Michigan 21st Century Community Learning Centers

Evaluation Toolkit

University Outreach
and Engagement
Michigan State University
East Lansing

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Copies of this toolkit are available from:

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Introduction

This toolkit will help you meet state evaluation and federal reporting requirements, plan ahead for data collection and entry, and stay on top of program deadlines. The sections below provide you with the tools to set up your program.

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Available in Separate Downloads

- Consent forms (to print and put in registration packets) (**if your program requires**)
- Parent Consent (Parent)
  - Parent Consent (Child)
  - Student Assent
- School Outcomes Data Definitions Document
  - This document can be used when you are getting ready to submit your school outcomes data template in June 2008. It contains data submission requirements for the school outcomes template and definitions of the variables in the template
- Program Director Downloads
  - *Menu for EZreports* -This document will review the program director menu. It will guide you through the drop down menus and how they can be used.
  - *Reports Menu* - This is helpful for program directors who want to run reports. This document gives information about all reports and what data is generated.
  - *Checklist* - This is helpful for program directors that are starting their program. It provides a checklist of all the things that need to be done at the grantee level to help your program have a smooth start.
- Site Coordinator Downloads
  - *Menu for EZreports* -This document will review the site coordinator menu. It will guide you through the drop down menus and how they can be used.
  - *Reports Menu* - This is helpful for site coordinators who want to run reports. This document gives information about all reports and what data is generated.
  - *Checklist* - This is helpful for site coordinators who are starting their program. It provides a checklist of all the things that need to be done at site level to help your program have a smooth start.
- Timelines
  - The timeline is extremely useful for your program. This must be used throughout the year to keep track of program reporting requirements and deadlines.

Section 1: Before Your Program Starts

Review this Program Setup Checklist

This is a list of tasks that need to be accomplished before your program begins. In the following pages of the Toolkit, you will find instructions for each of these tasks.

✓	*Task*
Develop processes for collecting and managing data	
☐	Review this Toolkit
☐	Identify and train Survey Coordinator(s)
☐	Identify EZreports Data Coordinator(s)
Set up processes for entering data into EZreports	
☐	Get high-speed internet access, with either Explorer 6.0 (preferred) or Netscape 7.0
☐	Make sure all staff members have an e-mail address
☐	Schedule uninterrupted daily or weekly staff time to complete data entry
☐	Schedule staff training with MSU if needed
Set up EZreports for data entry	
☐	Do Program Director level EZreports tasks
☐	Do Site Coordinator level EZreports tasks
Prepare for survey administration	
☐	Train staff on survey administration and processes
☐	Set up a survey drop box or envelope

Review EZreports Setup Information

EZreports is a web-based system for tracking out-of-school time programs. It was developed by ThomasKelly Software Associates of Houston, Texas and is used in many different states. It provides a way to collect and store much of the information needed for the state evaluation and federal reporting. It can also be used by program managers to monitor and improve programs. Setting up your computer system to take advantage of EZreports capabilities is covered in the next section of this Toolkit. Some tasks must be completed before the start of the program year.

EZreports Overview

Capabilities

Data management
- Student and adult registration in the program
- Attendance
- Student data, including demographic characteristics, family information, emergency contacts, special needs, goals
- Classroom teacher, staff, and service provider data
- Grade and testing data (optional)
- Separate interfaces for each site coordinator and program administrator

Tracking
- Activities by session, teacher, and content area
- Ongoing and special activities
- Student attendance by multiple criteria
- Student characteristics
- Staff and service provider time utilization

Reporting
- Enrollment and attendance by multiple criteria
- Site and program level reports
- Real-time monitoring and evaluation of the program

Print options
- Program reports
- Student or staff contact information
- Rosters and attendance sheets

Management

Site coordinators
- Site-specific activities
- Student registration
- Weekly roster
- Attendance entry and submission to Program Director
- Site performance monitor
- Communication with upper management

Program directors
- Set up and manage site coordinators' user privileges
- Monitor attendance, student characteristics, activities, service provider utilization, and staff utilization by site or program

Evaluators
- Reports with summary statistics in real time
- Individual student-level data for analysis in Excel or Access

- Student schedules
- Registration forms and other forms as specified

Established, secure technology
- Microsoft Web technology
- Server functions provided by dedicated hosting service
- Secure access via Internet

Requirements
- Desktop or laptop capable of internet access
- Internet connection (preferably high speed) Explorer 6.0 (preferred) or Netscape 7.0

There is a licensing fee of $500 per site per year (July 1 to June 30); payable to ThomasKelly Associates (they will send invoices):

ThomasKelly Software Associates
One Sugar Creek Center Blvd., Suite# 410
Sugar Land, TX-77478
Phone: 281-565-1460

The MSU Evaluation Team provides technical support:

Telephone: (517) 432-0061
E-mail: ezhelp@msu.edu

Section 2: Using EZreports

Getting Ready for Data Collection and Data Entry

What equipment do I need in order to use EZreports?

To use EZreports efficiently, it is best to have the following computer set up:

- A high-speed Internet connection
- Netscape 7.0 or Explorer 6.0 Web browser
- Adobe Acrobat Reader
- Email addresses for each staff who will be involved in data collection and entry

Getting Acrobat Reader

You will need Adobe Acrobat Reader to read MSU documents. Acrobat Reader is a free program and most computers already have it installed. However, if yours does not, you can download and install it from the Web:

1. In Internet Explorer, go to www.adobe.com/products/acrobat/readstep2.html.
2. Choose your preferred language, your windows operating system (e.g. Windows XP), and the speed of your connection to the internet. (Information about your operating system can be found by going to "Start" on your computers task bar, then to "Settings" and "Control Panel". In your Control Panel window, click on "System").
3. On the website select the box to "Download the full version of Adobe Reader" and click the red "Continue" button at the bottom of the page.
4. Click the red "Download" button at the top of the screen.
5. In the File Download popup window, select "Save."
6. Save the file onto your desktop.
7. In the Download Complete popup window, select "Open" and follow the installation instructions.
8. If you need help, contact the MSU Evaluation Team at ezhelp@msu.edu.

Getting an Email Account

Email is the primary way that the MSU Evaluation Team communicates with grantees about important announcements and upcoming deadlines. This includes Project Directors, Site Coordinators, Local Evaluators, and anyone registered to use EZreports. If anyone on your team does not have an email account or does not check email at least once a week, they are likely to miss important information.

Email is the fastest way to get technical support. Any email sent to ezhelp@msu.edu goes to all evaluation team members and will be answered by the first person who receives it. Be sure to include your grantee name, site name, and phone number.

If email is not easily available through your organization, free email accounts can be obtained through Yahoo.com. To get free email:

1. Go to http://www.yahoo.com/
2. Click on "Free mail: Sign Up"
3. Click on the "Sign Up Now" button and then "Sign Up for Yahoo! Mail Now."
4. Type in your first and last name and choose your gender.
5. Choose your Yahoo ID (some people use their own name, but this is not recommended).
6. Choose a password that is six characters or more and type it into the password boxes.
7. Choose a question from the list and type the answer in the box below.
8. Fill in the required fields for birthday and zip code.
9. To verify your registration, type in the numbers and letters that you see in the box.
10. Once you have entered all of the information and read the terms of service, click the "I Agree" box to start your email account.

Changing EZreports Passwords

To keep the data system secure, all passwords must be changed every 3 months. You will receive an email from ThomasKelly Associates (they are the developers of the software) when it is time to change passwords. The email will have a temporary password that is a mix of letters and numbers. You will use this password to log in to EZreports until you have changed your password in the database.

To change your password to one you will be able to remember:

1. Type in your "user name" that you previously used.
2. Type in the temporary password you received from ThomasKelly Associates via email.
3. Once you have logged in, click on "profile" in the upper right corner of the screen.
4. Halfway down the page you will find "old password". You will type in mix of letters and numbers.
5. To the right of this is "new password". Type in the new password you wish to use. (passwords may be up to 8 characters long, it should be something that you can remember, and must be different from the password you had in the previous quarter).
6. Type that same password again into the "Confirm Password" box.
7. At the bottom of this window, click "Save & Close."
8. Please remember that your password is case sensitive.
9. If you have trouble, contact technical assistance at ezhelp@msu.edu or 517-432-0061.

What staff resources will I need for data collection, preparation, and management?

The Program Director (or, in some cases, the Site Coordinator) is responsible for assigning staff responsibilities. Staff responsibilities include:

- Ensuring that all data is collected and entered into EZreports
- Ensuring that surveys and other documents are returned on time.
- Here are some questions to keep in mind as you prepare for fall:
- Who will be responsible for entering information in EZreports? (Site Coordinator, secretarial staff?)
- Is data entered at each site or at a central location?
- Do the staff responsible for entering information in EZreports have uninterrupted time set aside each day or week for data entry? Time needed varies across programs. Sites with many activities and students may require more time.
- Who will be responsible for administering and returning surveys?

What do I need to set up EZreports to be ready for the new program year?

EZreports shows data for a particular school year. At the end of the year, the data is removed from the main system and kept in separate data files for analysis. It is also sent to your Local Evaluator for analysis in your own local evaluation.

- **For existing programs:** The transfer from the 2006-07 school year to the current year took place on May 31st. At that time, existing records in EZreports (except for attendance and session dates) were retained for the upcoming school year. This means that data on students, activities, staff, service providers/ vendors, etc., were retained but may need to be updated in the 2007-08 system. At the time of this transfer each student is moved up one grade level for the new school year. Records from the 2007 summer programs are combined with the 2007-08 school year.
- **For new programs:** If you are a new program that is starting in the 2007-08 school year you will need to provide MSU with information about your program such as the names and addresses of the schools as well as the names of Program Directors and Site Coordinators. This information will need to be set-up by MSU before you can begin the set-up of your database (i.e. entering staff, schedules, students etc.). In addition you may want to schedule an EZreports training session for your staff members.
- **For both new and existing programs:** The information for the 2007-08 school year will be removed from the main system June 30, 2008. All information for activities occurring between June 2007 and your programs end date should be completely entered before May 31, 2008 except for attendance. Attendance for the entire program year must be completely entered by June 30. 2008. At that time, the system will be closed and will not be able to be re-entered.

Program Director Level Tasks *(These must be done prior to Site Coordinator Tasks)*

I am the Program Director. What updates do I need to make in EZreports before my program starts?

Program Directors should review the checklist below and update all information as necessary. Program Directors of new programs should also follow this checklist for setting up their system; however you will just be adding information at this time.

- If the information is the same as in the previous year, do not make any changes.
- If there have been changes, please make the appropriate updates.

The checklist below is provided so that you can keep track of your changes; it can also be downloaded separately from "Forms and Documents" on EZreports.

The following Program Director's changes must be completed before Site Coordinators can begin their updates. Begin by logging on to your Program Director home page.

✓**Program Menu.** Click on the Program link at the bar on top of the page.

☐ **Activity.** Program Director can define standard 'Activities' for the whole program. Sites can select activities that they wish to offer from this list. If an activity does not exist on this list, Sites can add new activities.

How can I make sure that all my sites have good objectives for each activity?. In EZreports, each activity needs an objective. Objectives help the evaluators link your activities to the specific goals you have set for your program. These can be as detailed as you like, but they should be consistent across all your sites.

An activity can have several purposes. An activity can be used for its own sake, to encourage CLC participation, for a direct purpose, or for a higher purpose. The best objectives describe a higher purpose—in other words; they tell how the activity is linked to the goals of the program. Please see the examples below for some ideas.

Activities Examples

Purpose	***Homework Help Example***	***Sports Example***
Activity for its own sake	Keep kids occupied (one of a number of inter-changeable activities)	Play the sport Keep kids occupied (one of a number of inter-changeable activities)
Encourage CLC participation	Attract parents to enroll their kids to the CLC program	Attract kids to the CLC program
Direct purpose	Get homework done Get questions answered	Learn the sport
Higher purpose	Keep up at school Improve skills in content Improve grades	Get regular physical activity Learn teamwork Teach academics through non-academic activity

- ☐ **Local Evaluator information.** Click on “Local Evaluator.” Make changes as necessary.
- ☐ **Service Provider information.** Click on “Service Provider.” Add new service providers, edit information that has changed for returning service providers, delete service providers who will not be providing services for the current year (June 2007-June 2008), drop those providers who have provided services in the current year, but are no longer active.

✓**Site Menu.** Click on the “Site” link at the top of the page.

- ☐ **Manage Site Menu.** Click “Site” and then “Manage Site.” Select the site and then click “edit site.”
  - ☐ **Site Information Tab**. Click on a site, and then click “Edit Site.” Check and update all site information. Click Save & Continue.
  - ☐ **Feeder Schools Tab.** Click on the “Host Schools” tab. Check and update all host school information. Click Save & Continue.
  - ☐ **Semester Dates.** Click on the “Semester Dates” tab. Check and update all start and end dates for this site. Click Save & Continue.
  - ☐ **Site Hours.** Click on the “Site Hours” tab. Check and update all site hours (how many hours this site serves students per day). Click Save & Continue.
  - ☐ **Prior Programs** – nothing needs to be done on this tab.
  - ☐ **Repeat the process for each site.**
- ☐ ***Site Access.*** This area controls the site level access. You may restrict some of the EZreports functions for site level users. Contact your liaison for further help.
- ☐ **Scheduled Holiday.** Enter program holidays (days when the program will not be operating) that extend more than one day. You may check which sites apply to specific scheduled holidays. Examples include: Spring Break, Winter Break etc.
- ☐ **Special Holiday.** Enter specific holidays that represent a specific date. You may check which sites apply to the specific special holiday. Examples include: MLK day, Memorial Day, conferences, etc.
- ☐ **Feeder Schools.** Check and update ALL feeder schools and organizations as necessary, including principal information and contact information for organizations.
- ☐ **Forms and Documents Menu.** Click on “Forms & Documents” to upload any documents that you would like to make available for Site Coordinators. To add a document, click on “Attach”. In the Upload Information window, click on “Browse” to find the appropriate document. Once you have located your document, highlight it and click “Open”. In the Upload Information window, click “Upload File”. Check the Active box, and click on the “Add Form/Document” button. This can be late pick up forms, activity fee forms or field trip release forms, etc.

  To download any of the documents you must locate the document, click on the file name, under the “file” column. Choose “save” document. At this point you may save it to your desktop for future use.

☐ **Additional User Information.** Check that the information is correct for individuals who should have access at the Program Director level (which includes access to all sites), delete additional users who are no longer with the program, revise information that has changed for current users, and add new users.

Site Coordinator Level Tasks

I am the Site Coordinator. What updates do I need to make in EZreports before my program starts?

Site Coordinators should review the checklist below and update all information as necessary. Site Coordinators of new programs should also follow this checklist for setting up their system, however you will just be adding information at this time.

- If the information is the same as in the previous year, do not make any changes.
- If there have been changes, please make the appropriate updates.

The checklist below is provided so that you can keep track of your changes; it can also be downloaded separately from “Forms and Documents” on EZreports.

What do I need to do in EZreports before my program starts?

- The Program Director’s changes must be completed first (see above)
- The Site Coordinator’s responsibility is to make sure that all information is entered accurately into EZreports. He/she can do it or assign it to someone else. Several data items need to be entered every semester. This section lists those items.
- The checklists below are for your reference. Place a check in the box once you have completed each step.

What information do I need to have in front of me in order to update EZreports?

☐ Changes in service providers – be sure to notify Program Director of any changes.
☐ Changes in staff
☐ The new school calendar
☐ Changes among EZreports users
☐ New activities
☐ Session information (times, days, descriptions, etc.)
☐ Student registration information

What updates do I need to make in EZreports before my program starts for fall?

Please repeat these steps each semester.

✓**Program Menu.** To access each of the areas below, hold the cursor over the Program link at the bar on top of the page, and click on the correct item from the drop down menu.

- ☐ **Staff.** Check that the information is correct for continuing staff. Delete staff who are no longer with the program, revise information that has changed for current staff and add new staff.
- ☐ **Service Providers**. Check that the information is correct for continuing service providers/vendors. Delete service providers/vendors who are no longer with the program, revise information that has changed for current providers/vendors, and add new providers/vendors. If you need to add in a new provider/vendor, check with your Program Director to assure that the provider is not providing services for another site. If this is the case, ask your Program Director to enter the information at the Program Director level.
- ☐ **Additional Users.** Check that email information is correct for users who work on EZreports (this is how they will receive important information from MSU and notification of password changes, so it must be correct). Delete users who no longer work on EZreports. Add new users.

✓**Activity Menu.** Click on Activity link at the bar on top of the page. Then click on Manage Activity.

- ☐ **Manage Activity Menu.**
  - ☐ **Delete old activities that will not be conducted any longer.** If there are changes to existing activities, <u>DO NOT</u> update them. They <u>MUST</u> be deleted and a new activity must be created.
  - ☐ **Add new activities.** See Site Coordinator MENU under forms and documents.
  - ☐ **Add sessions for the activities.** Click on the green "+" to the right of the activity heading. Be sure you are on the correct activity before adding in a new session.

✓**Registration Menu.** Click on Registration link at the bar on top of the page.

- ☐ **Manage Registration Menu.**
  - ☐ **Delete students who have exited your program.** Delete, not Drop—if they return, you can use the "Find" function to recall their information. Students with summer attendance can not be deleted. Drop students who have exited your program but have summer attendance.
  - ☐ **Revise information for continuing students**. Note that all students except 12th graders will automatically move up one grade from the previous year, so grade information only needs to be changed for students who were held back. DO NOT change any registration dates of prior students.
  - ☐ **Add new students and enter information on ALL registration screens**. If you have Attendance Option 1 or 2 you will need to enroll your students. Go to Enroll by Activity and see below.
  - ☐ **If you are using Attendance Option 3, you can begin to enter attendance.**
- ☐ **Enroll by Activity Menu.** This section is where the students are enrolled into the sessions (classes) you have created. You will see a list of activities and sessions on the left side of the screen. Click on the Activity and then click on and highlight the session you want to enroll students into. Ideally you will have a list of all the students who should be in this particular

session. You will see a list of students on the right. You need to check the box of the student you wish to enroll in the particular session. After you have checked all the boxes of the students who should be enrolled into that session you have three choices:

1. *Enroll on session start date*- this is used 99% of the time- and this is for starting the students on the first day of class.
2. *Enroll today* – this is rarely used- if you are starting on the same day you are enrolling your students then you will choose this.
3. *Enroll on a specific date* – this is used for any students who join your program after sessions have started. For example, if you class started on October 10th, but a particular student did not start your program until October 15th, then you will need to use this feature and enroll the student on October 15th.

Other Information:

How should I take attendance?

To help you take attendance at program activities, daily or weekly attendance rosters are available for each session. Daily rosters are available for sites using option 3 for attendance. Printing attendance rosters will give you a list of all the students enrolled in the session in alphabetical order, with boxes after their names for you to check if they are present. Taking advantage of these rosters can save you time and energy when entering attendance, because the attendance list is set up in the same format as EZreports.

To print a roster:

- Click on “Attendance” on the gold bar at the top of the screen.
- Click on “Roster.”
- Choose a session and click print roster.
- From the Crystal Reports pop-up select the print button to print.

How often should I enter attendance?

The importance of entering attendance regularly and frequently cannot be emphasized enough. When attendance is entered on a daily or weekly basis, it takes very little time. When attendance is not entered for several months, it takes a long time to get caught up. The person entering has often forgotten how to enter it and needs to be retrained, thus putting you even further behind. In order to stay current with attendance, the evaluation team has a deadline of the 10th for the attendance of the previous month to be complete and entered. For example, all of April’s attendance should be entered and submitted by May 10th.

What is the difference between *entering/saving* my attendance and *submitting* my attendance?

The attendance can be entered daily or weekly. After entering your attendance you must “save and close” to save what attendance has already been entered. This “save and close” feature allows you to complete partial attendance and come back at a later time to finish. After you are completely finished with attendance for the day or the week (depending on your attendance option) you must “submit” your attendance. To “submit” your attendance you must <u>check the box</u> at the bottom of the attendance screen that says “attendance for (particular dates) is complete”. We cannot assume that you are finished with attendance when the “submit” box is not checked. This is because there are many instances where you may need to put in another student, add another session to the roster, or delete a session that did not occur. Therefore, we do not consider the attendance finished or completed until it is “submitted”.

Parent Participation

Why keep track of parents who attend special events?

Parental involvement is an important component of after school programs. Many proposals have highlighted parent participation as a program goal, so it is important to know how many parents attend special events.

How can I keep track of the number of parents who attend special events?

- Enter your special event as an “Activity.” Make sure to click on the Special Event box in the Add Activity screen.
- Add three sessions to the Special Event. The first session should be for the students. Make the second session Parent 1 and the third session Parent 2.
- Enter attendance. Mark all students who attended present. If one parent attended, mark the attendance option for Parent 1. If two parents came, mark the attendance option for both Parent 1 and Parent 2.

Section 3: Reporting Requirements

Overview

How can I meet my state and federal reporting requirements?

The primary ways to fulfill state and federal reporting requirements are through:

1. **EZreports.** Keep EZreports up to date and submit attendance monthly.
2. **Surveys.** Administer and return student, parent, teacher, and staff surveys (see Section 5).
3. **Year-end EZreports closing phases** (see below)
4. **Annual Report Forms –** MDE (see below)
5. **School Outcomes Data** (see below)
6. **YPQA:** Self Assessment with the Youth PQA

The evaluation team will use this data to submit the required information to the state and federal representatives in the standardized format that they require.

1. **EZreports.** EZreports is one of the ways your data is gathered. Keeping this data entered and up to date is critical for the evaluation of your program. This includes checking for accurate records, entering and submitting attendance, and inputting all mandatory information.
2. **Surveys:** There are three types of required surveys that will be administered each year. These surveys will help with your program evaluation, identify program improvement areas, and examine staffing issues. See Section 5 for more information.
3. **Year-end EZreports closing phases**:
   - **Phase 1:** MSU will send a report to Program Directors and Site Coordinators with instructions for entering year-end information. This will include information that is required for the Federal Reporting that MSU completes in PPICS for the programs.
   - **Phase 2:** During Phase 2 you should be making sure that all programming information for the year is entered. You should also make sure all information is correct such as students DOB’s, race/ethnicity, grade level etc.
   - **Phase 3:** Enter all attendance for the programming year by June 30th.
4. **Annual Report Forms:** The annual report form serves two purposes:
   - Grantees examine their program processes and outcomes, identify areas of strength, and develop recommendations for how to improve their programs, leading to community investment and greater sustainability.
   - MDE learns more about the individual programs, identifies strategies for success, and targets areas for technical assistance.

MDE and the MSU evaluation team have identified questions that grantees should address in their annual report forms. Guidelines, program information, and summaries of local data from EZreports, as well as student, parent, teacher, and staff survey data will be provided. Program administrators and staff, with the assistance of your local evaluator, will submit the online annual report to MSU one month after the system opens.

For existing programs: As mentioned above, the Annual Report Forms will be online again. You will be provided with further information on how to access this link at a later date. We will be using the same system that was used last year. The report will contain questions, charts and data that will be specific to your program. Grantees will be asked to enter information about their programs' processes and structures as well as providing interpretation of the results that were found.

The estimated date for the online report to be open is late September. In previous years it was given later in the year, however, in an effort to help programs evaluate the previous data and make necessary program changes, the date has been moved up to the beginning of the program year. You must submit your on-line completed report to MSU one month after the release date.

Where will I get the information for the annual evaluation report? A range of data resources will be available for your reporting. Data you have provided to MSU will be included in the on-line report sent to you by the MSU evaluation team in early September:

- **EZreports data** (student and family characteristics, attendance, activities, staff, vendors/partners).
- **Program Improvement Survey data** from students and parents (intermediate academic and youth assets, outcomes, program satisfaction).
- **Staff Survey data from** program staff members (staff history, staff planning and training).
- **Teacher Survey data** collected as part of state and federal requirements.
- **School Records data (grades and MEAP)-** collected in the school outcomes templates in June.
- **Data collected locally with specific questions in mind**, such as surveys, interviews, or focus groups with students, parents, program staff, school administrators and staff, community members, partners, or any other data that would assist you in developing your program toward success and sustainability.

Grantees will be asked in their report to provide specific data and identify the sources of that data. Local Program Evaluators can be helpful in assessing which data to provide and making interpretations.

What information will be covered in the annual report? Grantees will be asked to answer questions about project management, structure and processes. They will also be asked to think about and explain the results provided by MSU regarding the results achieved, such as who participated in which program activities, staffing patterns, and community partnerships. Grantees will be asked to discuss how they plan to modify the program goals, objectives, or strategies to improve the program outcomes based on their achievements.

How will information for the annual report be submitted? In September each grantee will receive grantee-level and site-level on-line reports from the MSU evaluation team that are tailored to their circumstances (number of sites, etc.) and include their local data from EZreports and parent/teacher/student surveys. Program administrators and local evaluators will be asked to use other sources of information including input from staff, local school administrators, YPQA assessments or other data about your program that was collected locally. Grantees will fill out each on-line form. Complete instructions for answering questions and using the data are provided with the Annual Report. Your liaison can provide additional assistance if needed.

5. **School Outcomes Data:** School outcomes data is required for both the state and federal reports. This data will be used to assess student progress on mandated school outcomes. It will be linked to program data at the level of the individual student in order to conduct more powerful analyses of relations between student program participation and school outcomes.

   How should school outcomes data be submitted? In the spring of each year, you will receive an electronic data template in excel format from the MSU Evaluation team. It will list all registered students who attended your program at least once during the year. School outcomes data will be due at the end of the school year.

   The following information will be drawn from EZreports and entered into the template by the MSU evaluation team before it is sent to you:

   - **Site ID.** The number that is assigned to a specific school by the MSU evaluation team.
   - **Site.** The name of the school or other site where programming is provided.
   - **Student ID.** A unique 21st Century Community Learning Center ID number that is assigned by the MSU evaluation team to each student enrolled in the program.
   - **Last name.** The last name of the student participant, as entered by staff into EZreports.
   - **First name.** The first name of the student participant, as entered by staff into EZreports.
   - **DOB.** The student participant’s birth date, as entered by staff into EZreports.

   You will have two options for returning this information:

   - Enter it directly into the data template.
   - Enter the grade, MEAP, and/or test data directly into EZreports. If you do so, you will still need to enter some data (number of days absent from school, number of days suspended, number of days expelled, and free/reduced lunch status) directly into the School Record Data Template or download that data from your school records. If you

did not enter LEP/ESL and Special ED directly into EZreports, you will also need to enter or download these.

When will school outcomes data be due? School outcomes data will be due to MSU evaluation team at the end of the 2007-08 school year. The MSU evaluation team will contact you with further information as it becomes available.

What information will I need to submit on school outcomes? You are required to submit the following information for each student:

- Grades in reading and math
- Reading and math MEAP scores
- Number of days absent from school
- Number of days suspended from school
- Number of days expelled from school
- Free/reduced lunch status (not for individual student if not allowed)
- It is requested that you submit other student test scores in reading and math (e.g., Iowa Test of Basic Skills, Metropolitan Achievement Test, and TerraNova) as well

6. Self-assessment with the Youth PQA (YPQA): You are required by MDE to use the High/Scope Youth Program Quality Assessment (PQA) for program self-assessment. It is important to remember that the purpose of self-assessment is for you to take an honest look at your program strengths and areas for improvement. There is no need to worry about dangers of self-reporting: Individual program scores are not shared directly with MDE.

The following steps will guide 21st Century staff toward completion of the annual Quality Self-Assessment (Youth PQA).

1. **Receive the Quality Self-Assessment Packet at the 21st CCLC Kick-Off.** This packet includes all materials and instructions necessary to complete the Youth PQA self-assessment. High/Scope will send a packet to sites that do not attend.
2. **Conduct Quality Self-Assessment.** One complete Youth PQA Self-Assessment is **DUE DECEMBER 15, 2007** for every 21st Century site. Completed assessments, questions, and requests for technical support should be sent to: *Monica Jones* *monicaj@highscope.org*.
3. **Receive Quality Self-Assessment training.** If you need training to support completion of the Quality Self-Assessment, it is available through High/Scope in two forms:

    1. *Youth PQA Basics* is a 6-hour self-paced online course. This course is available free to all site coordinators and local evaluators that have not completed this training in previous years. **All cohort D sites must send at least one staff through this course. A password for one staff for this online course will be included in the materials packet for all cohort D site coordinators.**
    2. An online Quality Self-Assessment mini-course (less than 1 hour) is available for free in 07-08 to all Michigan 21st Century staff.

Technical support is available from High/Scope: *Monica Jones* *monicaj@highscope.org*

Other T&TA. The following supports can help take your program quality up a notch! They are available to MDE 21CCLC grantees at substantial discounts:

	List Price	**MDE Rate**
Youth Voice and Governance (online mini-course). Learn about why and how to embed youth voice into your program! The course takes about an hour to complete and focuses on real take-away strategies.	~~$60~~	**$35 per person**
Planning with Data (1-day). A popular workshop for site coordinators to turn their Quality Self-Assessment into a powerful action plan.	~~$120~~	**$100 per person***
Youth Work Methods Summit (1-day or longer). 2- to 3-hour workshops, aligned with Youth PQA items.	~~$120~~	**$100 per person***

Section 4: Surveys

What types of surveys are there?

There are three types of required surveys given each year. Typically, these surveys are sent out in the spring. We will be contacting you in January to confirm appropriate dates to send these surveys to you.

1. **Student and Parent Program Improvement Surveys** are questionnaires that ask students and their parents about the student's participation in the program, school progress, student behavior, and satisfaction with the program.
2. **Teacher Surveys** are collected from the students' reading or math teacher once a year. These surveys gather the teacher's input on student progress and behavior during the school day
3. **Staff and Supervisor Surveys** will also be distributed to site staff. Collecting staff surveys can be beneficial in looking at strategies and practices used by staff, staff satisfaction, and staff feelings about supervisory accessibility, support and competence. While these surveys are mandatory for evaluation purposes, they are voluntary on an individual basis.

All information that students, parents, teachers, and staff give to MSU is kept private.

Student and Parent Program Improvement Survey Administration

We will be doing the Program Improvement surveys again this year, much like we have done in the past years. This data can be very useful in tracking ways to make program improvements.

- MSU will send out the parent program improvement and student program improvement surveys to the person(s) designated by the Program Director in one month before your program ends or at the time you and your liaison have agreed on.
- Program Improvement surveys will have the student name or "to the parent of" depending on whether the survey is to go to the parent or the student. Because the surveys are labeled for individuals they should not be copied under any circumstances. If you would like additional copies please contact MSU.
- Plan a week when the surveys can be administered.
- Instruct the student or parent to tear off the page with the student's name or "to the parent of" on it, leaving the barcode label on the survey.
- Place the surveys in an envelope marked "Confidential" and return it to MSU.

Teacher Survey Administration

To meet federal reporting requirements, grantees must obtain surveys from participating students' school-day teachers. These surveys ask teachers to report on the extent to which student performance and behavior did or did not improve during the Annual Performance

Reporting period. The teacher survey does have the option to be administered online. MSU will contact you at a later date to discuss your decision for paper and online surveys.

- MSU will send teacher surveys to the person(s) designated by the Program Director in late April 2007 or at the time you and your liaison have agreed on.
- For each student, select one teacher to survey based on the following criteria:
- For elementary school students, the teacher should be the regular classroom teacher.
- For middle and high school students, an English/reading/language arts or math teacher should be surveyed.

Paper Surveys. Teacher surveys will have the student name on their cover page and a place for the Site Coordinator to write in the teacher’s name (this is not required, but is provided to help you keep track of which surveys go to which teachers). Because the surveys are labeled for individuals they should not be copied for any reason. If you need additional copies please contact MSU.

- Give the surveys to the teachers; explain that this is part of your reporting requirements and ask for their cooperation.
- Ask the teacher to tear off the page with the student’s name on it, leaving the label on the survey.
- Place the surveys in an envelope marked “Confidential” and return it to MSU.

Online Surveys

- The link to the online survey is sent directly to the teacher or the Site Coordinator for forwarding.
- Each teacher will have a link with a username and password
- Their page will contain a separate link to a survey for each of their students.
- The “submit” button must be clicked when complete. The survey can only be completed once for each student.

Staff and Supervisor Survey Administration

The staff survey is a mandatory part of the state evaluation and is conducted online. Sites participating in the Youth Program Quality Improvement study conducted by High/Scope will complete the survey as part of that project. The staff survey will provide valuable information for program administrators about their programs. The survey asks about:

- Staff beliefs and philosophy about working in after-school programs and with youth
- The strategies and practices that the staff are using in the activities they do
- Staff feelings about working at your program
- Feelings about supervisor support, accessibility and competence
- How much control staff feel they have in their job (an important indicator of job satisfaction)
- Their relations with other staff
- Their work with assessment and planning

Staff Survey

- Is administered to all program staff members who work directly with the children, including vendors.
- Online surveys are sent via e-mail to all staff with e-mail in EZreports. The survey link is also sent to Site Coordinator, Program Director or other designated person to forward to additional staff members.

Supervisor Survey

- Is administered to all Site Coordinators and Program Directors
- Online surveys will be sent via e-mail directly to Site Coordinators and Program Directors by MSU.

Survey Decisions

The following decisions need to be made:

- **Who will be the Survey Coordinator in charge of organizing survey administration?** The Site Coordinator, Project Director, Local Evaluator, or a particular staff member? You may choose to have one person organize all programs, or have a different person in charge of each site.
- **When and how will parent program improvement surveys be distributed?** Programs have administered parent surveys during a parent night, sent home, or at pick up time. It is a good idea to work this process through with your liaison. Parent program improvement surveys will be sent to you from MSU near the end of the school year.
- **When and how will student program improvement surveys be administered?** We recommend choosing a particular activity (for example, homework help) in which most or all students participate and administering surveys to those students for whom you receive blank surveys from MSU.
- **How will surveys be turned in?** Determine where students and parents will return completed surveys so that confidentiality can be maintained. This might include having them put the completed survey into an envelope or a box located in the room. And remind them to tear off the top page!
- **What if we want to keep a copy of our surveys?** Grantees may wish to retain a copy of their surveys for use in their local evaluation. However, we will provide you with electronic files of all survey data once it has been entered. It is very important that the ORIGINAL survey be returned to MSU and copies made after the top page has been removed. **Our scanner can only accept original surveys.**

What do I need to cover when training my staff?

- **Confidentiality of survey responses.** To ensure that parent and student responses are kept confidential, each survey will come with the student name at the top of the cover page. Make sure the student or parent tears off the top page. Set aside a special box or envelope marked “Confidential” for completed surveys to be returned.

- **What if a child or parent has trouble reading?** Surveys may be read aloud to a child or parent who is not able to read the survey, or the questions may be read to a group of students or parents as the individuals mark the answers on their own form.
- **Can surveys be administered in a group?** Surveys may be administered to students or parents in a group setting.
- **Can staff help students and parents answer the surveys?** Staff can answer general questions and help by reading the survey questions, but they should not influence the students' or parents' answers. For example, do not suggest answers or interpret what the question means. Instead, say "Whatever it means to you."
- **What if students or parents ask questions about the items on the survey?** If students or parents ask questions, the person administering the survey may define words or explain concepts, or respond by saying "There are no right or wrong answers," or "We just want to get an idea of what you really think." Staff can also reassure them by saying "No one from the program will know what you answer as long as you tear off the cover sheet with your name."

Section 5: Program Due Dates

EZreports Due Dates

(THE PROGRAM TIMELINE IS AVAILABLE IN A SEPARATE DOWNLOAD)

When will attendance be due throughout the 2007-08 year?

Monthly attendance will be due by the 10th of the following month. If the 10th falls on a weekend, attendance will be due the following Monday. If attendance is not in by the 15th of the month, notices will be sent to MDE for sites that are late. To help you keep current with your attendance, following is a table of attendance due dates:

Attendance Month	*Attendance Due Date*	*Late Notices Sent to MDE*
Summer attendance	September 10, 2007	September 15, 2007
September 2007	October 10, 2007	October 15, 2007
October 2007	November 10, 2007	November 15, 2007
November 2007	December 10, 2007	December 15, 2007
December 2007	January 10, 2008	January 15, 2008
January 2008	February 10, 2008	February 15, 2008
February 2008	March 10, 2008	March 15, 2008
March 2008	April 10, 2008	April 15, 2008
April 2008	May 10, 2008	May 15, 2008
May 2008	June 10, 2008	June 15, 2008
June 2008 (if part of regularly scheduled program)	June 30, 2008	July 10, 2008

Survey Due Dates

Surveys need to be returned to MSU at the end of the year as soon as administration is complete, but no later than the due date that is assigned to you at the time surveys are sent. Since each site is administering the surveys at different times of the month, you will be issued a due date based on when the surveys are sent. We will track these deadlines and remind sites as needed.

Password Change Dates

Passwords are automatically changed every 90 days. You will receive a temporary password by email from ThomasKelly Associates. They will send it to the email address that you have entered in your information on EZreports, so please make sure this email address is up to date for all staff. After logging in with the temporary password, you will be able to change the password to something easier to remember by clicking "Profile." This password must be different from the password you were using in the previous quarter. Passwords will be changed on:

- October 31, 2007
- March 31, 2008

Youth PQA

Self-assessment data is due December 15, 2007. Completed assessments, questions, and requests for technical support should be sent to: Monica Jones monicaj@highscope.org.

Training

The MSU Evaluation Team is offering training throughout the 2007-2008 school years. In order to meet your scheduling needs, dates will be scheduled after consultation with staff. To schedule a training session, please call our office at 517-432-0061.

Section 6: MSU Contacts

How do I contact the MSU Evaluation Team?

The MSU Evaluation Team offers assistance for many program questions or concerns. The MSU Evaluation Team has multiple ways of being reached for your convenience.

- **E-mail.** Email messages go to all MSU Evaluation Team members and may be the fastest way to get assistance, especially after hours: ezhelp@msu.edu
- **Telephone.** Call the 21st CCLC technical support line at 517-432-0061. Messages will be returned within one business day.
- **Fax**. Fax the 21st CCLC office at 517-432-9541.

Whom do I contact for what?

If your specific area of concern is not listed below please call the general line, 517-432-0061 or e-mail ezhelp@msu.edu and a team member will guide you to the team member specializing in that area.

- **Help with EZreports set up, registration, and attendance; questions about survey or consent administration**. Contact technical assistance at ezhelp@msu.edu or 517-432-0061.
- **Training issues.** Contact Beth Prince, Training Director, princeem@msu.edu, 517-432-0061.
- **Overall questions about the evaluation, federal reporting, or obtaining data files.** Contact Laurie Van Egeren, Principal Investigator, vanegere@msu.edu. 517-432-0061.
- **Questions about the Annual Report.** Contact Megan Platte, plattmeg@msu.edu, 517-432-0061,
- **Questions about school outcomes data submission.** Contact Beth Prince, princeem@msu.edu, 517-432-0061.
- **Questions about the YPQA.** Contact Monica Jones monicaj@highscope.org.
- **Questions about funding, licensing, site closures or changes:** Contact Lorraine Thoreson (MDE), 517-373-8483.