LEARNING POINT Associates™

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Using PPICS for Data Collection: Federal Reporting Requirements

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Research Associate

Illinois
May 1, 2014

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Agenda

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

A Quick Note: LPA ⇨ AIR

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?

Illinois Reporting Milestones

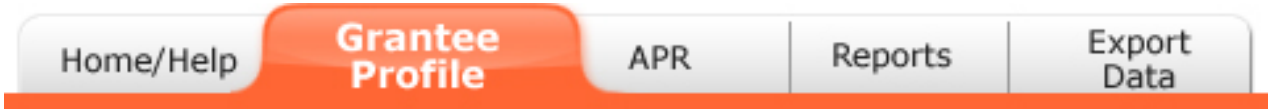
- **June 28**: Grantee Profile, APR Operations, APR Staffing, and APR Feeder Schools
- **July 31**: APR Attendance, APR Activities, APR Teacher Surveys
- **August 30**: APR Grades, APR Partners
- **October 31**: APR State Assessments (current year only), APR Objectives

Milestone 1: June 28

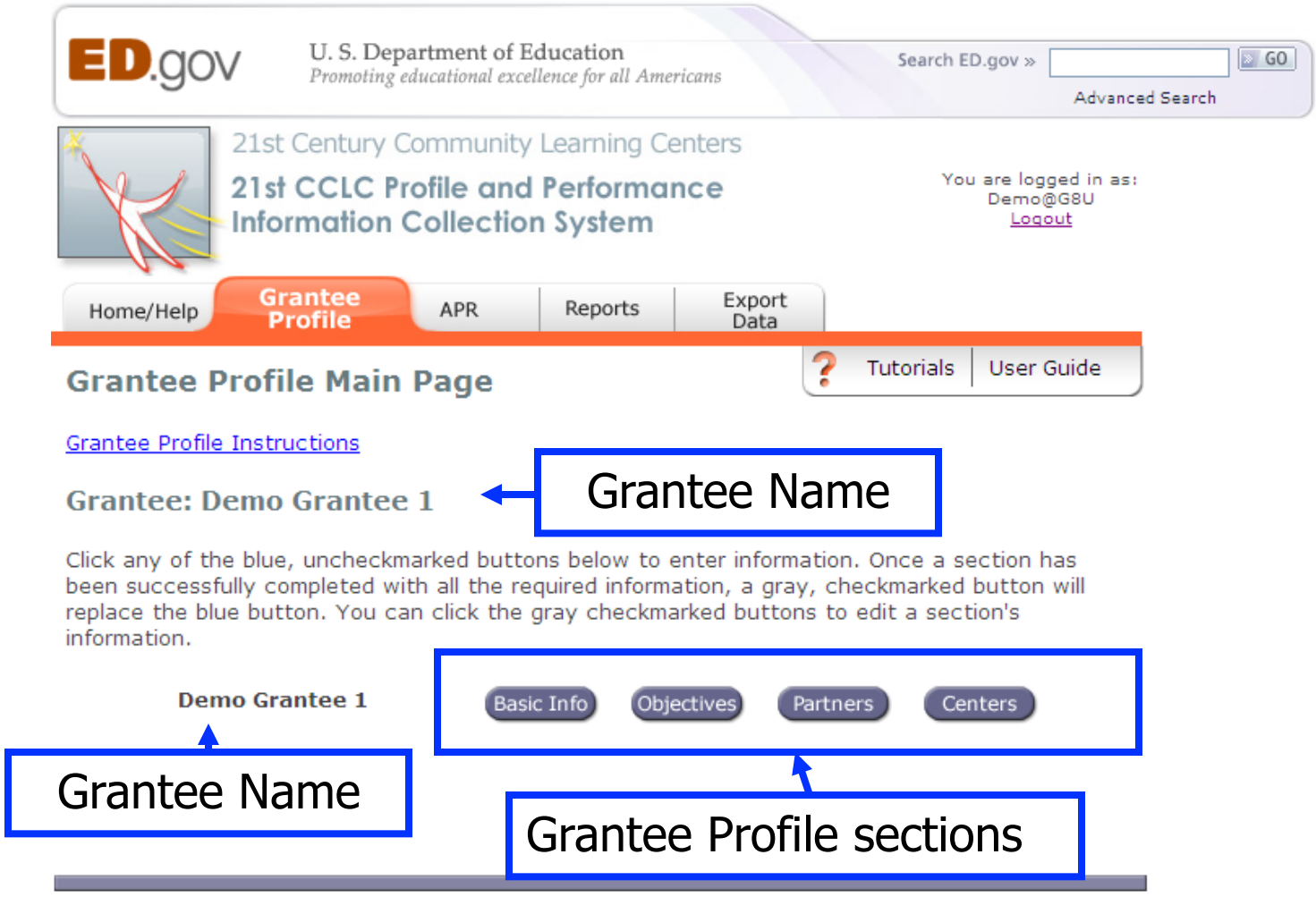
- Grantee Profile
- APR Operations
- APR Staffing
- APR Feeder Schools

PPICS: The Grantee Profile

The Grantee Profile



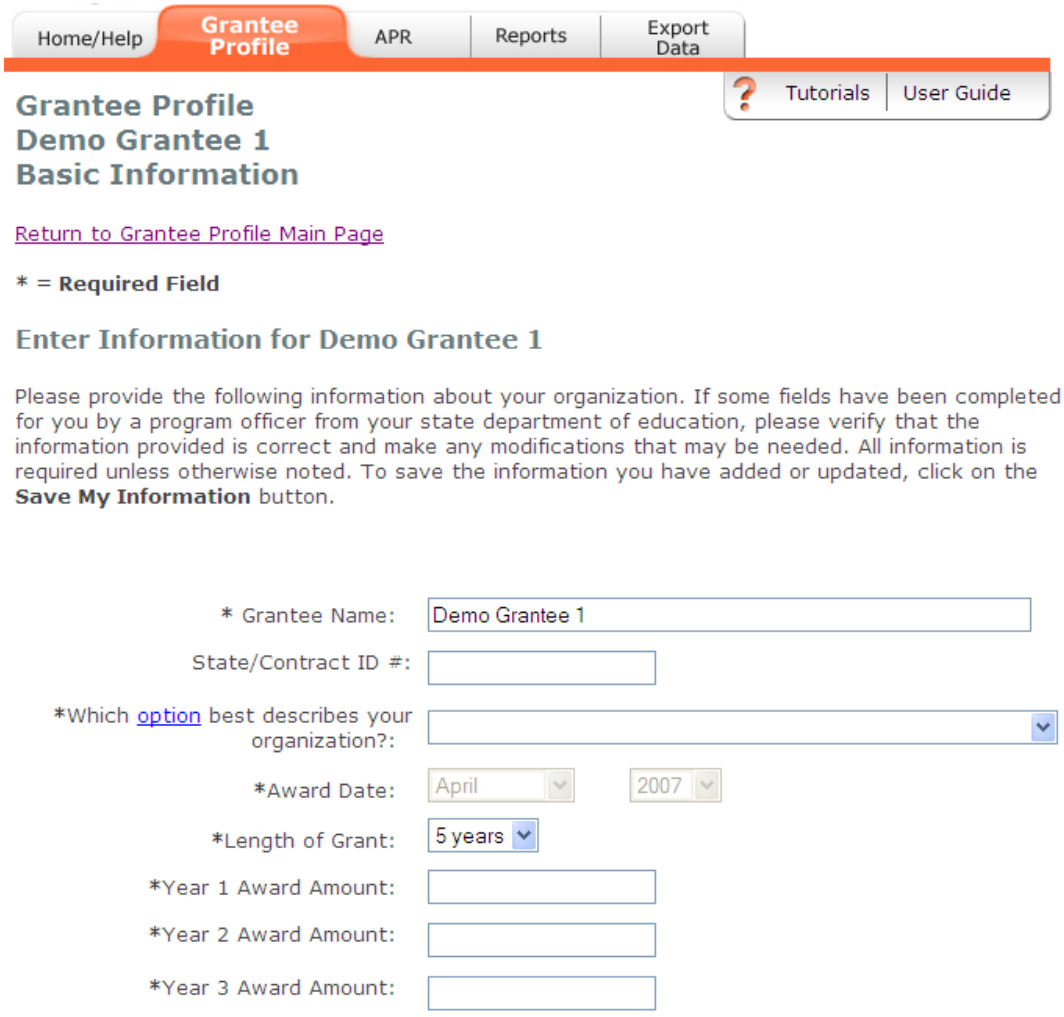
PPICS: The Grantee Profile



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



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

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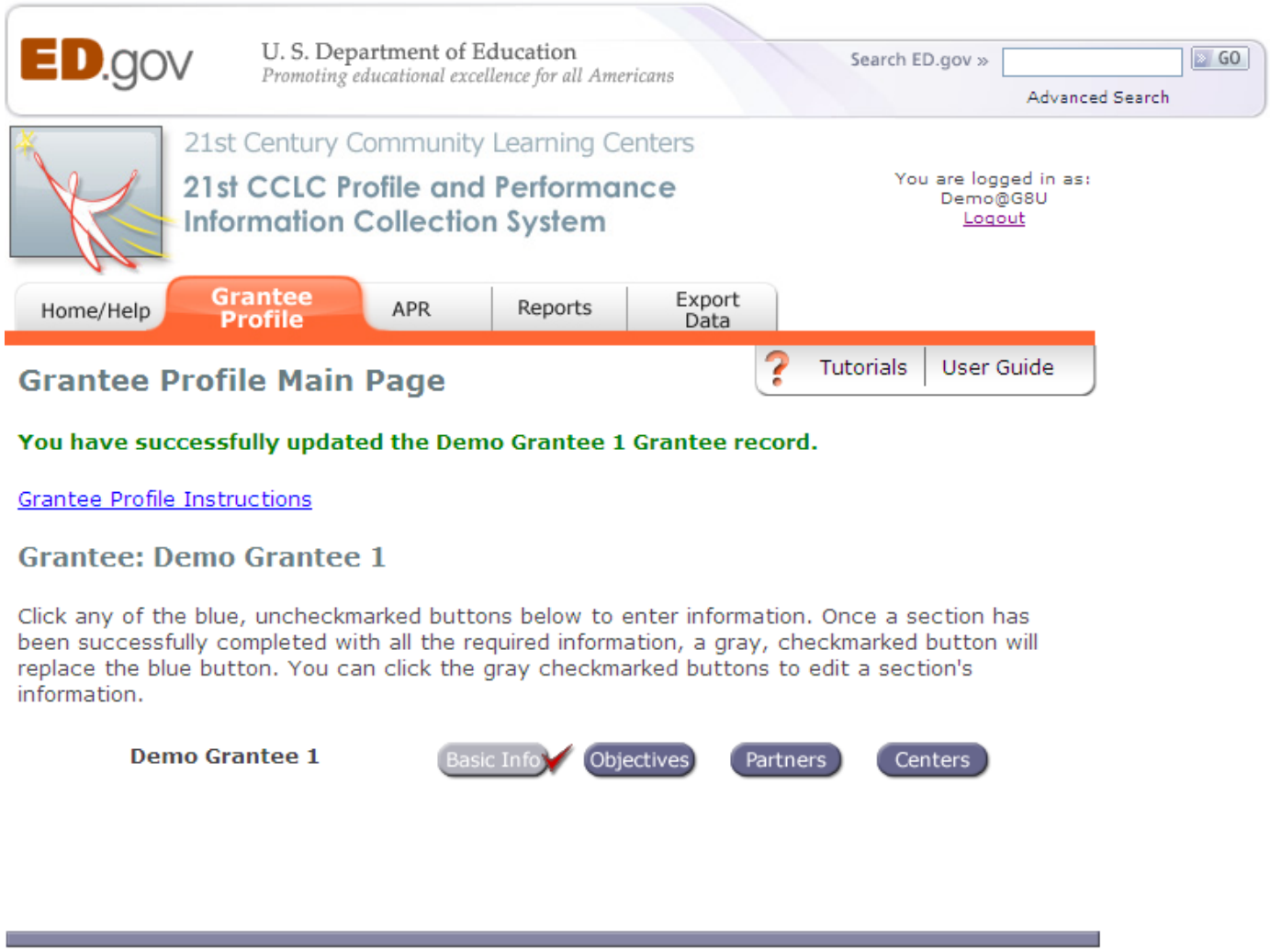
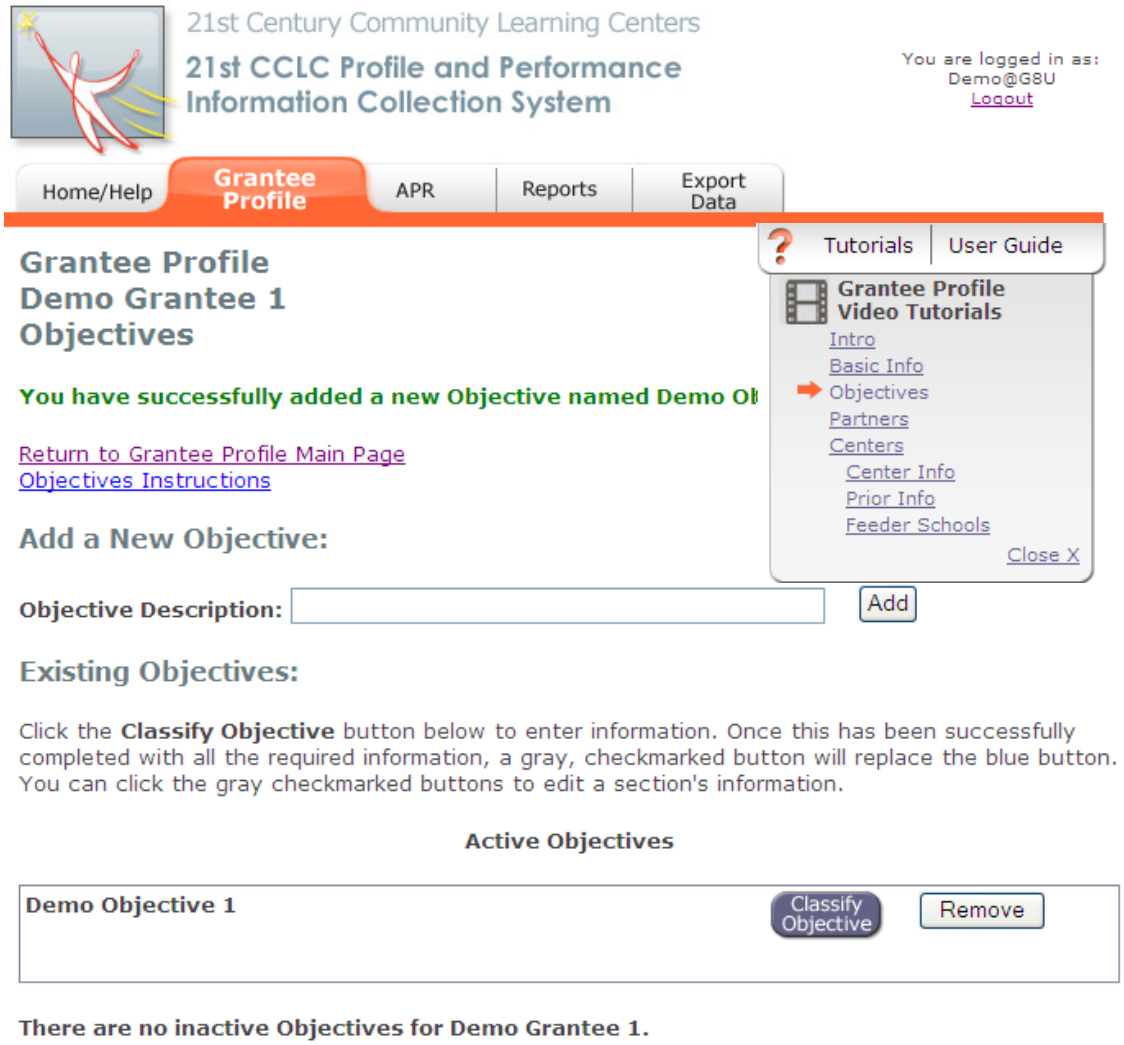
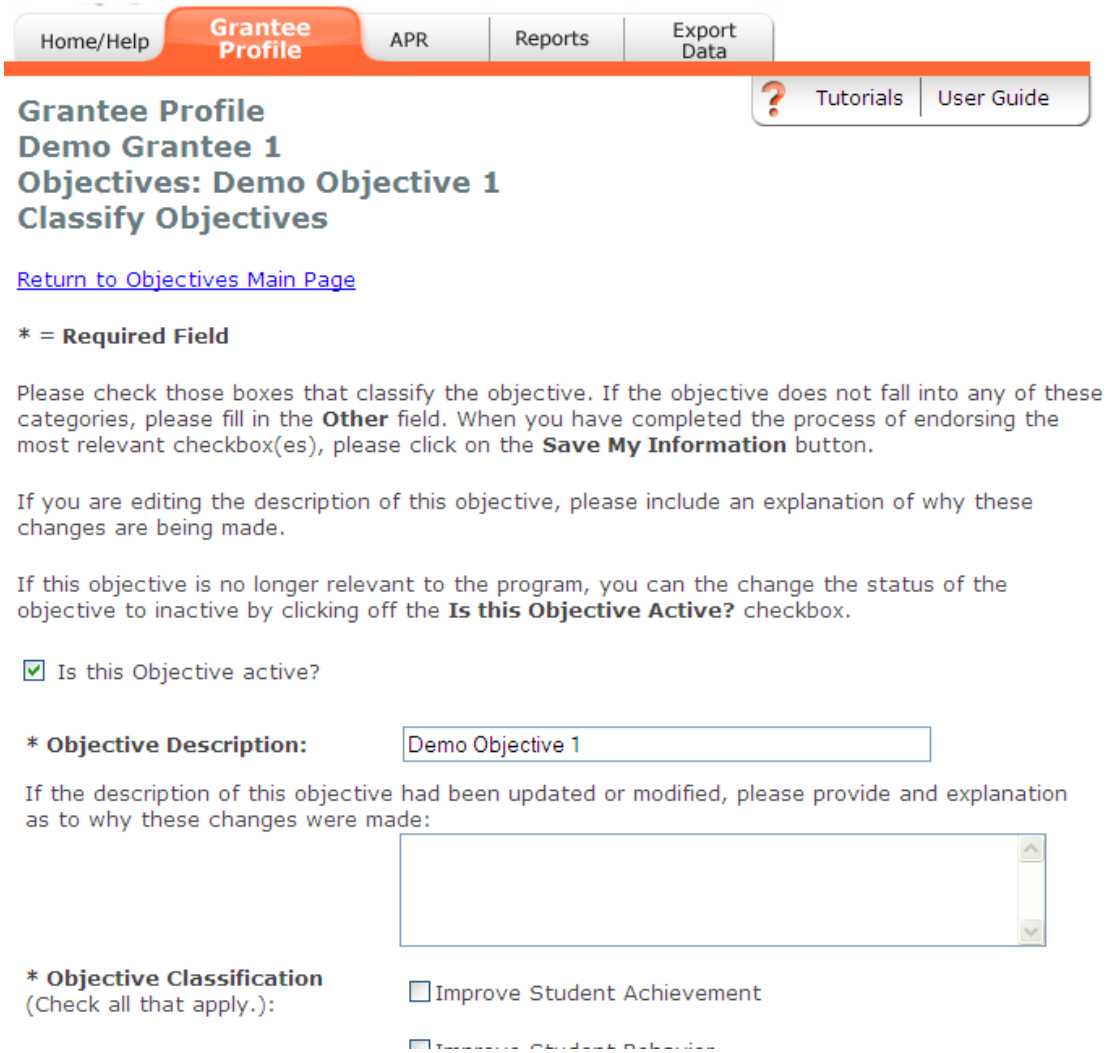
PPICS: The Grantee Profile Basic Info



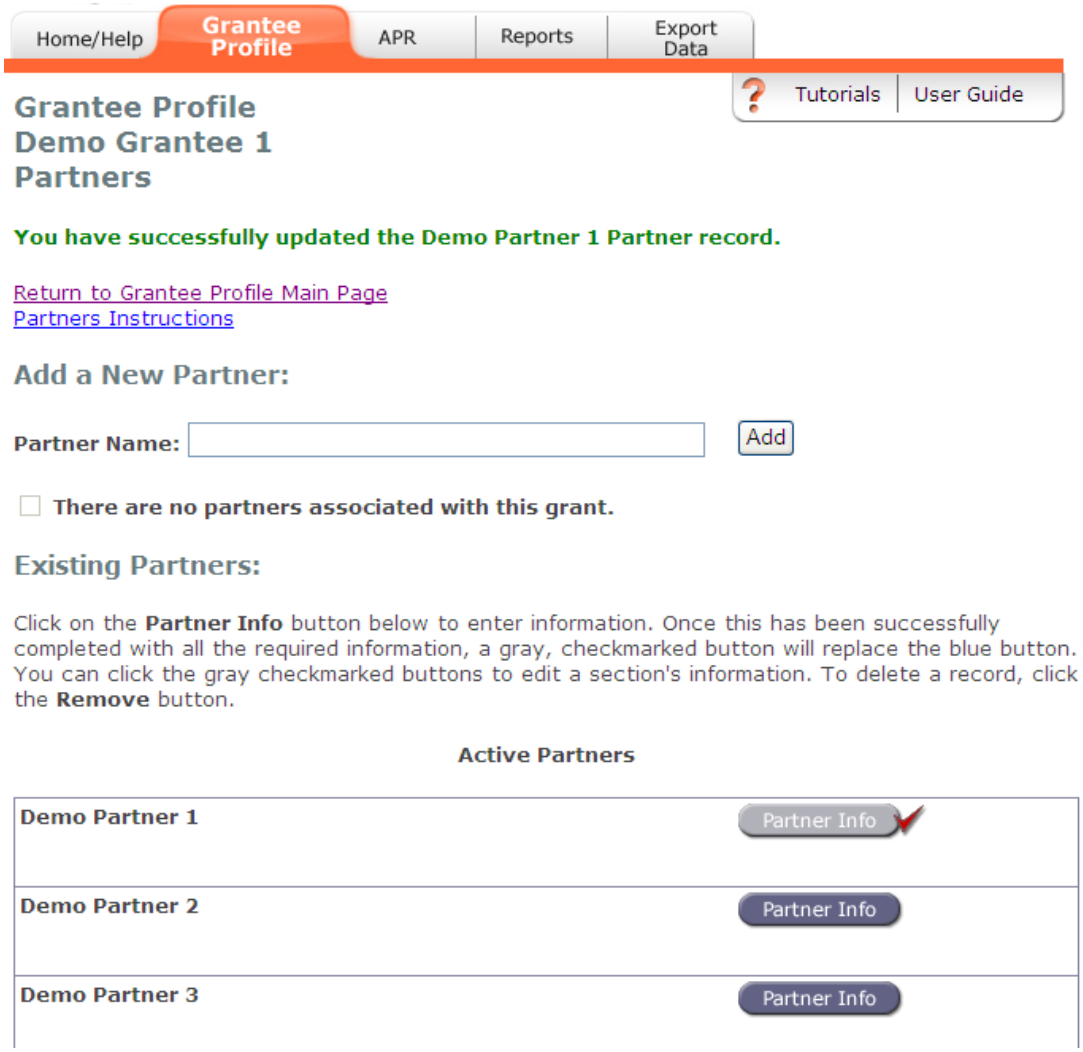
PPICS: The Grantee Profile Objectives



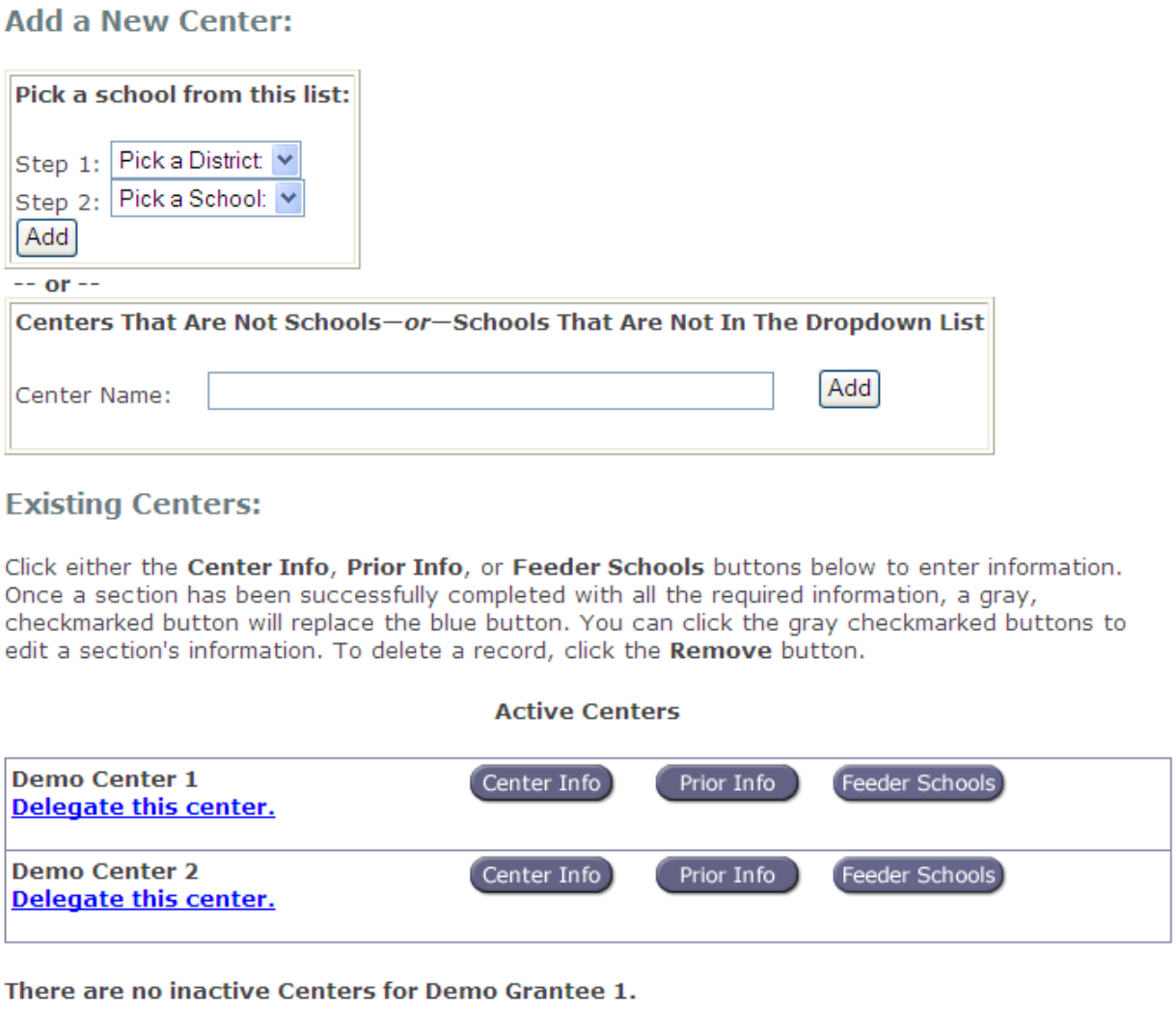
PPICS: The Grantee Profile Objectives



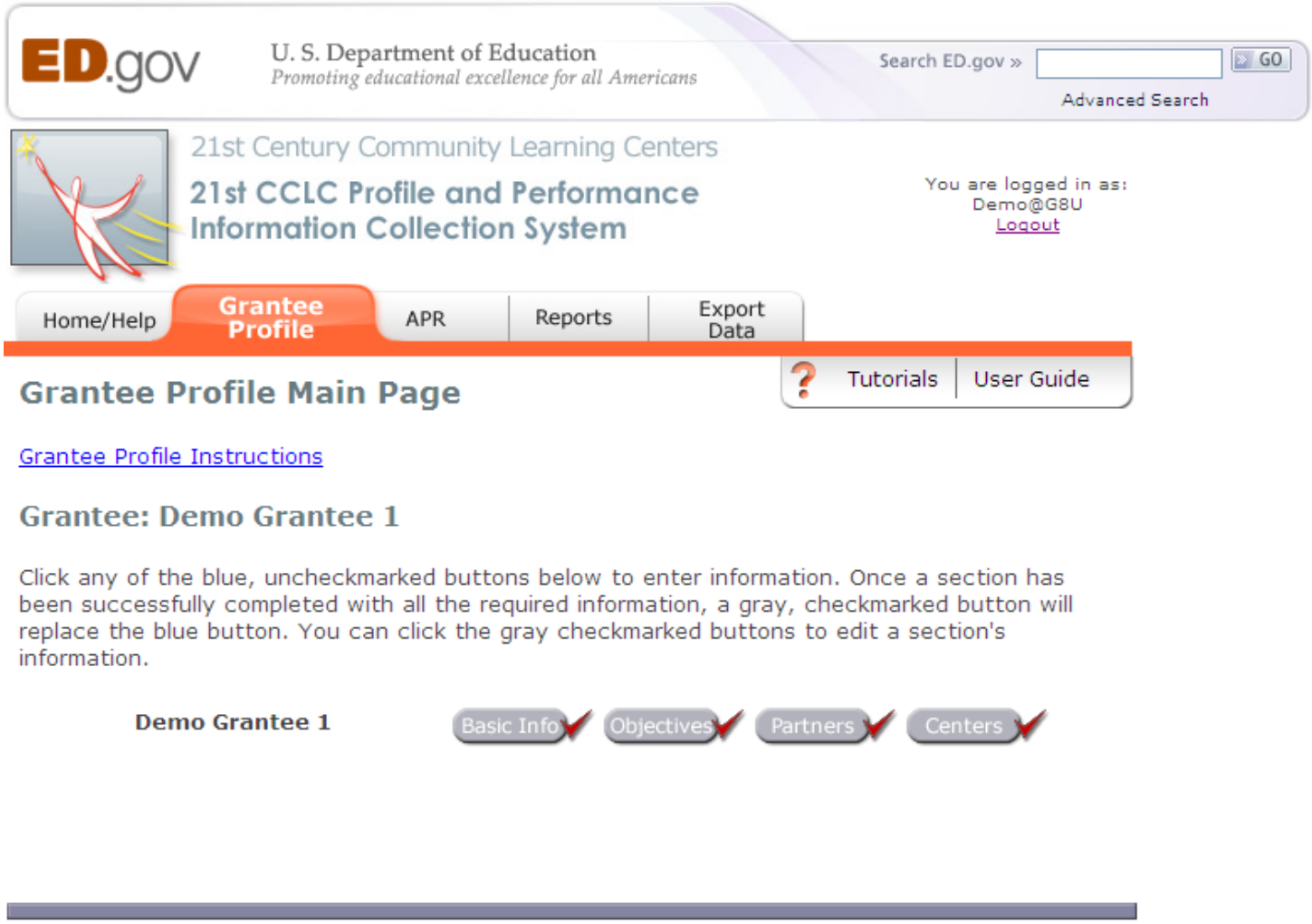
PPICS: The Grantee Profile Partners



PPICS: The Grantee Profile Centers



PPICS: The Grantee Profile

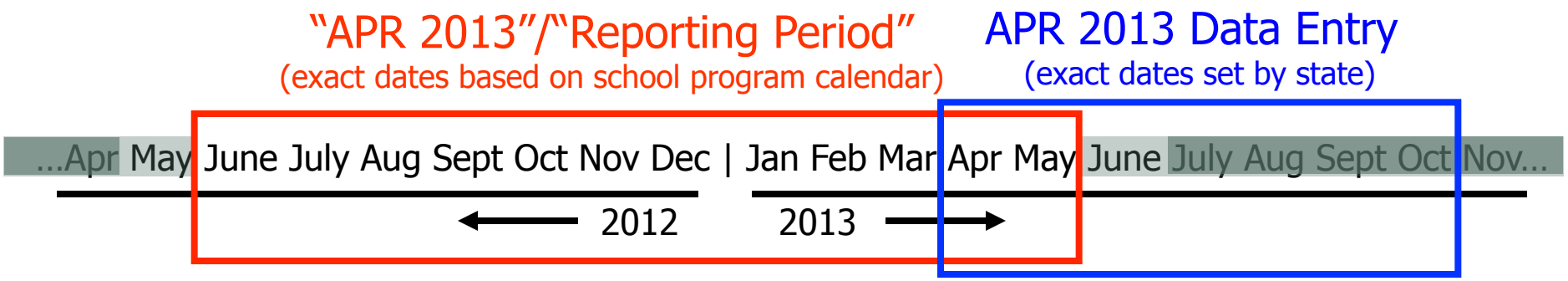


PPICS: The APR

The Annual Progress Report

APR: Overview

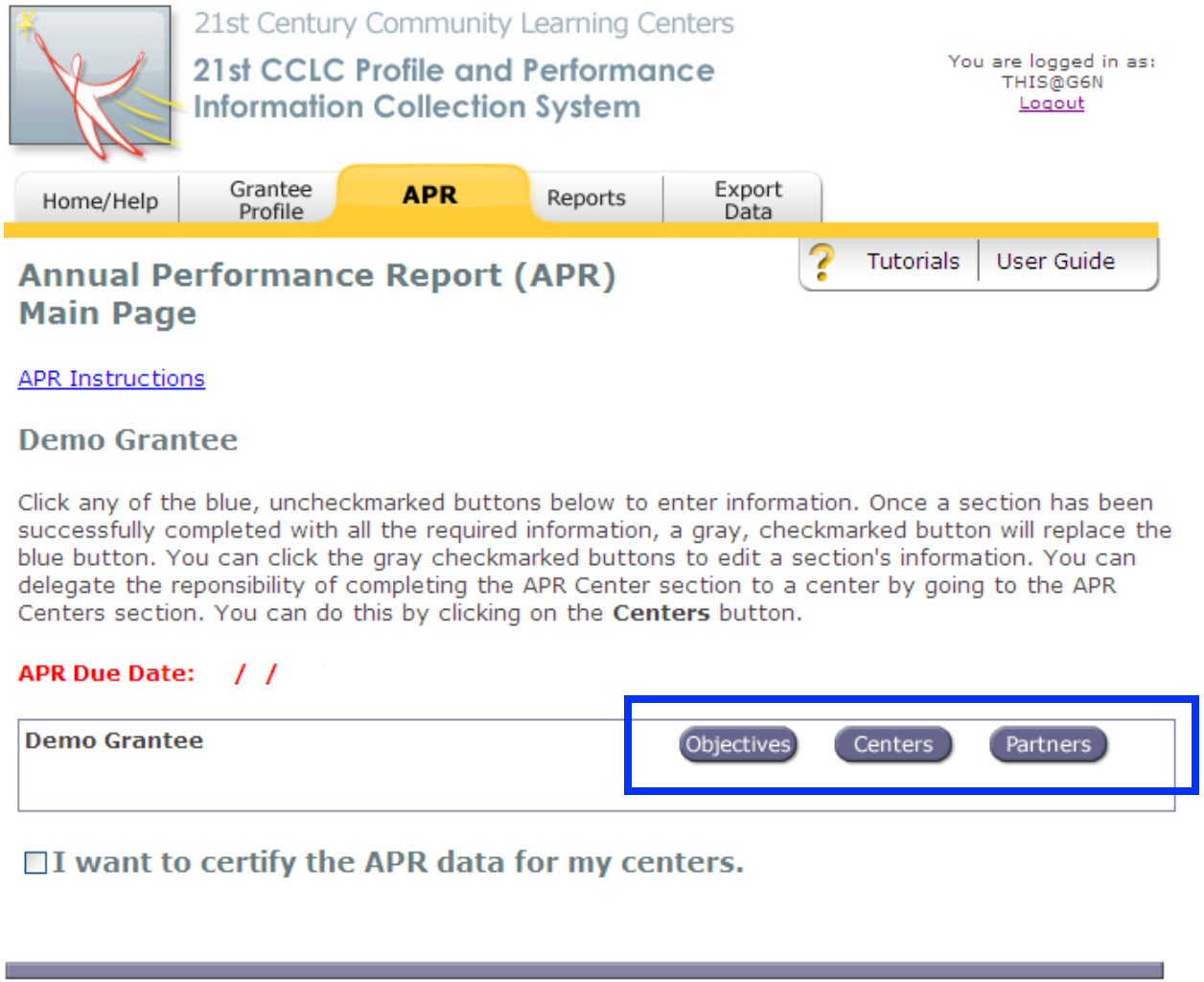
- The APR is an *annual report*—it is a report of what your program did during the past year.
- A single APR covers the preceding year's summer, the preceding year's fall, and this year's spring term.



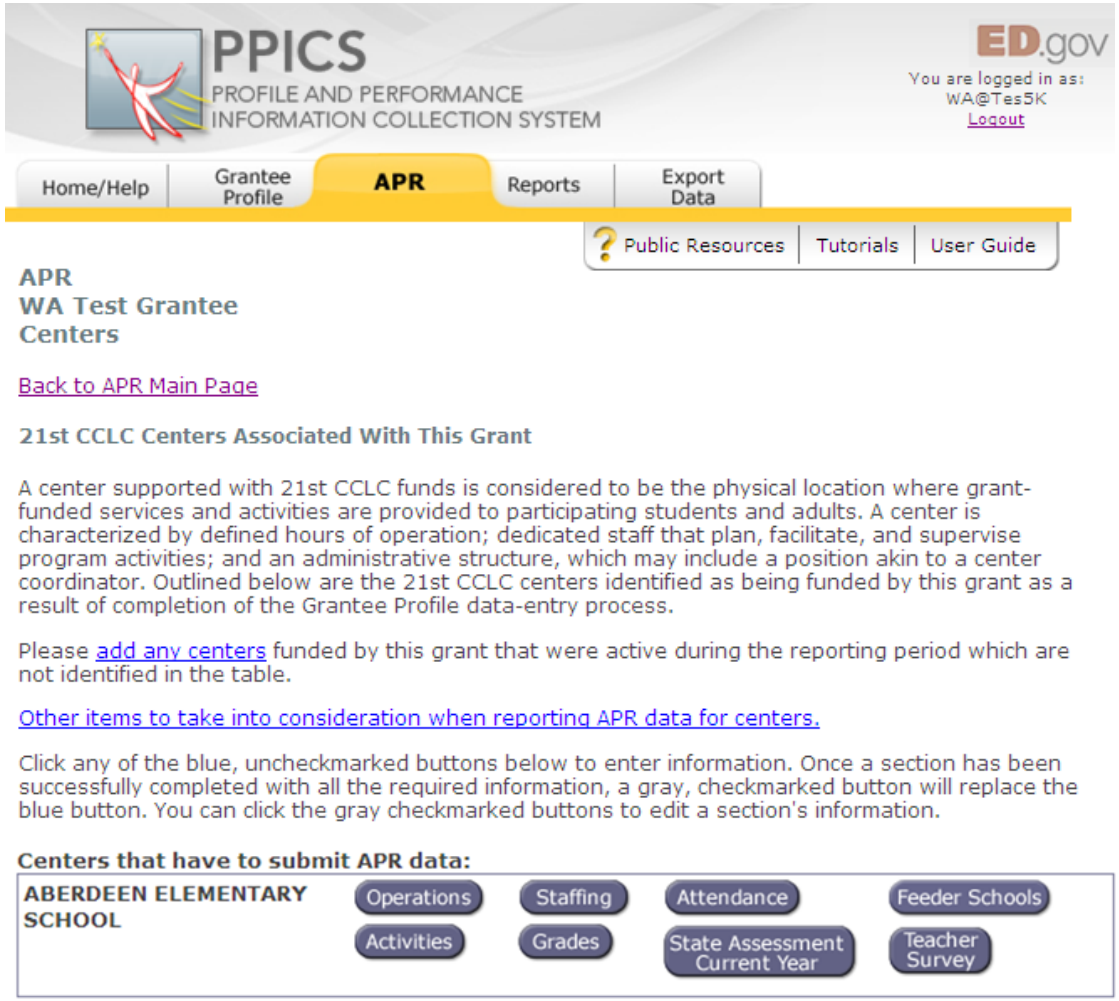
APR: Overview

- 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

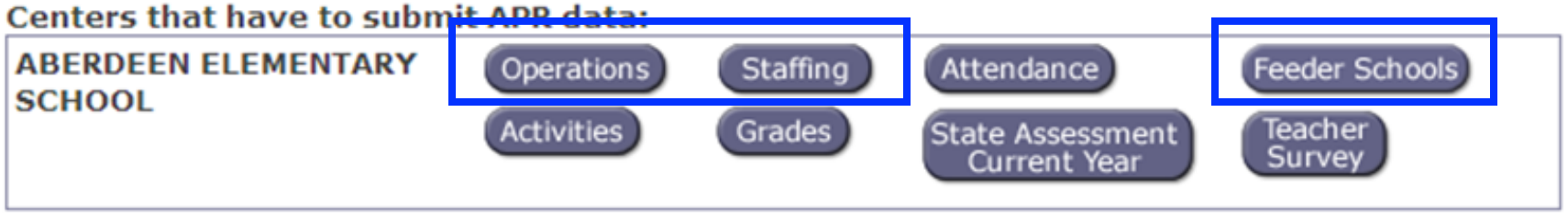
APR: The Three Main Sections



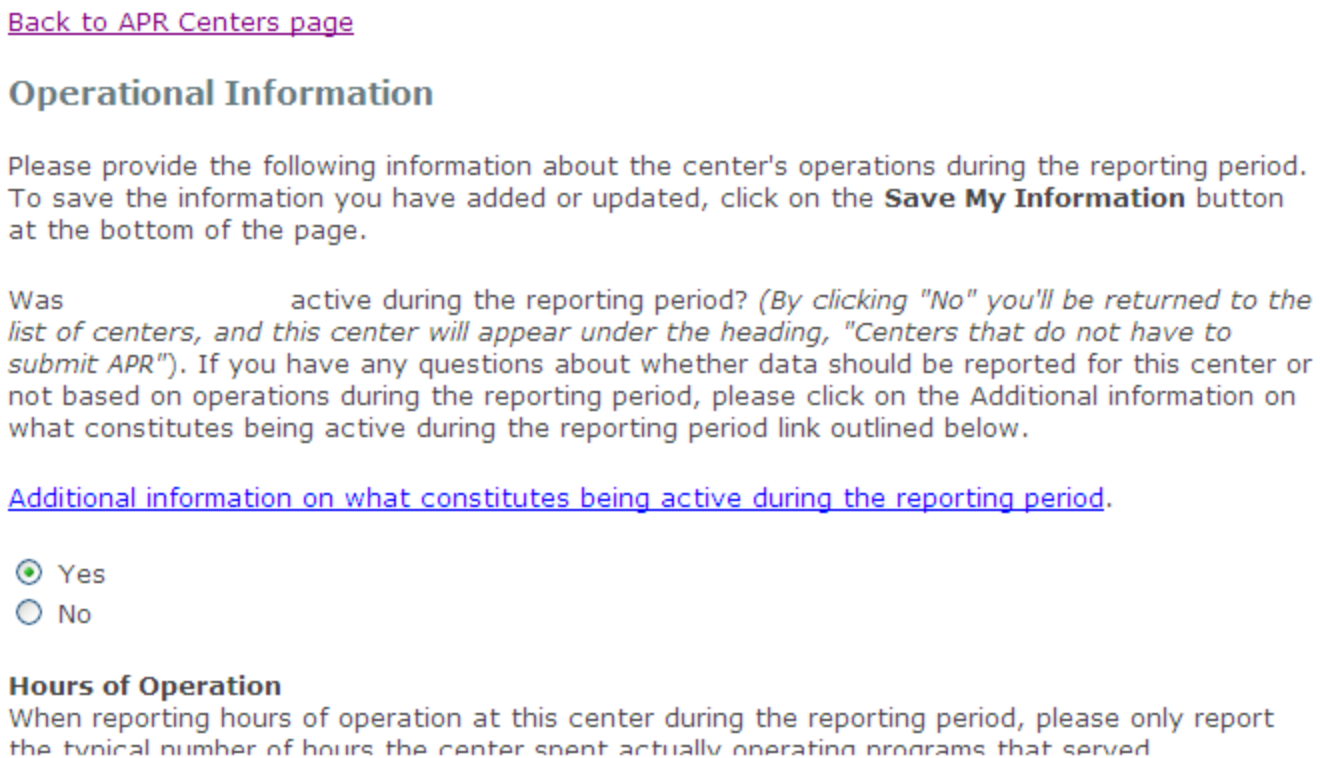
PPICS: The APR Centers



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



APR: Operations

School Year

	Typical Hours Per Week
Weekday before school	
Weekday during school hours*	
Weekday after school	
Weekend	
Total	0

Summer

	Typical Hours Per Week
Weekday	
Weekday Evenings	
Weekend	
Total	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.

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

APR: Staffing

Other community members (e.g., business mentors, senior citizens, clergy)				
Other nonschool-day staff with some or no college				
Other:				
Totals:				

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

Save My Information

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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
	○	○	○	○	○	○	○	○	○	○	○	○

Add Comments

Save My Information

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

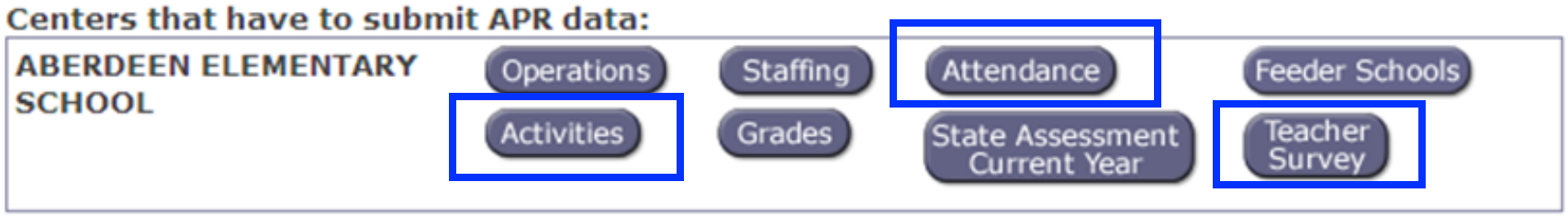
If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled Comments for Learning Point Associates.

Comments for Learning Point Associates

Milestone 2: July 31

- APR Attendance
- APR Activities
- APR Teacher Surveys

APR: Centers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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		
School Year Only		
Summer Only		
Total Individual Participants Served		

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	
b) Attended 30 days or more during the reporting period	
Total:	

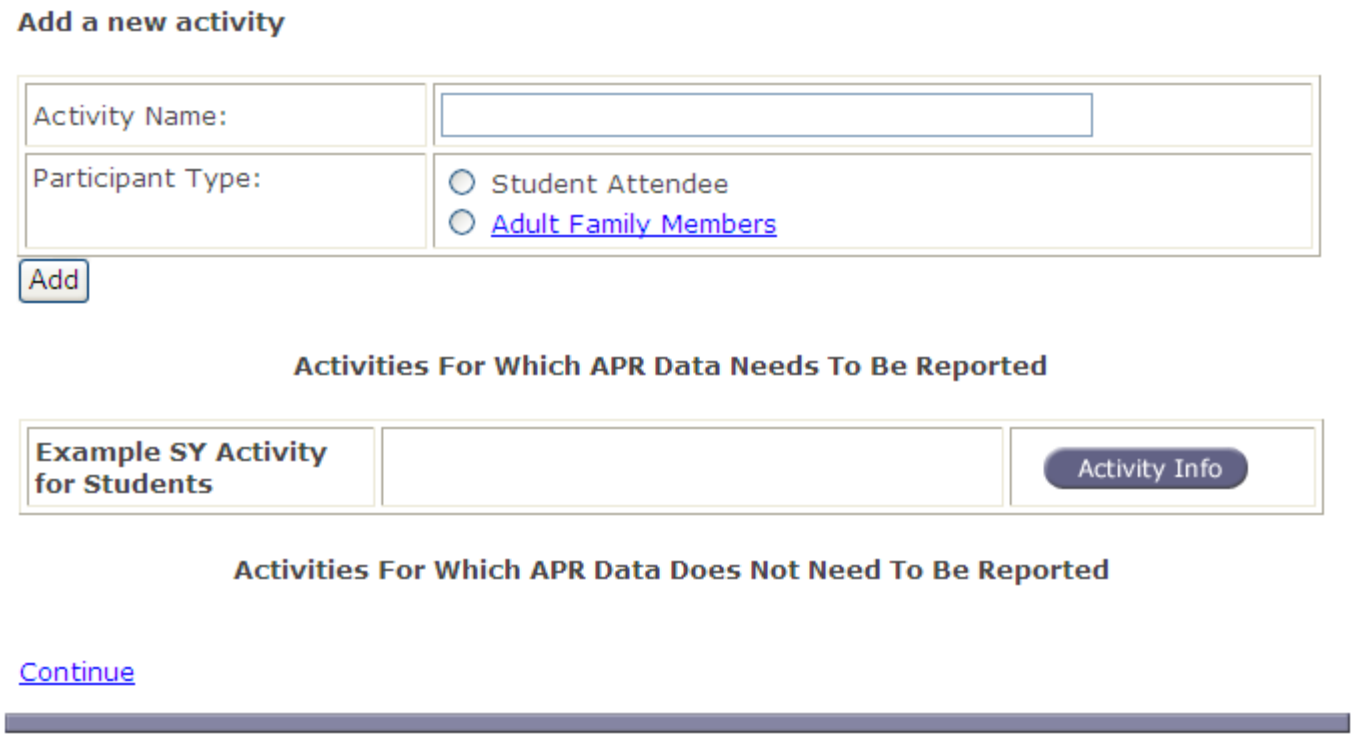
APR: Attendance

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

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



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: Example SY Activity for

*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

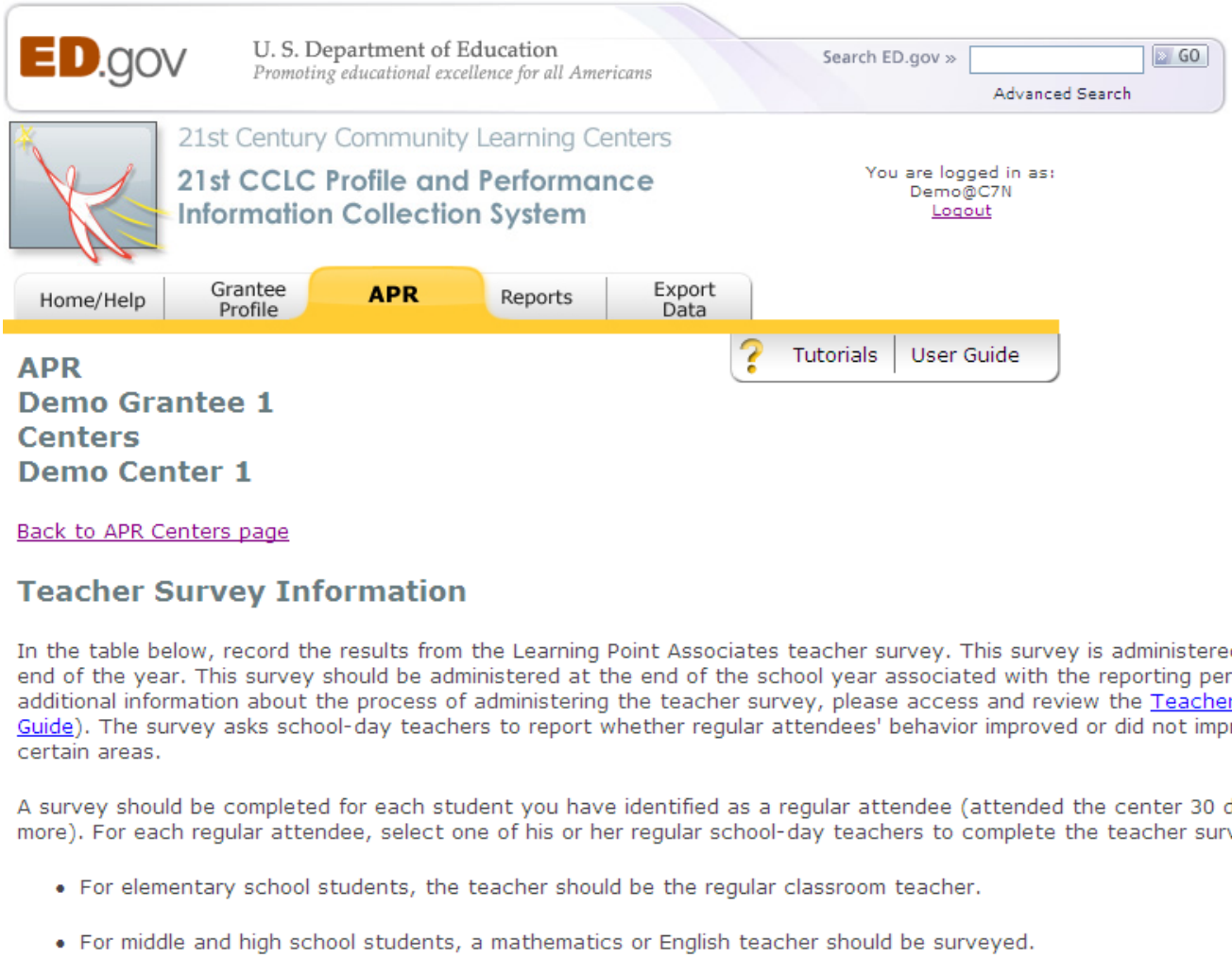
If you have any comments you would like to make about the interpretability of the instructions on this page or about the feasibility of obtaining or reporting the data requested in this section, please click on the following link entitled Comments for Learning Point Associates.

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



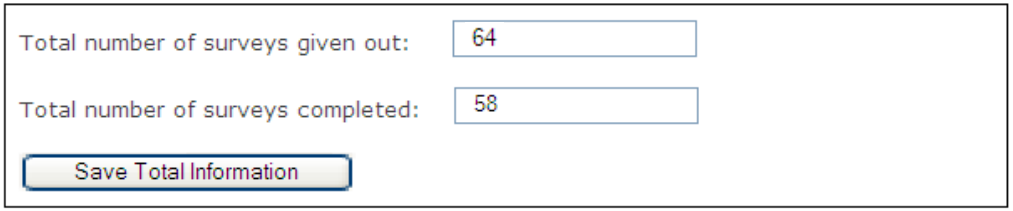
APR: Teacher Survey

- 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.

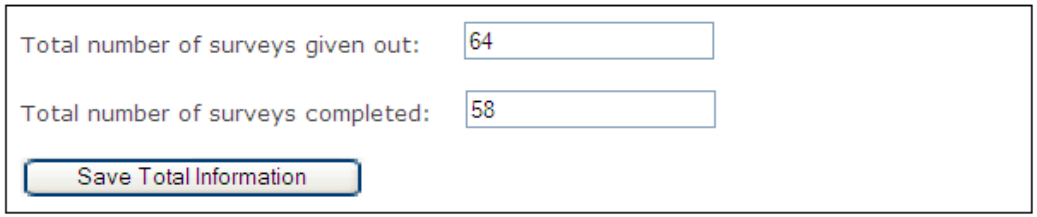


Your state has also requested that you report teacher survey results separately for the following sub-groups of regular attendees:

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.

APR: Teacher Survey



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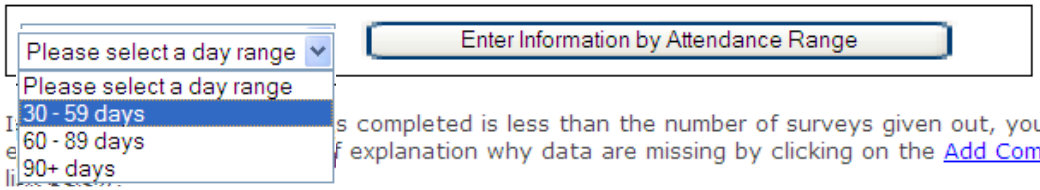


s completed is less than the number of surveys given out, you are
f explanation why data are missing by clicking on the Add Comments

Add Comments

APR: Teacher Survey

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								
Changed behavior in terms of completing homework to your satisfaction								
Changed behavior in terms of participating in class								
Changed behavior in terms of volunteering (e.g. for extra								

APR: Teacher Survey

behavior in terms of behaving in class								
Changed behavior in terms of academic performance								
Changed behavior in terms of coming to school motivated to learn								
Changed behavior in terms of getting along well with other students								

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

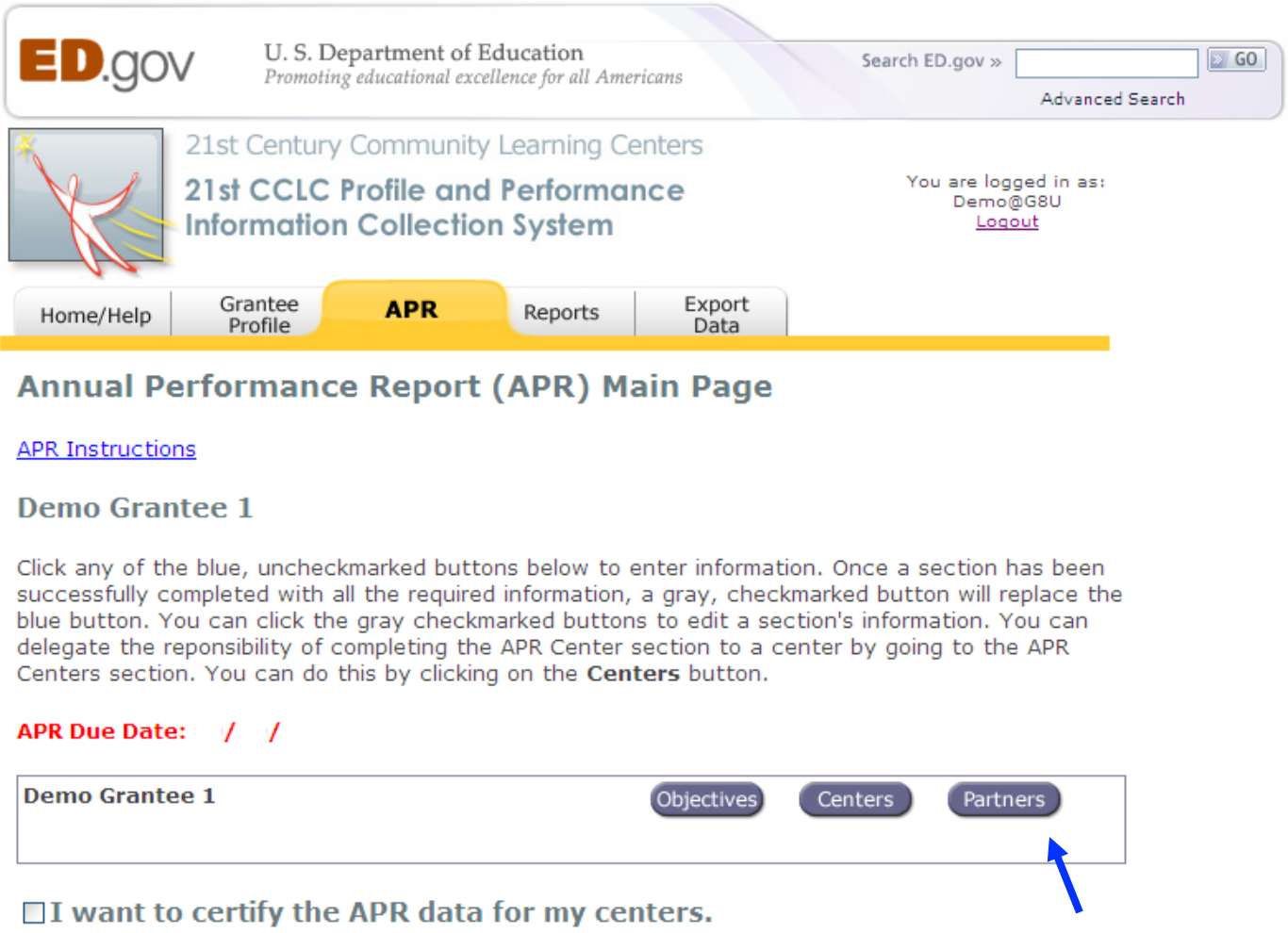
- Only report teacher survey data for regular attendees
- One and only one survey for each regular attendee
- Avoid asking teachers staffing the program to complete teacher surveys (potential conflict of interest)
- For secondary students, mathematics or reading/language arts teacher should be surveyed

Milestone 3: August 30

- APR Partners
- APR Grades

Milestone 3: August 30

APR: Partners



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.*

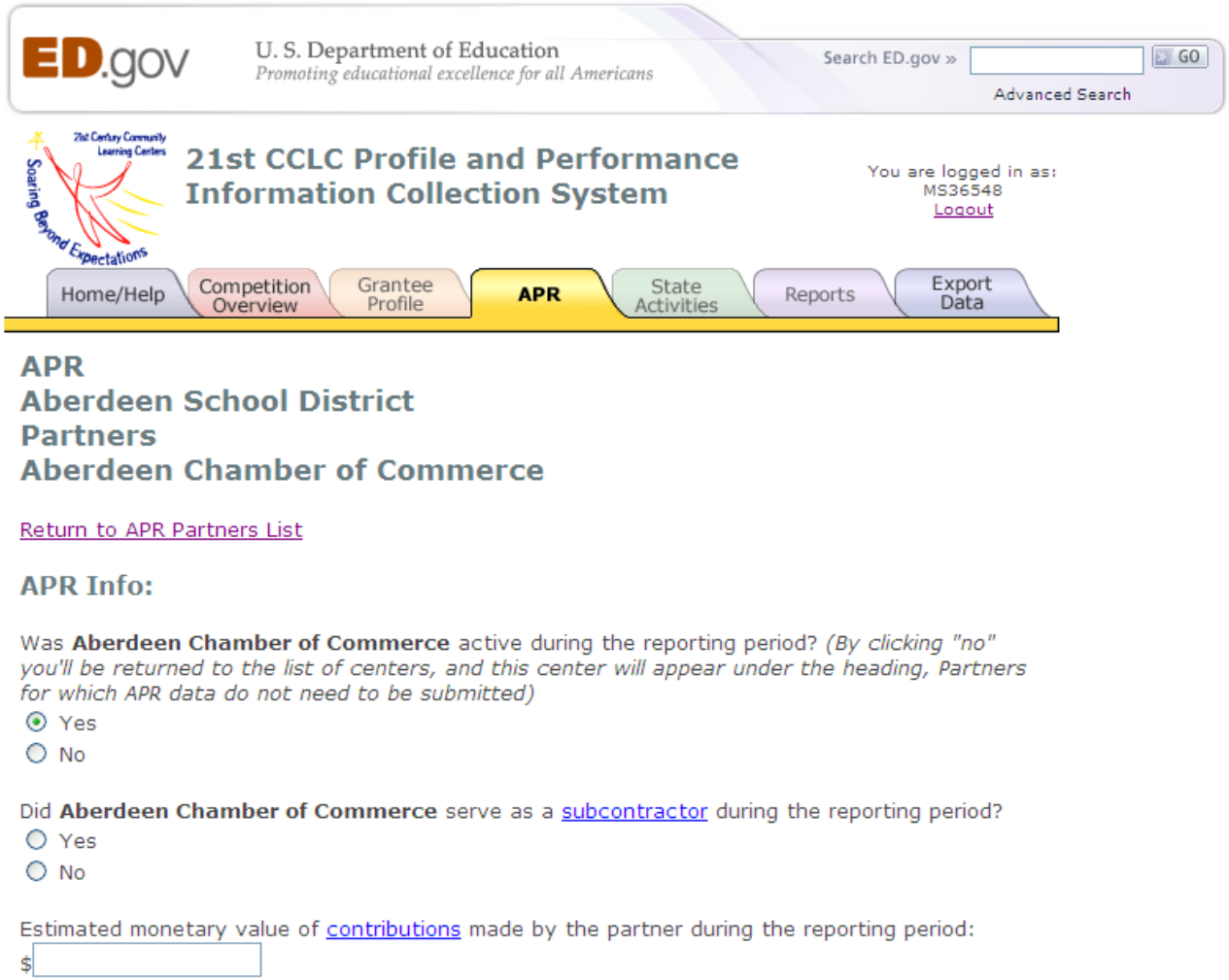
Click on the **APR Info** button below to enter information. Once this has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked buttons to edit a section's information.

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



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:

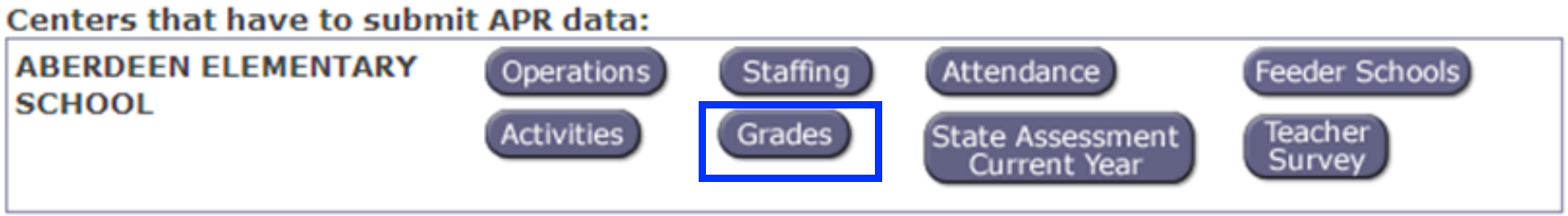
Add Comments

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: Grades



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.	
2. You have ONLY math grades for fall 2007 and spring 2008.	
3. You have ONLY reading scores grades for fall 2007 and spring 2008.	
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.	
Total	

=

Regular Attendees

b) Attended 30 days or more during the reporting period	

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.			
Decreased their math grade by half a grade or more.			
Neither increased nor decreased their math grade.			
# of the above (i.e., neither increased nor decreased) that could not improve given that they had obtained the highest grade possible.*			
Total (Math)			

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

= sum of the total number of regular attendees for whom you had:

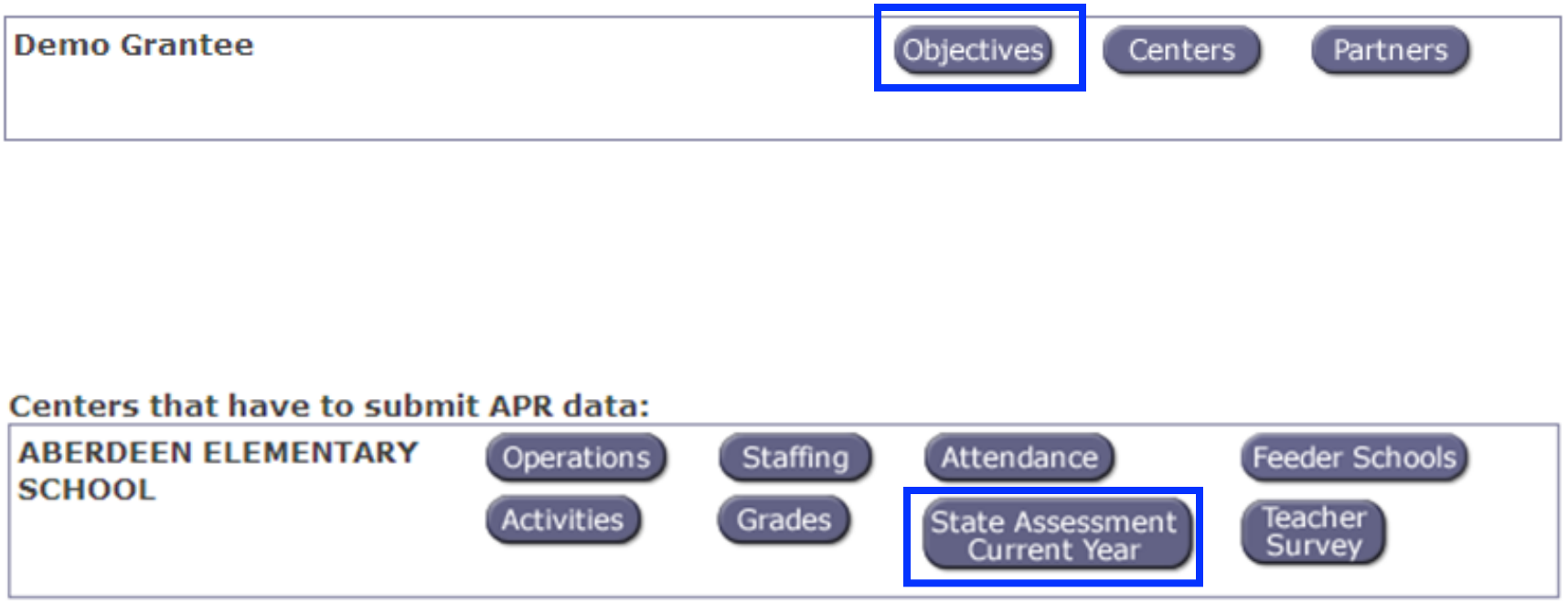
'both math and reading' scores

'math only' scores

Milestone 4: October 31

- APR Objectives
- APR State Assessment Results
- Everything else

Milestone 3: October 31



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
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.	• Improve Student Achievement; • Reach Targeted Participation Levels in Core Educational Services • Offer a Particular Type of Activity or Service; • Foster Community	-- Select one -- -- Select one -- Met the stated objective Did not meet, but progressed toward the stated objective Did not meet and no progress toward the stated objective Unable to measure progress on the stated objective Revised the stated objective Dropped the stated objective entirely Objective Not Associated with the Reporting Period

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.	
2. You have ONLY math results for the state proficiency test administered during the 2007–08 school year.	
3. You have ONLY reading/language arts results for the state proficiency test administered during the 2007–08 school year.	
4. You have NEITHER math NOR reading/language arts results for the state proficiency test administered during the 2007–08 school year.	
Total	

=

Regular Attendees

b) Attended 30 days or more during the reporting period	

APR: State Assessment Current Year

Math Performance - State Assessment Proficiency Results

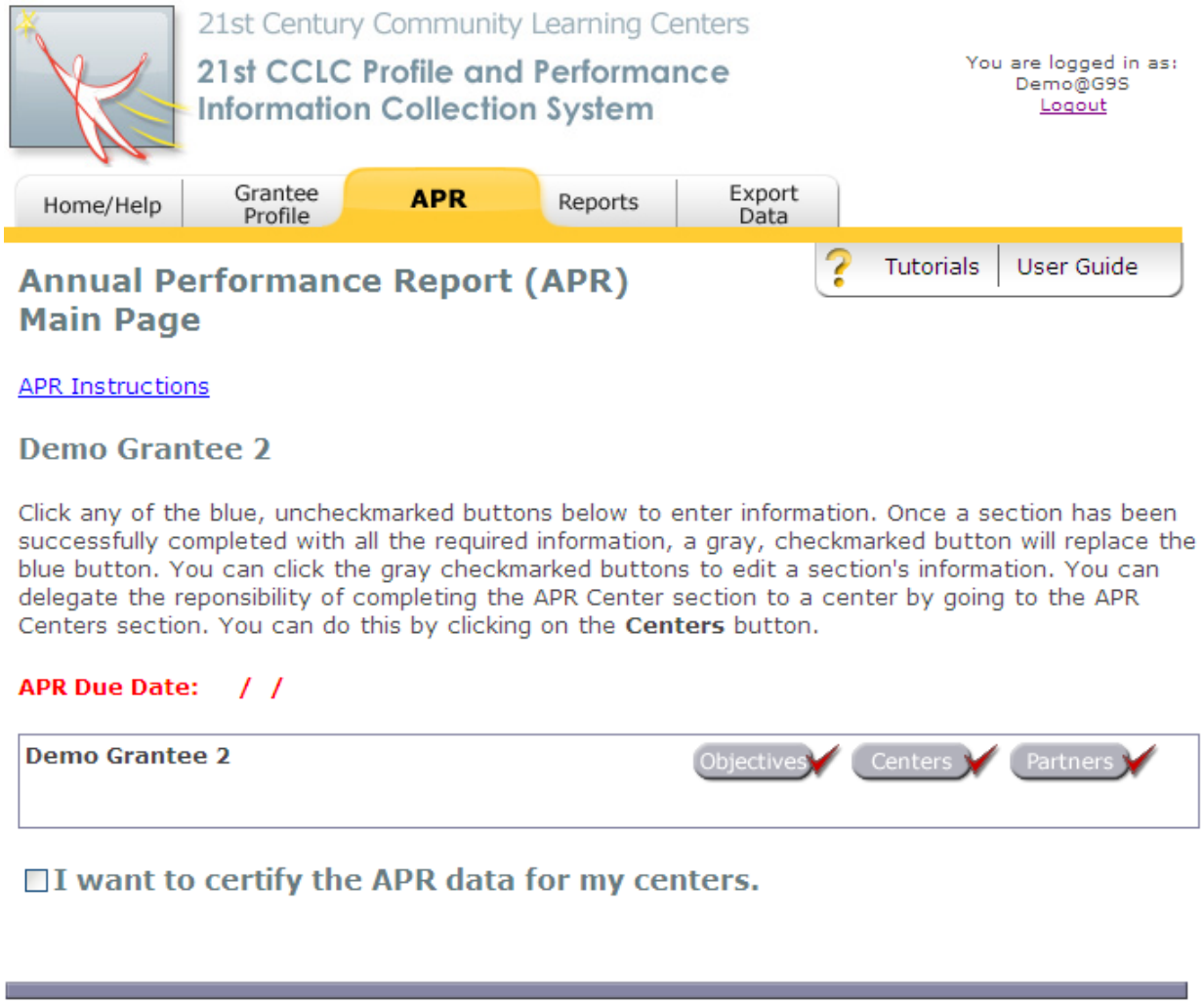
Please indicate the number of regular attendees who scored in the following levels on the *Mississippi* proficiency test administered during the reporting period:	# of regular attendees
Advanced	
Proficient	
Basic	
Minimal	
Total (Math)	

= **sum of the total number of regular attendees for whom you had:**

'both math and reading' scores

'math only' scores

APR: Certification



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.