 activities on the same day same time for one hour each, does that count as two hours or one?

Liza Lorenzi **Answered:** 1 hr.

Intended activities are listed in our grants? and rated? Where would we find this info?

Kathy Brown **Answered:** go to centers

Is each term considered a semester?

Liza Lorenzi **Answered:** Grantees determine the Summer, Fall, & Spring terms in their Grant Application/NOGA.

What is PPICS?

Liza Lorenzi **Answered:** Profile & Performance Information Collection System; the Department of Education's Data Tracking System. Also, in response to the PPICS question, all of the data that our grantees are required to enter are uploaded annually to PPICS. Many grantees across the country enter directly into PPICS, but Texas created the 21st CCLC Tracking System to alleviate some of the reporting duties for grantees.

Could different centers use the same activity name?

Liza Lorenzi **Answered:** Yes.

If we are using EZ Reports do we have to enter this data or is it just imported from EZ Reports?

Liza Lorenzi **Answered:** Your data is just imported from EZ Reports (or other third party data software).

I think I may have worded my previous question incorrectly...In our grant, are intended activities rated and listed? we are unable to find this info in the grant or is this something we just calculate on our own?

What is the definition of a supplemental educational service?

Candace M. Ferguson **Answered:** SES refers to Schools identified as in Need of Improvement where the LEA serving these schools must arrange for the provision of SES to eligible children in the school from a provider with a demonstrated record of effectiveness that is selected by the parents and approved for that purpose by TEA in accordance with reasonable criteria.

I think I may have worded my previous question incorrectly...In our grant, are intended activities rated and listed? We are unable to find this info in the grant or is this something we just calculate on our own?

Liza Lorenzi **Answered:** Intended Activities are rated/ calculated by the Grantee; it's not specifically listed in the Grant Application/NOGA.

Did Kathy say the questions/answers from previous webinar were going to be posted? Where? Thanks

Kathy Brown **Answered:** They are on the 21st CCLC web site www.texas21afterschool.org under the training link

Can we get a copy of these activities and their descriptions?

Candace M. Ferguson **Answered:** Activities should be based on what you described in your grant application and should be specific to your grant; however we may be able to provide a screen shot on the website so you may refer to these examples.

So we should only do one homework activity for the entire semester. Since we are doing the same thing each week. I was going to repeat the activity for all the weeks throughout the semester; my reasoning was this repetition was for attendance per activity ID.

Liza Lorenzi **Answered:** Homework Help is the Activity Name and can be offered throughout the entire year, please detail in the Activity Description the grade levels included and the frequency.

Should you enter activities that were identified in the grant, but have not been started yet? These would be things you plan to do in the spring or summer.

Liza Lorenzi **Answered:** We highly recommend that you not enter Activities until the Term that the Activity is used/ active. This would be easiest; to avoid any duplication.

Can we use benchmarks and report cards as a pre and post?

Candace M. Ferguson **Answered:** Yes, as long as they are given twice within the term; grades can also be used.

If we are providing tutoring by paying for it through other funding, can we report the tutoring without doing the pre and post testing?

Candace M. Ferguson **Answered:** If you are using it as an activity for 21st CCLC, then pre and post testing should always be reported.

Where do we get the User System ID?

Liza Lorenzi **Answered:** TEA assigns these if you do not have your own id numbers. If you are using a third party data software such as EZ Reports or Cayen, then please refer to your vendor for that information as this 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.

Is there a test login to test our text file uploads are accurate for activities and students? I designed a Microsoft access database to track locally, and I would like to test it. Before the final upload.

Liza Lorenzi **Answered:** No. You may want to review the Student Upload Document to ensure that all data fields are included in your database.

If we are using EZ Reports is it necessary to participate in the rest of the Webinar?

Candace M. Ferguson **Answered:** I would certainly hope you would stay on; so that you learn all the aspects of the system, regardless of using EZ Reports, but that would be your choice.

Do you enter activities at the beginning of your cycle. This is our first year. Do we wait until the end so we know how many students attended?

Kathy Brown **Answered Privately:** You can and should enter the activities you are doing that term when the system opens and then come back and update it with the numbers closer to the end of the term or when you have the data you need.

Can't students eat their snack while doing their homework??

Liza Lorenzi **Answered:** Yes; however, the Activity Name is considered Homework Help not snack time.

I missed out right before you begin talking about the activity tracking batch?

Candace M. Ferguson **Answered:** If you were unable to hear the information, this PowerPoint and audio will be available after the webinar at www.texas21afterschool.org

I lost my internet connection for a few minutes while the info and slides on importing data so missed it all, will the info be available somewhere else?

Liza Lorenzi **Answered:** Yes, please see www.texas21afterschool.org

I think I'm slightly confused about an academic enrichment course versus tutoring course. For example, one of our campuses has a documented science need (low Science TAKS) therefore we have been offering science courses on this campus. We thought that was an academic enrichment course (because of no pre/post testing) but from your earlier explanation it seems more like tutoring. Any clarification?

Candace M. Ferguson **Answered:** It would depend how you described it in your grant application and how you said this documented science need would be addressed, through tutorials or through various academic enrichment activities. Academic enrichment activities do not require pre/ post testing; if you were conducting a traditional tutorial activity then you would pre/ post test.

We have consistently come across an error when we are validating students whose number of activity days is higher than their 21st CCLC days. This can actually be true in the following example: a student attends both soccer and karate on Monday so he/she will have 2 physical fitness activities vs. the 1 day of programming. How should we handle this since the system won't let this occur?

Liza Lorenzi **Answered:** You have to choose one/decide what to count the day; 1 program day comprised of 2 activities is only 1 day attended.

Just want to clarify - the instructional days attended is the number of days they attended school not the number of days they attended the center?

Liza Lorenzi **Answered:** Yes; the [school] instructional days attended is how many days of schools they attended.

How do you calculate the Activity Attendance % in Student Information?

Candace M. Ferguson **Answered:** As Kathy stated, it is explained and very detailed in the reference manual available in the 21st CCLC Tracking System. She also demonstrated it during the Session 2 Webinar, which can be accessed at www.texas21afterschool.org

I'm still not clear on the physical activity question. I understand that it is 1 program day (for every Monday), but there would always be 2 physical activities counted each time because the student might have three activities in one day (Math for hour one, Karate for hour two, and Soccer for hour three), so I will always have the higher number of physical activities than 21st CCLC days attended.

Candace M. Ferguson **Answered:** As previously stated, you would need to choose which activity to count for that student. As Kathy recommended, you might count the one they spent the most time doing.

If we started our program on November 17, 2008, are we to enter the student's school information from November to December or November to January.

Liza Lorenzi **Answered:** Please refer to your terms described/approved in your Grant Application/NOGA.

Students attend 3 different activities per day; therefore the total number of activities would exceed the total number of day for the program. Please clarify.

Candace M. Ferguson **Answered:** You would need to choose at your discretion, which activity to count for that student per day.

Is this percent calculating she is explaining what we would fill out in the activity attendance % box under the family participation box? Would I average out there were 150 sessions offered and divide that the student attended 130 sessions through out the whole semester?

Candace Answered: Yes

I am not able to fix our student data, it is all gray. The student personal data is in but we are getting errors for attendance; 21st attendance and activity. I am also not able to batch. The screen is gray and will not let me enter.

Doug Conover **Answered:** That is the bottom part of the (individual) student screen... those fields are required for each student. Only the demographics are grayed out, because if the student is PEIMS validated then you cannot change that part of the data.

Are these webinars being recorded so we can download them for review later?

Candace M. Ferguson **Answered:** Yes, they will be available on the www.texas21afterschool.org website.

Do the birth date, gender and ethnicity have to be entered if you have SS# and ID#?

Liza Lorenzi **Answered:** If you have a Social Security # then you will be able to "LOAD" other pertinent student data, but you have to have the entire and accurate social security #.

What do you mean put borders around data?

Candace M. Ferguson **Answered:** This is a technique specific to Excel which is required when using the Import for student data; please e-mail Liza directly (liza.lorenzi@tea.state.tx.us) for assistance since she is very Excel saavy. :)

Where will the step by step tutorials be found next week? (Student data)

Candace M. Ferguson **Answered:** It will be available on the www.texas21afterschool.org website.

Does the import feature automatically populate the student data? If not what does it do?

Liza Lorenzi **Answered:** Yes, if you have completely and correctly formatted excel worksheets of the student data already.

What can I do if I have incorrect social security numbers or for students who do not have SS#, how do I report on them?

Candace M. Ferguson **Answered:** Leave that information blank; do not enter incorrect information.

Will we be able to access these excel examples from Corpus Christi?

Candace M. Ferguson **Answered:** Yes, all of these examples will be placed on the website for your reference.

: Concerning the question about the import feature, does the spreadsheet need to have the exact row and column titles?

Liza Lorenzi **Answered:** Yes to prevent any confusion.

Do we add targeted students that do not attend?

Liza Lorenzi **Answered:** Yes.

What is an exception report?

Doug Conover **Answered:** There are four Reports categories: Grantee, Center, Student, and Exception, which can be found in the 21st CCLC Tracking System.

In the CSV file, under what column would you place the count for example dance?

Liza Lorenzi **Answered:** Art/Music or Culture...it's the Grantee's decision.

Doug, I can't enter any on the bottom of the student screen either. Jana Henderson ISD

Liza Lorenzi **Answered Privately:** Doug will work with you off-line to correct the issue. Thanks!

How do you roll over student information--the info was too vague to fit our needs.

Candace Answered: Please see www.texas21afterschool.org to review the Session 2 webinar as well as the interactive guide for further assistance. As always, if you need additional assistance, feel free to contact your TAC or Liza Lorenzi at liza.lorenzi@tea.state.tx.us.

We touched on Pre and Post tests for tutorials, if we have assessments for students that do not need defined tutorials should we put those scores in our reports for any student that took them or only those that are in true tutorials?

Doug Answered: <Liza's response> If Grantees conduct pre/post tests, then we recommend entering that data into the Tracking System regardless if tutorials are offered.

There was a section that had to equal something else. I don't recall what. Something like days attended had to equal WHAT???? Help needed there.

Doug/ Liza answered: <Liza's response> In Webinar Session #2 we misinformed Grantees about the Student Miscellaneous Section. We said that the Total 21st CCLC Activity Days Attended was comprised of the individual subject boxes (i.e. Reading, Math, Youth Development, LEP, etc...). This is incorrect. An individual subject box such as Reading, Math, Youth Development, etc...cannot be greater than the Total 21st Century box.

Do any grantees wish to share their import templates with TEA?

Candace Answered: Any templates, forms, documents, etc. shared by other grantees will be posted on the www.texas21afterschool.org website. If you would like to share any useful documents, please forward to liza.lorenzi@tea.state.tx.us.

Is homework help an activity? In a previous 21st CCLC grant I thought that homework was not an activity and we simply reported whether students received homework help or not.

Candace Answered: Yes, you can count Homework Help as an activity as long as it is at least 45 minutes, as all activities are required to meet this criteria.

Should I run exception reports for each center individually or should I combine all the student data from each center on one Excel spreadsheet and run 1 exception report?

Doug/ Liza Answered: <Liza's response> I recommend running the Exception Reports on the Grantee level; it's more encompassing.

How detailed we need to be on rotating activity sessions?

Candace Answered: A good rule of thumb is to always provide enough detailed information so that someone else not involved directly with the activity would have enough information and not have to ask additional/ follow up questions.

How does it work? The "import" option would be beneficial but the how-to is still unknown.

Candace Answered: Please see www.texas21afterschool.org to review the Session 2 webinar as well as the interactive guide for further assistance. As always, if you need additional assistance, feel free to contact your TAC or Liza Lorenzi at liza.lorenzi@tea.state.tx.us.

Why if a student goes to more than one activity a day, he can only be counted for one activity?

Doug/ Liza Answered: <See Liza's response above for clarification.>

Emphasize the importance of computer security when dealing with sensitive student data; mention FERPA and TEA's policies regarding wireless connections and hardware that stores student data.

Candace Answered: Thank you for this suggestion, this information will be covered in one of the upcoming webinar sessions.

Since there are at times questions that are specific to a grant and/or center, would you consider hosting an audio Q&A so that questions sometimes to lengthy or detailed to type could be discussed and answered?

Candace Answered: We will certainly do so if we can find the time to coordinate this before the Feb. 6 due date, however please do not hesitate to contact your TAC, Candace or Liza for any additional assistance with your data entry questions.

Is there a training module (fake TEASE) that participants can access without using their real TEASE account? This would be helpful so grantees can practice uploading, etc before actually doing the real thing.

Candace Answered: Thank you for your suggestion, however this would be extremely difficult as each TEASE user would be required to have yet another online access request and login for this type of system. If there is anything you are unsure about, perhaps in regards to the Student Upload, do a partial upload of about 10 students. See if they are accepted, and check what the student screen shows for each of them afterwards. If there is a problem, then you would only have 10 students to delete. If there is not a problem, then you can upload the rest of the students. Same thing could be done for Activities/Tracking. As always, do not hesitate to contact your TAC or Liza Lorenzi for additional assistance.
