

An Overview of the Tactile Site

<https://21apr.ed.gov/>



New York

21st Century Community Learning Centers

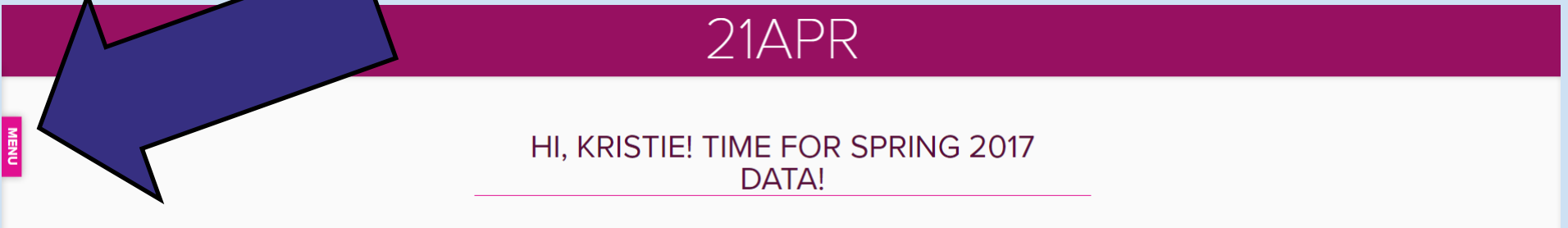
SOARING BEYOND EXPECTATIONS

Over the course of the following pages, you will view screenshots of every page of the data entry fields on Tactile’s site for 21st CCLC APR reporting. In many instances you will be shown a screenshot of the page prior to marking any boxes and entering data, subsequent pages will reveal the options available for each entry field or drop-down menu.

The instructions that accompany the screenshots are from Tactile’s FAQ page which you can access here: <https://21apr.ed.gov/support> under the title “Data Guide”.

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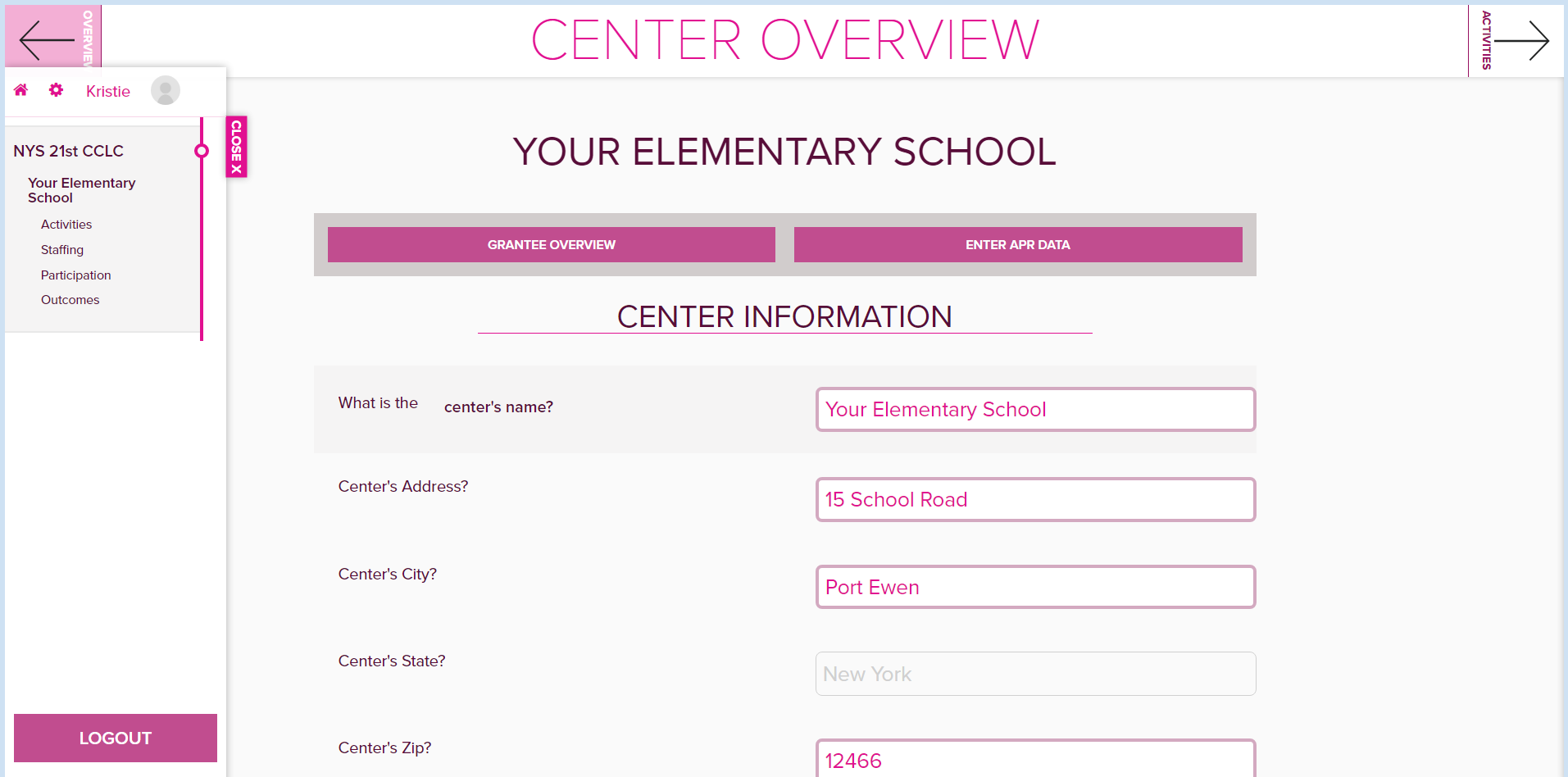
To navigate within the Tactile site, click on the "MENU" button on the upper left-hand side.



21APR

HI, KRISTIE! TIME FOR SPRING 2017 DATA!

A side menu will open that will allow you to move to any section you need to visit.



← OVERVIEW

ACTIVITIES →

Kristie

NYS 21st CCLC

Your Elementary School

- Activities
- Staffing
- Participation
- Outcomes

LOGOUT

CLOSE X

CENTER OVERVIEW

YOUR ELEMENTARY SCHOOL

GRANTEE OVERVIEW ENTER APR DATA

CENTER INFORMATION

What is the center's name?

Center's Address?

Center's City?

Center's State?

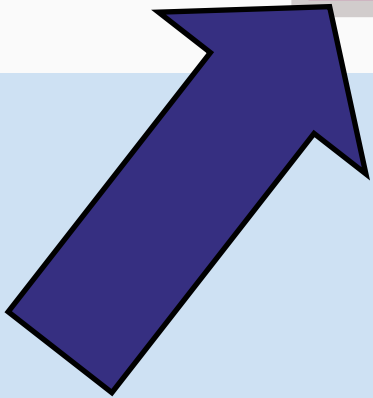
Center's Zip?

Part 1: Center

MENU

Enter your Activities data below for the current reporting term

CENTER ACTIVITIES STAFFING PARTICIPATION OUTCOMES



CENTER OVERVIEW



YOUR ELEMENTARY SCHOOL

GRANTEE OVERVIEW

ENTER APR DATA

CENTER INFORMATION

Center information: A center is the location where the majority of the **programming** for the 21st CCLC after school activities occur. A grantee can have one or multiple centers in their profile.

What is the center's name?

Your Elementary School

Center's Address?

15 School Road

Center's City?

Port Ewen

Center's State?

New York

Center's Zip?

12466

CENTER CONTACT INFORMATION

This is the name, email address, and telephone number (MUST be 10 digits) of the program coordinator at the center for the 21st CCLC program.

Contact's Name?

Kristie Wikane

Contact's Email?

kwikane@ulsterboces.org

Contact's Phone?

845-255-8989

Public Schools: choose this option if the center is located in a public school. This includes tribal schools.
Charter School: choose this option if the center is located in a recognized charter school.
College/University: choose this option if the center is located in an accredited institution of post-secondary education.
Community Based: choose this option if the center is located in a community based organization not part of the school district or a part of a religious organization.
Faith Based: choose this option if the center location is affiliated with an organized religion.
Other: choose this option only if all of the other options are not appropriate.

CENTER TYPE

PUBLIC SCHOOL

CHARTER SCHOOL


COLLEGE / UNIVERSITY

COMMUNITY BASED

FAITH BASED

OTHER

EXPANDED LEARNING TIME

Expanded Learning Time (ELT)? 

No

Choose "Yes" if expanded learning time activities were offered at the center. **Verify this status with the SEA before choosing "Yes"**. ELT is the time that a local educational agency or school "extends its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements". The status is dependent on funding and policy decisions set by both the state and federal governments.

FEEDER SCHOOLS


Feeder Schools? 

No

Choose "Yes" if the after school program participants are enrolled in a school other than the center location. This is required if the center is a CBO but may be applicable in other situations. Feeder schools are the school or schools in which the participants of the program are regularly enrolled.

If "Yes", enter the name of the school in which the students are regularly enrolled. If there are students from multiple schools, enter the schools one at a time.

PARTNERS

Partners? 

No

Choose "Yes" if there are entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If there are multiple partners, enter each partner one at a time.

If "Yes", enter the name of the partner entity that provides in-kind or cash contributions to support the program. If there are multiple partners, enter them one at a time.

CONTINUE TO REVIEW

Part 2: Activities

MENU

Enter your Activities data below for the current reporting term

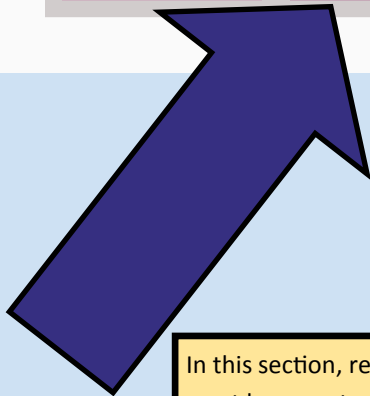
CENTER

ACTIVITIES

STAFFING

PARTICIPATION

OUTCOMES



In this section, report on the activities delivered at each Center. Each activity must be reported as one of the 12 activity categories provided by the US Department of Education's non-regulatory guidance. Select the category that best fits the primary goal of the programming. Even though many programs may serve more than one goal, choose the primary goal of the activity and report all information for this activity through its primary goal. For example, if an activity is a literacy activity and at the same time is an art activity, report it as a literacy activity. If an activity does not clearly fit into one of the 12 types, select the activity that most closely fits. **Your SEA may provide State specific guidance on assigning activities to a particular category.**

For each of the activities, you will need to identify the frequency with which the type of activity is carried out, how long the activity is facilitated each time, and how many participants are included in each activity. You can see all of the options that are offered in the drop-down menus for frequency, dosage, and audience on **page 11**.

For this section, once you mark the box of the activity type for this section, a drop-down menu will appear that will allow you to select the frequency with which that activity type is offered. Once you have made a selection, another drop-down menu will appear that will allow you to select the dosage of the activity. After that selection, you will identify the audience of that activity type.

Examples of these drop-down menus can be viewed on page 11 of this document.

Enter your Activities data below for the current reporting term

CENTER **ACTIVITIES** STAFFING PARTICIPATION OUTCOMES

YOUR ELEMENTARY SCHOOL

SPRING 2017

ACADEMICS

- How many times per term is STEM [?] Activity that contributes to the development of science, technology, engineering, or mathematical skills.
- How many times per term is Literacy Activity that contributes to the development and enjoyment of reading and writing skills.
- How many times per term is Tutoring Activity that provides direct support for the core academic subjects.
- How many times per term is Homework Help Activity that provides direct support in the completion of homework assigned during the school day.
- How many times per term is English Language Learners Support Activity that provides direct support to students classified as English Language Learners.

ENRICHMENT

How many times per term is Entrepreneurship

Activity that contributes to the understanding of small business practices and business ownership.

How many times per term is Arts & Music

Activity that engages students in the creation of art and music and develops the appreciation of art and music.

How many times per term is Physical Activity

Activity that engages students in a physical activity and develops the appreciation of health and nutrition.

How many times per term is Community / Service Learning

Activity that engages the students in an activity that benefits the community outside the center.

How many times per term is Mentoring

Activity that engages the student with a positive role model.

CHARACTER EDUCATION

How many times per term is Drug Prevention

Activity that provides information about alcohol or other drug use prevention.

How many times per term is Counseling Programs

Activity that provides socio-emotional counseling services.

How many times per term is Violence Prevention

Activity that promotes peaceful conflict resolution.


How many times per term is Truancy Prevention

Activity that promotes school attendance.

How many times per term is Youth Leadership

Activity that promotes the active engagement of leadership roles.

COLLEGE AND CAREER READINESS

How many times per term is College & Career Readiness 

Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high quality certificate program with a career pathway to future advancement.

NOTE: If the activity's primary goal is College and Career Readiness (e.g. "College 101"), enter it here. If it is a secondary goal, check the College and Career Readiness box when entering it into its primary activity above.

REVIEW ACTIVITIES

MENU

SUMMER 2016

FALL 2016

You can click on the previous terms where you will see data entered for previous collection periods (if applicable). The image below shows what you will see when you click on a term for which no data have been entered:

SUMMER 2016

No data has been entered for this term.

When you check a box to indicate that your program engages in a type of activity, a field will open where you can document the number of times that activity takes place, how long it was facilitated, and the number of participants. There are three steps for each activity. An example is shown below:

COLLEGE AND CAREER READINESS

How many times per term is College & Career Readiness? ?

1. Frequency:

Average hours per session?

Average participants?

How often? The frequency, on average, with which an activity is delivered at a center.

Monthly: If the activities reported, on average, happen once within a month.

Once per term: If the activities reported, on average, happen once during a reporting term.

More than once a week: If the activities reported, on average, happen more than once a week.

More than once a month: If the activities reported, on average, happen more than once a month.

COLLEGE AND CAREER READINESS

How many times per term is College & Career Readiness? ?

2. Dosage:

Average hours per session?

Average hours per session?

REVIEW ACTIVITIES

Times a week (if more than once a week): If the activities reported, on average, happen more than once a week, then how many times per week, from 2 to 7 times.

Times a month (if more than once a month): If the activities reported, on average, happen more than once a month, then how many times per month, either 2, 3, or weekly.

Average hours per session: Once you have designated how often the activities reported take place (e.g. weekly, monthly) indicate what is the average hours of the session.

More than 4 hours: Session takes place, on average, for more than 4 hours at a time.

2-4 hours: Session takes place, on average, for at least 2 hours and up to 4 hours at a time.

1-2 hours: Session takes place, on average, for at least 1 hour and up to 2 hours at a time.

Less than 1 hour: Session takes place, on average for less than 1 hour at a time.

COLLEGE AND CAREER READINESS

How many times per term is College & Career Readiness? ?

3. Audience:

Average hours per session?

Average hours per session?

Average participants?

REVIEW ACTIVITIES

Average Participation: on average, how many students attend the sessions associated with the activities reported.

More than 30: More than 30 students attend the sessions, on average.

21-30: Between 21 and 30 students attend the sessions, on average.

11-20: Between 11-20 students attend the sessions, on average.

5-10: Between 5 and 10 students attend the sessions, on average.

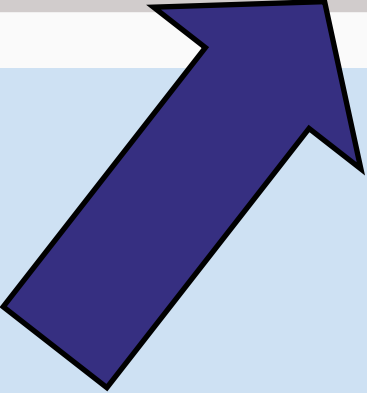
Less than 5: Fewer than 5 students attend the sessions, on average.

Part 3: Staffing

MENU

Enter your Activities data below for the current reporting term

CENTER ACTIVITIES STAFFING PARTICIPATION OUTCOMES



Staffing: Include the people who work, in either a paid or unpaid capacity, in the center in direct support of the program and those that provide support for any activity for any amount of time in this term .

STAFFING

PARTIC. →

Enter your Staffing data below for the current reporting term

CENTER

ACTIVITIES

STAFFING

PARTICIPATION

OUTCOMES

YOUR ELEMENTARY SCHOOL

SPRING 2017

Administrators

College Students

Community Members ?

High School Students ?

Parents

School Day Teachers

Other Non-Teaching School Staff ?

Subcontracted Staff

Other

Individuals who have a primary oversight capacity of the staff and functions of the center.

Individuals currently enrolled in a post-secondary institution.

Individuals from the community at large.

Individuals currently enrolled in a secondary institution. High school students reported as staff CANNOT also be counted at 21st CCLC participants.

Individuals who are the parents or guardians of students enrolled in the 21st CCLC program at the center. NYSED: An important person in the child's life; a mentor.

For centers located within a school these are individuals whose primary role is as a teacher within the school district or feeder school.

Individuals whose primary role is to provide services or activities such as security, custodial, clerical, athletic, or transportation within the school district or feeder school.

Individuals who enter into a formal contract to provide services to the center. Often referred to as "vendors". May provide specialized activities.

Individuals who are not identifiable with any category above.

REVIEW STAFFING

You will be able to enter the number of faculty and staff in a variety of categories. All you need to do is + or—the number of paid or volunteer staff for each staffing type.

 How many College Students?

Number of Paid: The number of individuals in the category that receive monetary compensation from the 21st CCLC award.

Number of Paid?

 +
-

Number of Volunteer: The number of individuals in the category that do not receive monetary compensation from the 21st CCLC award.

Number of Volunteer?

 +
-

Part 4: Participation

MENU

Enter your Activities data below for the current reporting term

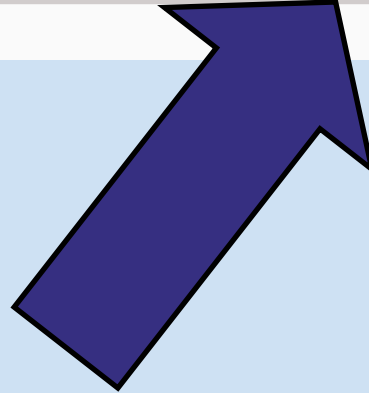
CENTER

ACTIVITIES

STAFFING

PARTICIPATION

OUTCOMES



Participation: The number of students who were enrolled and attended programming at the 21st CCLC center during the term. Choose the grade the students are currently enrolled in or, if summer, the grade level for the most recently completed school year.

PARTICIPATION

Enter your Participation data below for the current reporting term

CENTER

ACTIVITIES

STAFFING

PARTICIPATION

OUTCOMES

YOUR ELEMENTARY SCHOOL

SPRING 2017

For the data fields below, please enter the cumulative participation counts from both fall and spring terms.

For example, if you reported in the fall that you had 20 students in Pre-K and in the spring term an additional 20 students joined, you would report below 40 students for Pre-K. Summer participation should not be included in this cumulative count.

GRADE LEVEL

PreKindergarten

Kindergarten

Enter the total number of participants for each grade level, Pre-Kindergarten through 12th Grade.

10th Grade

11th Grade

12th Grade

CONTINUE

Enter the number of students who have participated in the program from each grade and then click "Continue."

How many 7th Grade?

150 | +
-

How many 12th Grade?

10 | +
-

CONTINUE

Once you have entered the number of students by grade, you need to enter the student attendance by number of days of participation. This only occurs when entering data for the spring term and is **cumulative** for the school year.

6TH - 12TH GRADE STUDENT ATTENDANCE

Don't forget! Enter data here that is cumulative from both the fall and spring terms.

< 30 days

30 - 59 days

60 - 89 days

90 or more days

CONTINUE

ALMOST! 0 of 160

Once you select the categories that describe the attendance of your participants, the website will ask you to indicate the number of students in each category.

6TH - 12TH GRADE STUDENT ATTENDANCE

Don't forget! Enter data here that is cumulative from both the fall and spring terms.

< 30 days

30 - 59 days

How many 60 - 89 days?

1

How many 90 or more days?

159

CONTINUE

GOOD! 160 of 160

Your totals here must match up with the number of participants that you specified by grade level on the previous page.

6TH - 12TH GRADE
RACE / ETHNICITY

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White
- Two or More Races
- Data not provided

CONTINUE

ALMOST! 0 of 160

Once you select the categories that describe the race/ethnic backgrounds of your participants, the website will ask you to indicate the number of students in each category.

How many Two or More Races students?

159 +
-

How many Data not provided?

1 +
-

CONTINUE

GOOD! 160 of 160

Your totals here must match up with the number of participants that you specified by grade level and attendance on the previous pages.

6TH - 12TH GRADE
SEX

Male

 +
-

Female

 +
-

Data not provided

 +
-

CONTINUE

ALMOST! 0 of 160

Now break it down by participant gender:

6TH - 12TH GRADE
SEX

Male

 +
-

Female

 +
-

Data not provided

 +
-

CONTINUE

GOOD! 160 of 160

Your totals here must match up with the number of participants that you specified by grade level, attendance, and race/ethnic background on the previous pages.

6TH - 12TH GRADE
POPULATION SPECIFICS

Students with limited English Language Proficiency

Data not provided

0 +
-

Student who are eligible for free or reduced price lunch

Data not provided

0 +
-

Student with special needs ?

Data not provided

0 +
-

Family members

Data not provided

0 +
-

REVIEW PARTICIPATION

Last step for this section! These do NOT have to add up to your total number of participants. You can also select "Data not provided."

Students with limited English Language Proficiency

Data not provided

50 +
-

Student who are eligible for free or reduced price lunch

Data not provided

100 +
-

Student with special needs ?

Data not provided

10 +
-

Family members

Data not provided

12 +
-

REVIEW PARTICIPATION

Enter the total number of students who are identified with limited English language proficiency. Check the box "Data Not Provided" if no data are available for that population.

Enter the total number of students who receive free or reduced lunch. Check the box "Data Not Provided" if no data are available for that population.

Enter the total number of students who have a current IEP or 504 Plan. Check the box "Data Not Provided" if no data are available for that population.

Enter the total number of family members of students who participated in activities sponsored by 21st CCLC funds. The Department of Education does not narrowly define "family member". NYSED defines it loosely as individuals from the same household. Check the box "Data Not Provided" if no data are available for that population.

Part 5: Outcomes

MENU

Enter your Outcomes data below for the current reporting term

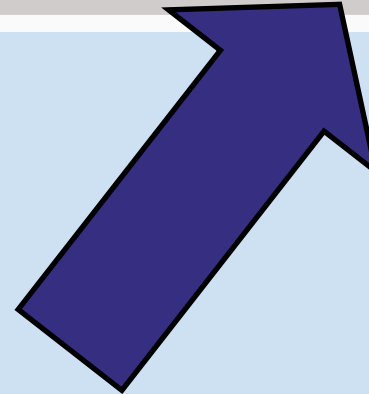
CENTER

ACTIVITIES

STAFFING

PARTICIPATION

OUTCOMES



In this section, report on the Outcomes (State Assessments as selected by New York State). Only the questions that correspond with your State's outcomes will appear below. You cannot enter your Outcomes data until after your SEA Super User selects which Outcomes to report.

Note that data in this section asks you to report total participants of grade levels in two groups: elementary (PreK-5th grade), and/or secondary (6th-12th grade).

Outcomes must be reported in the spring. Outcomes are optional for summer and fall. If you are not reporting outcomes in summer and fall, click the box next to "No Data to Report" and submit your APR.

YOUR ELEMENTARY SCHOOL

SPRING 2017

No data to report 

TYPE OF OUTCOMES

The SEA (State Education Agency) for New York has chosen [State Assessment, Grades] to report. Please contact the SEA for any questions regarding this outcome selection for New York.

CONTINUE

6TH-12TH GRADE STATE ASSESSMENT

For the data fields below, please enter the cumulative participation counts from both fall and spring terms.

For example, if you reported in the fall 20 students in Pre-K and in the spring term 18 students joined, you would report below 38 students for Pre-K. Summer participation should not be included in this cumulative count.

60-89 DAYS

You reported **1** regular participants who attended 60-89 days at the 6th-12th grade level.

Of these **1** regular participants, how many were not proficient in mathematics?

+
-

Of these **0** who were not proficient, how many improved to proficient or above in mathematics on state assessment?

+
-

CONTINUE

60-89 DAYS

You reported **1** regular participants who attended 60-89 days at the 6th-12th grade level.

Of these **1** regular participants, how many were not proficient in mathematics?

Of these **1** who were not proficient, how many improved to proficient or above in mathematics on state assessment?

CONTINUE

90+ DAYS

You reported **159** regular participants who attended 90+ days at the 6th-12th grade level.

Of these **159** regular participants, how many were not proficient in mathematics?

Of these **60** who were not proficient, how many improved to proficient or above in mathematics on state assessment?

CONTINUE



For the data fields below, please enter the cumulative participation counts from both fall and spring terms.

For example, if you reported in the fall that you had 20 students in Pre-K and in the spring term an additional 20 students joined, you would report below 40 students for Pre-K. Summer participation should not be included in this cumulative count.

60-89 DAYS

You reported **1** regular participants who attended 60-89 days at the 6th-12th grade level.

Of these **1** regular participants, how many needed to improve their **mathematics** grades from fall to spring?

 +
-

Of these **0** regular participants who needed to improve, how many did improve their **mathematics** grades from fall to spring?

 +
-

Of these **1** regular participants, how many needed to improve their **English** grades from fall to spring?

 +
-

Of these **0** regular participants who needed to improve, how many did improve their **English** grades from fall to spring?

 +
-

CONTINUE

90+ DAYS

You reported **159** regular participants who attended 90+ days at the 6th-12th grade level.

Of these **159** regular participants, how many needed to improve their **mathematics** grades from fall to spring?

 +
-

Of these **0** regular participants who needed to improve, how many did improve their **mathematics** grades from fall to spring?

 +
-

Of these **159** regular participants, how many needed to improve their **English** grades from fall to spring?

 +
-

Of these **0** regular participants who needed to improve, how many did improve their **English** grades from fall to spring?

 +
-

CONTINUE

OUTCOMES

EDIT

State Assessment (Pre-K - 5th Grade)

90+ DAYS

How many 90+ days participants were reported: 2

How many who were not proficient in reading: 1

How many who were not proficient improved in reading: 1

State Assessment (6th - 12th Grade)

60-89 DAYS

How many 60-89 days participants were reported: 1

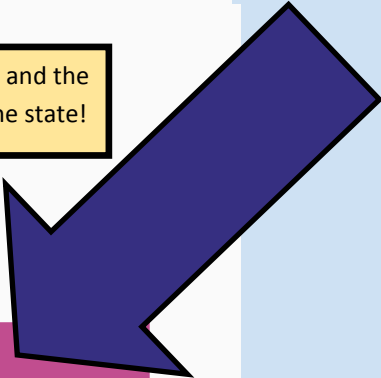
How many who were not proficient in mathematics: 1

How many who improved in mathematics: 1

How many who needed to improve in English: 1

How many who improved in English: 1

Click here once you are finished and the APR data will be submitted to the state!



SUBMIT OUTCOME