

Using PPICS for Data Collection: Federal Reporting Requirements

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Illinois
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Agenda

- Introduction
- Reporting Milestones
 - June 28
 - July 31
 - August 30
 - October 31
- Conclusion

A Quick Note: LPA ⇒ AIR

Reports and Products Expertise News and Events Careers About Search AIR Go

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AIR Highlights

New Website Allows Consumers to Evaluate the Performance of U.S. Four-Year Colleges
A joint project between AIR and Matrix Knowledge Group, Collegemeasures.org is an interactive website that creates options for evaluating the performance of four-year public and private colleges and universities in the United States. The site is designed to provide information to help officials improve outcomes and performance at higher

Good Behavior Game
The Good Behavior Game (GBG) is a team-based classroom behavior management strategy that helps young children master the role of student while developing the discipline needed to sit still, pay attention and complete their school work. AIR works with school districts and communities on all aspects of GBG implementation. [Read More >](#)

News & Events

Monday, December 27, 2010
AIR Selected by the *Washington Post* as One of Its Top 200 Businesses... [Read More >](#)



Wednesday, December 22, 2010
American Institutes for Research Promotes Six Senior Executives... [Read More >](#)

Tuesday, November 16, 2010

First Things First: What is PPICS?

- “PPICS” stands for ***Profile and Performance Information Collection System***
- ***Profile***
 - PPICS asks you to submit “Grantee Profile” information—basic information about your grant and centers.
- ***Performance Information***
 - PPICS asks you to submit program data for each year your grant was in operation. “Annual Performance Reports” (or APRs) are collected every year.

First Things First: What is PPICS?

- Think about PPICS in terms of two main “modules”:
 - The Grantee Profile (keep up to date!) 
 - The APR (fill one out each year!) 
- To fulfill your reporting requirements, you will need to complete BOTH the Grantee Profile AND the APR.
- An APR must be completed *each* year your grant is active.

First Things First: Why Am I Being Asked to Report in PPICS?

There are two big reasons PPICS is necessary:

➤ Reason 1

- Move from federal to state administration

➤ Reason 2

- Report on GPRA indicators

Important Points

- A few tips before we get into reporting details:
 - A big part of program effectiveness is the ability to continually improve—it *doesn't* mean absolute, complete, total, immediate success.
 - We're not looking for data that show a startlingly rosy picture—that's unrealistic.
 - We need *accurate* data.
 - Accurate data enable quality critical analysis—analysis that highlights program strengths and reveals areas where the program can be improved.
 - With accurate, complete data, ED can make a strong case for the continuation of the program, and provide *you* with the tools you need to succeed.

How Grantees Gain Access to PPICS

- 1. State staff need to complete a delegation form online (in PPICS), and submit the form to LPA. If you are a new grantee, make sure your state coordinator has completed this step.
- 2. Upon submission of the delegation form, LPA automatically sends an e-mail containing username and password information to the grantee **contact** (specified by the state).
- 3. The person specified as the grantee **contact**, upon receiving the e-mail, will then be able to log in to PPICS as a **grantee user**.

First Things First: What is PPICS?

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21st Century Community Learning Centers
21st CCLC Profile and Performance
Information Collection System

You are logged in as:
Demo@GSU
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Home/Help Grantee Profile APR Reports Export Data

Home Page

Welcome to the 21st Century Community Learning Centers (CCLC) Profile and Performance Information Collection System! The purpose of this system is to collect basic information from 21st CCLC grantees like yourself about the characteristics associated with your program and the outcomes you were able to achieve as a result of providing services to students and adult family members attending your program.

Getting Started

In order to begin the process of entering your data into the Profile and Performance Information Collection System, click on one of the tabs at the top of the page, or click the Instructions link for more information. You are also strongly encouraged to download and thoroughly read the [Grantee Profile User Guide](#) (Adobe® Reader® PDF, 1MB). This document provides important information on the information you will need to complete your Grantee Profile. (Note. A new APR User Guide is currently in development and will be posted here when completed.)

System Instructions and Supports

- [Instructions](#)
- [I want to change my password or e-mail address](#)
- [Technical Support, Troubleshooting, and Contact List](#)

User Guides and Forms

Illinois Reporting Milestones

- **June 28:** Grantee Profile, APR Operations, APR Staffing, and APR Feeder Schools
- **July 31:** APR Attendance, APR Activities, APR Teacher Surveys
- **August 30:** APR Grades, APR Partners
- **October 31:** APR State Assessments (current year only), APR Objectives

Milestone 1: June 28

- Grantee Profile
- APR Operations
- APR Staffing
- APR Feeder Schools

PPICS: The Grantee Profile

The Grantee Profile



PPICS: The Grantee Profile

The screenshot shows the ED.gov website interface for the 21st Century Community Learning Centers (CCLC) profile system. At the top, the ED.gov logo and U.S. Department of Education tagline are visible, along with a search bar and a user login status for 'Demo@G8U'. The main navigation bar includes 'Home/Help', 'Grantee Profile' (highlighted in orange), 'APR', 'Reports', and 'Export Data'. Below this, there are links for 'Tutorials' and 'User Guide'. The main content area is titled 'Grantee Profile Main Page' and features a link for 'Grantee Profile Instructions'. The current grantee is identified as 'Demo Grantee 1', which is highlighted with a blue box and labeled 'Grantee Name'. Below this, a paragraph explains the button logic: blue buttons for uncompleted sections and gray buttons for completed sections. A row of four buttons is shown: 'Basic Info', 'Objectives', 'Partners', and 'Centers'. These buttons are highlighted with a blue box and labeled 'Grantee Profile sections'. The text 'Demo Grantee 1' is also highlighted with a blue box and labeled 'Grantee Name'.

PPICS: The Grantee Profile

- A profile needs to be completed for each 21st CCLC grant received by a grantee. If you receive a *new* grant, you must begin a *new* PPICS record.
- To complete the Grantee Profile, complete all four Grantee Profile sections:
 - Basic Info
 - Objectives
 - Partners
 - Centers (Center Info, Prior Info, Feeder Schools)

PPICS: The Grantee Profile

Basic Info

Home/Help **Grantee Profile** APR Reports Export Data

? Tutorials User Guide

Grantee Profile

Demo Grantee 1

Basic Information

[Return to Grantee Profile Main Page](#)

* = Required Field

Enter Information for Demo Grantee 1

Please provide the following information about your organization. If some fields have been completed for you by a program officer from your state department of education, please verify that the information provided is correct and make any modifications that may be needed. All information is required unless otherwise noted. To save the information you have added or updated, click on the **Save My Information** button.

* Grantee Name:

State/Contract ID #:

*Which [option](#) best describes your organization?:

*Award Date:

*Length of Grant:

*Year 1 Award Amount:

*Year 2 Award Amount:

*Year 3 Award Amount:

PPICS: The Grantee Profile

Basic Info

*Year 5 Award Amount:

*Name of Contact Person:

*Street Address:

*City:

*ZIP Code: -

*Phone: x

Fax (optional):

*Contact's E-mail:

*Please provide a two- to three-sentence description of your project. Please include in your description any significant changes in circumstances, achievements, or barriers this project has encountered.

If your organization has a Web site, please list the address. (Optional)

*Please indicate if any of the following sources of funding are being utilized in conjunction with 21st CCLC funds to provide services to students and/or adult family members attending the 21st CCLC program. (Please check all that apply.)

- Title I funds
- Supplemental Education Services funds
- Upward Bound funds
- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) funds
- Even Start funds

PPICS: The Grantee Profile

Basic Info

If your organization has a Web site, please list the address. (Optional)

*Please indicate if any of the following sources of funding are being utilized in conjunction with 21st CCLC funds to provide services to students and/or adult family members attending the 21st CCLC program. (Please check all that apply.)

- Title I funds
- Supplemental Education Services funds
- Upward Bound funds
- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) funds
- Even Start funds
- School Dropout Prevention Program funds
- Safe and Drug-Free Schools funds
- Safe Schools/Healthy Students Discretionary Grant funds
- Early Reading First funds
- Migrant Education Program funds
- Carol M. White Physical Education Program funds
- Mentoring Grants funds
- Other Federal Sources of Funding
- Other State Sources of Funding
- Funding from the Local School District(s)
- Foundation Funding

Other


- None of the above

Save My Information

PPICS: The Grantee Profile Basic Info

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You are logged in as:
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Home/Help **Grantee Profile** APR Reports Export Data

Grantee Profile Main Page ? Tutorials User Guide

You have successfully updated the Demo Grantee 1 Grantee record.

[Grantee Profile Instructions](#)

Grantee: Demo Grantee 1

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Demo Grantee 1 Basic Info ✓ Objectives Partners Centers

PPICS: The Grantee Profile Objectives

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21st CCLC Profile and Performance Information Collection System

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Home/Help **Grantee Profile** APR Reports Export Data

Grantee Profile
Demo Grantee 1
Objectives

You have successfully added a new Objective named Demo O1

[Return to Grantee Profile Main Page](#)
[Objectives Instructions](#)

Add a New Objective:

Objective Description:

Existing Objectives:

Click the **Classify Objective** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Active Objectives

Demo Objective 1	<input type="button" value="Classify Objective"/>	<input type="button" value="Remove"/>
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There are no inactive Objectives for Demo Grantee 1.

PPICS: The Grantee Profile Objectives

Home/Help **Grantee Profile** APR Reports Export Data

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Grantee Profile Demo Grantee 1 Objectives: Demo Objective 1 Classify Objectives

[Return to Objectives Main Page](#)

* = Required Field

Please check those boxes that classify the objective. If the objective does not fall into any of these categories, please fill in the **Other** field. When you have completed the process of endorsing the most relevant checkbox(es), please click on the **Save My Information** button.

If you are editing the description of this objective, please include an explanation of why these changes are being made.

If this objective is no longer relevant to the program, you can change the status of the objective to inactive by clicking off the **Is this Objective Active?** checkbox.

Is this Objective active?

* **Objective Description:**

Demo Objective 1

If the description of this objective had been updated or modified, please provide an explanation as to why these changes were made:

* **Objective Classification**
(Check all that apply.):

Improve Student Achievement

Improve Student Behavior

PPICS: The Grantee Profile Partners

Home/Help **Grantee Profile** APR Reports Export Data

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Grantee Profile Demo Grantee 1 Partners

You have successfully updated the Demo Partner 1 Partner record.

[Return to Grantee Profile Main Page](#)
[Partners Instructions](#)

Add a New Partner:

Partner Name:

There are no partners associated with this grant.

Existing Partners:

Click on the **Partner Info** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. To delete a record, click the **Remove** button.

Active Partners

Demo Partner 1	<input type="button" value="Partner Info"/> ✓
Demo Partner 2	<input type="button" value="Partner Info"/>
Demo Partner 3	<input type="button" value="Partner Info"/>

PPICS: The Grantee Profile Centers

Add a New Center:

Pick a school from this list:

Step 1: ▾

Step 2: ▾

-- or --

Centers That Are Not Schools—or—Schools That Are Not In The Dropdown List

Center Name:

Existing Centers:

Click either the **Center Info**, **Prior Info**, or **Feeder Schools** buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. To delete a record, click the **Remove** button.

Active Centers


Demo Center 1 Delegate this center.	<input type="button" value="Center Info"/>	<input type="button" value="Prior Info"/>	<input type="button" value="Feeder Schools"/>
Demo Center 2 Delegate this center.	<input type="button" value="Center Info"/>	<input type="button" value="Prior Info"/>	<input type="button" value="Feeder Schools"/>

There are no inactive Centers for Demo Grantee 1.

PPICS: The Grantee Profile

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Grantee Profile Main Page ? Tutorials User Guide

[Grantee Profile Instructions](#)

Grantee: Demo Grantee 1

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Demo Grantee 1 Basic Info ✓ Objectives ✓ Partners ✓ Centers ✓

PPICS: The APR

The Annual Progress Report

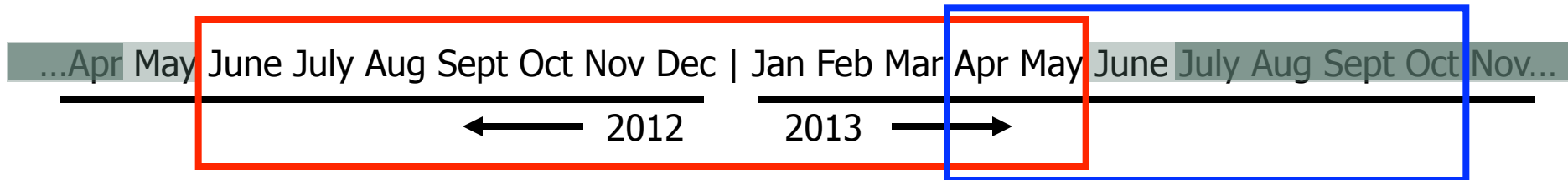


APR: Overview

- The APR is an *annual report*—it is a report of what your program did during the past year.
- A single APR covers the preceding year's summer, the preceding year's fall, and this year's spring term.

"APR 2013"/"Reporting Period"
(exact dates based on school program calendar)

APR 2013 Data Entry
(exact dates set by state)



APR: Overview

- An APR needs to be completed for each 21st CCLC grant active *during the reporting period*.
- The APR asks for the elements that characterized program operation *during the reporting period* and outcomes obtained.
- The APR has up to three main sections:
 - Objectives
 - Centers (Made up of at least six sub-sections)
 - Partners

APR: The Three Main Sections



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21st CCLC Profile and Performance
Information Collection System

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Home/Help | Grantee Profile | **APR** | Reports | Export Data

? Tutorials | User Guide

Annual Performance Report (APR) Main Page

[APR Instructions](#)

Demo Grantee

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee

Objectives | **Centers** | Partners

I want to certify the APR data for my centers.

PPICS: The APR Centers

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PROFILE AND PERFORMANCE
INFORMATION COLLECTION SYSTEM

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APR WA Test Grantee Centers

[Back to APR Main Page](#)

21st CCLC Centers Associated With This Grant

A center supported with 21st CCLC funds is considered to be the physical location where grant-funded services and activities are provided to participating students and adults. A center is characterized by defined hours of operation; dedicated staff that plan, facilitate, and supervise program activities; and an administrative structure, which may include a position akin to a center coordinator. Outlined below are the 21st CCLC centers identified as being funded by this grant as a result of completion of the Grantee Profile data-entry process.

Please [add any centers](#) funded by this grant that were active during the reporting period which are not identified in the table.

[Other items to take into consideration when reporting APR data for centers.](#)

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Centers that have to submit APR data:

ABERDEEN ELEMENTARY SCHOOL	Operations	Staffing	Attendance	Feeder Schools
	Activities	Grades	State Assessment Current Year	Teacher Survey

APR: Centers

Centers that have to submit APR data:

**ABERDEEN ELEMENTARY
SCHOOL**

Operations

Staffing

Attendance

Feeder Schools

Activities

Grades

State Assessment
Current Year

Teacher
Survey

APR: Operations

[Back to APR Centers page](#)

Operational Information

Please provide the following information about the center's operations during the reporting period. To save the information you have added or updated, click on the **Save My Information** button at the bottom of the page.

Was _____ active during the reporting period? *(By clicking "No" you'll be returned to the list of centers, and this center will appear under the heading, "Centers that do not have to submit APR").* If you have any questions about whether data should be reported for this center or not based on operations during the reporting period, please click on the Additional information on what constitutes being active during the reporting period link outlined below.

[Additional information on what constitutes being active during the reporting period.](#)

- Yes
 No

Hours of Operation

When reporting hours of operation at this center during the reporting period, please only report the typical number of hours the center spent actually operating programs that served

APR: Operations

School Year

	<u>Typical</u> Hours Per Week
Weekday before school	<input type="text"/>
Weekday during school hours*	<input type="text"/>
Weekday after school	<input type="text"/>
Weekend	<input type="text"/>
Total	<input type="text" value="0"/>

Summer

	<u>Typical</u> Hours Per Week
Weekday	<input type="text"/>
Weekday Evenings	<input type="text"/>
Weekend	<input type="text"/>
Total	<input type="text" value="0"/>

APR: Operations

Weeks and Days of Operation

Complete the following questions by identifying the total number of weeks and days the center was open.

What was the total number of weeks the center was open during the school year?

What was the total number of weeks the center was open during the summer?

What was the **typical** number of days per week the center was open during the school year?

What was the **typical** number of days per week the center was open during the summer?

[Add Comments](#)

Save My Information

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Staffing

[Further guidance on classifying staff](#)

To save the information you have added or updated, click on the **Save My Information** button at the bottom of the page.

Type of Staff Member	School Year		Summer	
	Paid	Volunteer	Paid	Volunteer
School-day teachers (include former and substitute teachers)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Center administrators and coordinators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Youth development workers and other nonschool-day staff with a college degree or higher	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other nonteaching school-day staff (e.g., librarians, guidance counselors, aides)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
High school students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other community members (e.g., business mentors, senior citizens, clergy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other nonschool-day staff with some or no college	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APR: Staffing

Other community members (e.g., business mentors, senior citizens, clergy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other nonschool-day staff with some or no college	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter the number of paid staff **regularly staffing** the center during the reporting period that were not funded directly by the 21st CCLC grant. Only count paid staff that received *no* compensation from funds associated with the 21st CCLC grant.

Please enter the number of paid staff that **regularly staffed** the center during the reporting period who left the program and were replaced during the reporting period with a new staff member.

[Add Comments](#)

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Staffing - Tips

- Only report on staff who **regularly** staffed the program.
- At the bottom of the page you will be asked to report:
 - The **number** of staff funded by non-21st CCLC funds
 - The **number** of staff who left the program and were replaced by new staff

APR: Feeder Schools

Feeder Schools for which APR data should be submitted:

		School Year						Summer				
School Name	Feeder School active		Percentage of Center Participants					Percentage of Center Participants				
	Yes	No	1-25%	26-50%	51-75%	76%+	N/A	1-25%	26-50%	51-75%	76%+	N/A
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Add Comments](#)

Save My Information

Feeder Schools for which APR data does not need to be submitted:

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

Milestone 2: July 31

- APR Attendance
- APR Activities
- APR Teacher Surveys

APR: Centers

Centers that have to submit APR data:

**ABERDEEN ELEMENTARY
SCHOOL**

Operations

Staffing

Attendance

Feeder Schools

Activities

Grades

State Assessment
Current Year

Teacher
Survey

APR: Attendance

Total Participants

Please indicate below the number of participants (Pre K-12 students and adult family members age 19 and older) who attended the program during the school year only, the summer only, or both. If your center keeps an attendance list for each activity and people can attend more than one activity, please count attendees only one time.

	All Students Served	All Adults Served
Both Summer and School Year	<input type="text"/>	<input type="text"/>
School Year Only	<input type="text"/>	<input type="text"/>
Summer Only	<input type="text"/>	<input type="text"/>
Total Individual Participants Served	<input type="text"/>	<input type="text"/>

APR: Attendance

Regular Attendees

In the table below, please record (a) the total number of student attendees who attended the program fewer than 30 days during the reporting period and (b) the number who attended 30 or more days during the reporting period. Any student who attended 30 days or more during the reporting period is a "regular attendee."

Please Indicate the Total Number Who:	Number of Student Attendees
a) Attended fewer than 30 days during the reporting period	<input type="text"/>
b) Attended 30 days or more during the reporting period	<input type="text"/>
Total:	<input type="text"/>

APR: Attendance

By Racial/Ethnic Group (Duplicates Allowed)		
Please Indicate the Total Number of:	Total Student Attendees	Regular Student Attendees
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Hispanic or Latino	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
How many students attending the center do you not have racial/ethnic group data for?		
	<input type="text"/>	<input type="text"/>

APR: Attendance

- In addition to the “Racial/Ethnic Group Data section, there are several other “Student Characteristic” sections on the Attendance page:
 - Gender
 - Limited English Proficiency
 - Free or Reduced Price Lunch Eligibility
 - Special Needs or Disabilities
 - Grade Level

APR: Activities

Add a new activity

Activity Name:	<input type="text"/>
Participant Type:	<input type="radio"/> Student Attendee <input type="radio"/> Adult Family Members
<input type="button" value="Add"/>	

Activities For Which APR Data Needs To Be Reported

Example SY Activity for Students	<input type="text"/>	<input type="button" value="Activity Info"/>
----------------------------------	----------------------	--

Activities For Which APR Data Does Not Need To Be Reported

[Continue](#)

PPICS: Activities

Activities Information:

The purpose of this page is to collect data about (1) the category the activity can be classified as falling within and if relevant, the academic subject area(s) and student populations targeted by the activity; (2) the amount of time dedicated to providing the activity; and (3) the extent to which individuals participated in the activity during the reporting period.

Activity Name:

*Was **Example SY Activity for Students** an activity that was provided during the reporting period? (By clicking "No" you'll be returned to the list of activities, and this activity will appear under the heading, "Activities For Which APR Data Does Not Need To Be Submitted")

- Yes
- No

*Please indicate whether this activity was provided in the summer or during the school year. If the activity was conducted during both the summer and school year, it should be listed twice with separate information for both time periods.

- School Year
- Summer

PPICS: Activities

Activity Categories

Please identify the primary category the activity can be classified as falling within from the list below. Please choose only one category.

*Activity Targeted Youth

- Academic Enrichment Learning Program
- Tutoring
- Homework Help
- Mentoring
- Recreational Activity
- Career/Job Training for Youth
- Drug/Substance Abuse Prevention
- Violence Prevention
- Counseling or Character Education
- Expanded Library Service Hours
- Supplemental Education Services
- Community Service/Service Learning
- Activity to Promote Youth Leadership
- Other

If the activity was intentionally designed to incorporate other elements beyond the primary category identified above, please select a second category from the following dropdown menu.

PPICS: Activities

Student Populations Targeted by the Activity

Please indicate if the activity was specifically designed to exclusively provide services to one or more of the following target populations. Please check all that apply.

*Activity Targeted Specific Student Populations

- Students not performing at grade level, are failing, or otherwise are performing below average
- Limited English proficient students
- Students who have been truant, suspended, or expelled
- Students with special needs or disabilities
- Other
- None of the above

PPICS: Activities

Activity Subject Area(s)

Please identify if an academic subject area was addressed during provision of the activity.
Please check all that apply.

*Activity Addressed Specific Subject Areas

- Reading/literacy
- Mathematics
- Science
- Arts and music
- Entrepreneurial education
- Technology/telecommunications
- Cultural activities/social studies
- Health/nutrition
- Other
- None of the above

PPICS: Activities

Amount of Time Provided

Please describe the total number of weeks, the typical number of days per week, and the typical number of hours per day that this activity was provided.

*Total Number of Weeks Provided

*Typical Number of Days Provided per Week

*Typical Number of Hours Provided per Day

It's also common for a given activity to be offered in multiple sessions concurrently or at multiple times to different groups of participants during the course of a week. If either of these circumstances were true for this activity, please endorse the appropriate option below (please note that completion of these fields is optional).

- Was this activity offered in multiple sessions that occurred concurrently on the same day serving different groups of students (e.g., there were two sessions of the activity that met from 4:00 to 5:00 p.m. on Tuesdays, with one session for students in grade 4 and a second session for students in grade 5)?
- Was this activity offered multiple times during the course of the typical week but to different groups of students on a given day (e.g., the activity was offered on Tuesdays to students in grade 4 and Thursdays to students in grade 5)?

*Was this activity typically offered less frequently than weekly during the period it was offered (for example, was the activity provided every other Saturday or one Saturday a month)?

- Yes, this activity was typically offered 1-3 times a month.
- Yes, this activity was typically offered less than once a month.
- No, this activity was typically offered every week during the period it was offered.

PPICS: Activities

Number of Participants

Please indicate the number of participants served by this activity per day. Do not include instructors, volunteer tutors, etc. Only those being served should be included.

*Typical Number of Students per Day

Activity Description (Optional)

If you would like, you may include a 1000-word description of the activity here. This section is optional, and is not required to complete your APR.

1000 characters left

[Add Comments](#)

Save My Information

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Activities

- The activities section is one of the most comprehensive—it *will* take some time!
- Don't stop entering activities data simply because the system indicates 'complete'—ensure that the data are an accurate reflection of your program.
- Truly complete activities data will provide you with much more complete, more useful *reports*.

APR: Teacher Survey

The screenshot shows the ED.gov website header with the U.S. Department of Education logo and tagline. A search bar is present with a 'GO' button and a link to 'Advanced Search'. Below the header, there is a navigation menu with 'Home/Help', 'Grantee Profile', 'APR' (highlighted), 'Reports', and 'Export Data'. To the right, it says 'You are logged in as: Demo@C7N' with a 'Logout' link. Below the navigation menu, there are links for 'Tutorials' and 'User Guide'. The main content area displays the following text:

APR
Demo Grantee 1
Centers
Demo Center 1

[Back to APR Centers page](#)

Teacher Survey Information

In the table below, record the results from the Learning Point Associates teacher survey. This survey is administered at the end of the year. This survey should be administered at the end of the school year associated with the reporting period (for additional information about the process of administering the teacher survey, please access and review the [Teacher Survey Guide](#)). The survey asks school-day teachers to report whether regular attendees' behavior improved or did not improve in certain areas.

A survey should be completed for each student you have identified as a regular attendee (attended the center 30 days or more). For each regular attendee, select one of his or her regular school-day teachers to complete the teacher survey.

- For elementary school students, the teacher should be the regular classroom teacher.
- For middle and high school students, a mathematics or English teacher should be surveyed.

APR: Teacher Survey

- For elementary school students, the teacher should be the regular classroom teacher.
- For middle and high school students, a mathematics or English teacher should be surveyed.

Although you may include in your sample teachers who are also serving as 21st CCLC program staff, it is preferable to survey teachers who are not also program staff. There should be one teacher survey filled out for every student identified as a regular attendee.

In addition, please note that students meeting the definition of a regular attendee that participated only in center-related activities during the summer of 2007 should NOT be included in the reporting of teacher survey results.

In order to complete this module, you need to complete the Attendance module because the number of surveys given out should be equal to or less than the number of regular attendees you will identify as being served by this center in the reporting period.

Total number of surveys given out:	<input type="text" value="64"/>
Total number of surveys completed:	<input type="text" value="58"/>
<input type="button" value="Save Total Information"/>	

Your state has also requested that you report teacher survey results separately for the following sub-groups of regular attendees:

1. Students that attended the center between 30 and 59 days
2. Students that attended the center between 60 and 89 days
3. Students that attended the center 90 or more days

Select one of these groups to report on by selecting one of the options from the following dropdown menu and clicking on the Enter Attendance by Information Range button.

<input type="text" value="Please select a day range"/>	<input type="button" value="Enter Information by Attendance Range"/>
--	--

APR: Teacher Survey

Total number of surveys given out:	<input type="text" value="64"/>
Total number of surveys completed:	<input type="text" value="58"/>
<input type="button" value="Save Total Information"/>	

Your state has also requested that you report teacher survey results separately for the following sub-groups of regular attendees:

1. Students that attended the center between 30 and 59 days
2. Students that attended the center between 60 and 89 days
3. Students that attended the center 90 or more days

Select one of these groups to report on by selecting one of the options from the following dropdown menu and clicking on the Enter Attendance by Information Range button.

<input type="text" value="Please select a day range"/>	<input type="button" value="Enter Information by Attendance Range"/>
<ul style="list-style-type: none">Please select a day range30 - 59 days60 - 89 days90+ days	If the number of surveys completed is less than the number of surveys given out, you are required to provide an explanation why data are missing by clicking on the Add Comments link.

[Add Comments](#)

APR: Teacher Survey

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21st Century Community Learning Centers
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Home/Help

Grantee
Profile

APR

Reports

Export
Data



Tutorials

User Guide

APR

**Demo Grantee 101
Centers**

L.A. Yankton Sioux Housing Youth Center

[Back to APR Teacher Survey page](#)

Teacher Survey Information

Regular Attendees Participating 30 to 59 Days

The purpose of this page is collect results obtained from the teacher survey for those regular attendees that participated 30 to 59 days during the reporting period.

Again, please note that students meeting the definition of a regular attendee that participated only in center-related activities during the summer of 2006 should NOT be included in the reporting of teacher survey results.

Please also note that no row in the below table should sum to more than 2, the number of completed teacher surveys reported for this center.

APR: Teacher Survey

Do you have any completed surveys for regular attendees that participated between 30 and 59 Days during the reporting period?

- Yes
- No

		Number of Regular Attendees Participating between 30 and 59 Days During the Reporting Period						
Behaviors on Which Teachers Reported:	Did Not Need to Improve	Acceptable Level of Functioning Not Demonstrated in Early School Year – Improvement Warranted						
		Significant Improvement	Moderate Improvement	Slight Improvement	No Change	Slight Decline	Moderate Decline	Significant Decline
Changed behavior in terms of turning in homework on time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of completing homework to your satisfaction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of participating in class	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of volunteering (e.g. for extra	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APR: Teacher Survey

behavior in terms of behaving in class	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of academic performance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of coming to school motivated to learn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Changed behavior in terms of getting along well with other students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Comments](#)

Save My Information

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Teacher Survey

- Complete all three of the APR Teacher Survey sections—for students attending 30-59 days, 60-89 days, and 90+ days.
- When filling out Teacher Survey data, each line should contain un-reduplicated counts. Each student is counted once per line.
- If a teacher did not score a particular behavior for a student, it's okay for the sum total of that line to be less than the total number of surveys returned.

APR: Teacher Survey

- Only report teacher survey data for regular attendees
- One and only one survey for each regular attendee
- Avoid asking teachers staffing the program to complete teacher surveys (potential conflict of interest)
- For secondary students, mathematics or reading/language arts teacher should be surveyed

Milestone 3: August 30

- APR Partners
- APR Grades

Milestone 3: August 30

Demo Grantee

Objectives

Centers

Partners

Centers that have to submit APR data:

ABERDEEN ELEMENTARY
SCHOOL

Operations

Staffing

Attendance

Feeder Schools

Activities

Grades

State Assessment
Current Year

Teacher
Survey

APR: Partners

The screenshot shows the ED.gov website interface for the 21st Century Community Learning Centers (CCLC) Annual Performance Report (APR). The header includes the ED.gov logo, the U.S. Department of Education name, and a search bar. The main navigation bar has buttons for Home/Help, Grantee Profile, APR (highlighted in yellow), Reports, and Export Data. The page title is 'Annual Performance Report (APR) Main Page'. Below the title, there are links for 'APR Instructions' and 'Demo Grantee 1'. A paragraph explains the process of completing the APR, mentioning that blue buttons are for entering information and gray buttons are for editing. It also mentions delegating the responsibility to a center by clicking on the 'Centers' button. Below this, there is a red text prompt 'APR Due Date: / /'. A box contains the text 'Demo Grantee 1' and three buttons: 'Objectives', 'Centers', and 'Partners'. A blue arrow points to the 'Partners' button. At the bottom of the box, there is a checkbox with the text 'I want to certify the APR data for my centers.'

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21st Century Community Learning Centers
21st CCLC Profile and Performance Information Collection System

You are logged in as:
Demo@G8U
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Home/Help Grantee Profile **APR** Reports Export Data

Annual Performance Report (APR) Main Page

[APR Instructions](#)

Demo Grantee 1

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee 1 Objectives Centers **Partners**

I want to certify the APR data for my centers.

APR: Partners

Partners

[Back to APR Main Page](#)

Community Partners and Subcontractors

Outlined below are the organizations your grantee has identified as being program partners or [Subcontractors](#) (e.g., churches, YMCA, local businesses, universities, libraries, museums) when completing their Grantee Profile. *If grantees in your state have not been asked to complete a Grantee Profile, then all partners associated with this grantee will need to be [added](#) to the table below.*

Click on the **APR Info** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

Please [add any organizations](#) that served as partners or [subcontractors](#) during the reporting period that are not identified in the table.

Partners for which APR data should be submitted:


Aberdeen Chamber of Commerce

APR Info

APR: Partners

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 **21st CCLC Profile and Performance Information Collection System**

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[Home/Help](#) [Competition Overview](#) [Grantee Profile](#) **APR** [State Activities](#) [Reports](#) [Export Data](#)

APR Aberdeen School District Partners Aberdeen Chamber of Commerce

[Return to APR Partners List](#)

APR Info:

Was **Aberdeen Chamber of Commerce** active during the reporting period? (By clicking "no" you'll be returned to the list of centers, and this center will appear under the heading, Partners for which APR data do not need to be submitted)

- Yes
 No

Did **Aberdeen Chamber of Commerce** serve as a [subcontractor](#) during the reporting period?

- Yes
 No

Estimated monetary value of [contributions](#) made by the partner during the reporting period:

\$

APR: Partners

Estimated monetary value of [contributions](#) made by the partner during the reporting period:

\$

Estimated monetary value of the subcontract held by the partner during the reporting period:

\$

Please indicate how **Aberdeen Chamber of Commerce** contributed to the project during the reporting period:

- Programming or activity-related services
- Goods or materials
- Volunteer staffing
- Paid staffing
- Evaluation services
- Funding or raised funds

Other:

[Add Comments](#)

If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled [Comments for Learning Point Associates](#).

[Comments for Learning Point Associates](#)

APR: Grades

Centers that have to submit APR data:

ABERDEEN ELEMENTARY SCHOOL	Operations	Staffing	Attendance	Feeder Schools
	Activities	Grades	State Assessment Current Year	Teacher Survey

Remember: Grades should be reported only for REGULAR ATTENDEES, those students attending 30 days or more during the reporting period.

APR: Grades

	# of Regular Attendees
1. You have both math AND reading scores grades for the fall of 2007 and spring 2008.	<input type="text"/>
2. You have ONLY math grades for fall 2007 and spring 2008.	<input type="text"/>
3. You have ONLY reading scores grades for fall 2007 and spring 2008.	<input type="text"/>
4. You have NEITHER math NOR reading scores grades for fall 2007 and the spring of 2008. You also should count in this category students meeting the definition of a regular attendee who participated only during the summer and therefore should not be included in grades reporting.	<input type="text"/>
Total	<input type="text"/>



Regular Attendees

b) Attended 30 days or more during the reporting period	<input type="text"/>
---	----------------------

APR: Grades

Math Grades

	Regular Attendees by Number of Days Attended		
Please Indicate the Number of Regular Attendees Who:	30 – 59 Days	60 – 89 Days	90 Days or More
Increased their math grade by half a grade or more.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Decreased their math grade by half a grade or more.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Neither increased nor decreased their math grade.	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of the above (i.e., neither increased nor decreased) that could not improve given that they had obtained the highest grade possible.*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (Math)	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Figures reported in this row are not counted toward the column totals.



= **sum of the total number of regular attendees for whom you had:**
'both math and reading' scores
'math only' scores

Milestone 4: October 31

- APR Objectives
- APR State Assessment Results
- Everything else

Milestone 3: October 31

Demo Grantee

Objectives

Centers

Partners

Centers that have to submit APR data:

ABERDEEN ELEMENTARY
SCHOOL

Operations

Staffing

Attendance

Feeder Schools

Activities

Grades

State Assessment
Current Year

Teacher
Survey

APR: Objectives

Program Objectives:

Outlined below are the program objectives that your grantee identified when completing their Grantee Profile. *If grantees in your state have not been asked to complete a Grantee Profile, then objectives for this grantee will need to be [added](#) to the table.* In the "Status of Objective" column, please select the option that best describes the status of this objective at the end of the reporting period.

If there were program objectives that were associated with the activities a grantee undertook during the reporting period that are not listed below, please [add that objective](#) to the table.

If there were program objectives that were **not** associated with the reporting period but are listed in the table below, you can remove them from this year's APR by selecting the *Objective Not Associated with the Reporting Period* option from the Status of Objective dropdown menu. Once you save the information and return to the page the Objective in question will appear under the heading *Objectives for which APR data does not need to be submitted.*

Objectives for which APR data should be submitted:

	Objective Classification	Status of Objective
<p>At least 50% of participants who attend at least 70% of sessions of the after school program will demonstrate an annual increase of at least 5 points in math and reading grades.</p>	<ul style="list-style-type: none"> • Improve Student Achievement; • Reach Targeted Participation Levels in Core Educational Services • Offer a Particular Type of Activity or Service; • Foster Community 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>-- Select one --</p> <p>-- Select one --</p> <p>Met the stated objective</p> <p>Did not meet, but progressed toward the stated objective</p> <p>Did not meet and no progress toward the stated objective</p> <p>Unable to measure progress on the stated objective</p> <p>Revised the stated objective</p> <p>Dropped the stated objective entirely</p> <p>Objective Not Associated with the Reporting Period</p> </div>

APR: State Assessment Current Year

Record the number of *regular attendees* who fell within each of the categories identified below.

State Assessment Proficiency Results Overview

	# of regular attendees
1. You have both math AND reading/language arts results for the state proficiency test administered during the 2007-08 school year.	<input type="text"/>
2. You have ONLY math results for the state proficiency test administered during the 2007-08 school year.	<input type="text"/>
3. You have ONLY reading/language arts results for the state proficiency test administered during the 2007-08 school year.	<input type="text"/>
4. You have NEITHER math NOR reading/language arts results for the state proficiency test administered during the 2007-08 school year.	<input type="text"/>
Total	<input type="text"/>



Regular Attendees

b) Attended 30 days or more during the reporting period	<input type="text"/>
---	----------------------

APR: State Assessment Current Year

Math Performance - State Assessment Proficiency Results

Please indicate the number of regular attendees who scored in the following levels on the <i>Mississippi</i> proficiency test administered during the reporting period:	# of regular attendees
<i>Advanced</i>	<input type="text"/>
<i>Proficient</i>	<input type="text"/>
<i>Basic</i>	<input type="text"/>
<i>Minimal</i>	<input type="text"/>
Total (Math)	<input type="text"/>



= sum of the total number of regular attendees for whom you had:
 `both math and reading` scores
 `math only` scores

APR: Certification



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21st CCLC Profile and Performance
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Home/Help

Grantee
Profile

APR

Reports

Export
Data



Tutorials

User Guide

Annual Performance Report (APR) Main Page

[APR Instructions](#)

Demo Grantee 2

Click any of the blue, uncheckmarked buttons below to enter information. Once a section has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information. You can delegate the responsibility of completing the APR Center section to a center by going to the APR Centers section. You can do this by clicking on the **Centers** button.

APR Due Date: / /

Demo Grantee 2

Objectives ✓

Centers ✓

Partners ✓

I want to certify the APR data for my centers.

Illinois Reporting Milestones

- **June 28:** Grantee Profile, APR Operations, APR Staffing, and APR Feeder Schools
- **July 31:** APR Attendance, APR Activities, APR Teacher Surveys
- **August 30:** APR Grades, APR Partners
- **October 31:** APR State Assessments (current year only), APR Objectives

PPICS 101

QUESTIONS?

Or, if you have questions later...

- E-mail: 21stcclc@contact.learningpt.org
- Toll-free phone: 866-356-2711
- Our goal is to respond to Help Desk requests within one or two business days.