



21st Century Community Learning Center (21st CCLC) Programs Annual Performance Report (APR)

Procedures for Submittal of the APR

These procedures refer to data submissions of the 21st CCLC *Excel Attendance Workbook*, and the *Activities and Staffing Google Doc*.

- Current program-year data submission and reporting guidance, timelines, and calendars will be posted to the 21st CCLC website under *Evaluation and Reporting*. In addition, a reporting calendar will be sent to all grantees at the beginning of each program year.
- To be considered in-compliance, *all APR data must be updated and submitted by 11:59 PM on the due date*.
- APR reporting is divided into three terms:
 - i) Summer Term: June 1, 20xx – August 31, 20xx
 - ii) Fall Term: September 1, 20xx – December 31, 20xx
 - iii) Spring Term: January 1, 20xx – May 31, 20xx
- The program-year timeline and calendar will show when each term's APR data is due.

Attendance Data:

- 1) The Attendance data must be collected from the Montana Office of Public Instruction's Infinite Campus system, or from the local education agency's official Student Information System (e.g. School Master, etc.)
- 2) The Attendance data, via an Excel spreadsheet, must be submitted through the State of Montana's ePass secure email system.
 - a) Reports must be submitted for each program Center.
 - b) Instructions for setting up new ePass accounts will be provided at the beginning of each program year for new grantee staff, as needed.
 - c) The date and time received will be recorded from the date it was sent through the ePass system. (Grantees will have a record on their ePass account when they send or receive documents)
 - d) **NOTE: To protect the confidentiality of student information, attendance reports will not be accepted through regular email.**
 - i) If the OPI's Data Control Specialist receives the attendance in regular email, it will be deleted, and the grantee will be sent an email to re-submit the attendance file through the secure ePass system. The date received will be recorded as the date shown on the ePass system.
- 3) Once the attendance data is received through the ePass system, the Data Control Specialist will save the document to the grantee's APR file, including the date received.

(Activities and Staffing Data-continued)

- 4) The Data Control Specialist will conduct quality assurance checks on the Center data [including the Activities and Staffing Data (procedures below)].
 - a) If the Center data passes the QA checks, an email will be sent to the grantee with the following information:
 - i) The email will be sent to both the grantee director and the Data entry staff for the Center
 - ii) Name of Grantee/Center
 - iii) Name of Document Received:
 - (1) Year/Term:
 - (2) *Attendance*
 - (3) *Activities & Staffing*
 - iv) Date Received
 - v) Date of QA
 - vi) Statement confirming the data has been reviewed and is correct for the “20xx (Summer, Fall, or Spring) Term”
 - b) If the data does not pass the QA checks, an email will be sent to the grantee with the following information:
 - i) The email will be sent to both the grantee director and the Data entry staff for the Center
 - ii) Name of Grantee/Center
 - iii) Name of Document Received:
 - (1) Year/Term:
 - (2) *Attendance*
 - (3) *Activities & Staffing*
 - iv) Date Received
 - (1) If the original APR data is received by the due date, further requests for corrections will not count as late reporting. If the original APR data is received after the due date, the report will be recorded as being received late.
 - v) Identification of errors, and request for specific changes to the data
 - vi) A one-week timeframe for re-submitting the data.
 - vii) Once the corrections have been made, and it passes the QA checks, an email with the items in (4)(a) will be sent to the grantee.

Activities and Staffing Data:

- 1) The Activities and Staffing Workbook is on the on-line Google Docs site.
- 2) Each grantee/Center should have a Google account, and been sent an “invite” from the State Evaluator to access the workbook.
- 3) The workbook for Activities and Staffing must be updated for each term by the term’s reporting submittal due dates at 11:59 PM.
- 4) The workbook saves automatically.
 - **Do not download or send the report to the OPI.**

- 5) The OPI Data Control Specialist will conduct QA on the workbook at the end of each term, alongside reviewing the attendance workbook.
- 6) Emails accepting or requesting updates to the workbooks will come to the grantees in the same emails and format concerning the attendance workbooks.

Late Reporting:

- 1) If an Attendance report is received through the ePass system past the due date or the Activities & Staffing Google doc has not been updated by the due date, they will be recorded by the 21st CCLC Data Control Specialist on the QA documentation.
- 2) If the Attendance report has not been received within one week of the due date, the Data Control Specialist will send the grantee director and the data entry staff an email notifying them that we have not received the data, and indicate that the data is due immediately.
- 3) If the data is not received within one week, the grantee will be recorded as non-compliant with the grant.
 - a) At this point, grant funds will be suspended until the grantee submits the completed term's data.
- 4) Documented late data reporting may impact a grantee's prospect for receiving future funding.
- 5) Questions and concerns regarding late reporting should be sent to both:

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