



**Afterschool Centers on Education™**

**Success – A Texas State of Mind™**

# Cycle 6.1 Orientation—Data Requirements

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21st CCLC Program Specialist

Texas Education Agency

# This Day In History

Satchel Paige nominated to Baseball Hall of Fame



## February 9, 1971

# Welcome to TX21st



Why?



Records  
Maintenance  
System



Authorized  
Access Only

# Why?

Because the Feds said so...

# GPRRA Baby!



# Government Performance and Results Act of 1993



Requires all Federal agencies to manage their activities with attention to consequences of those activities.



Performance-Based Management.

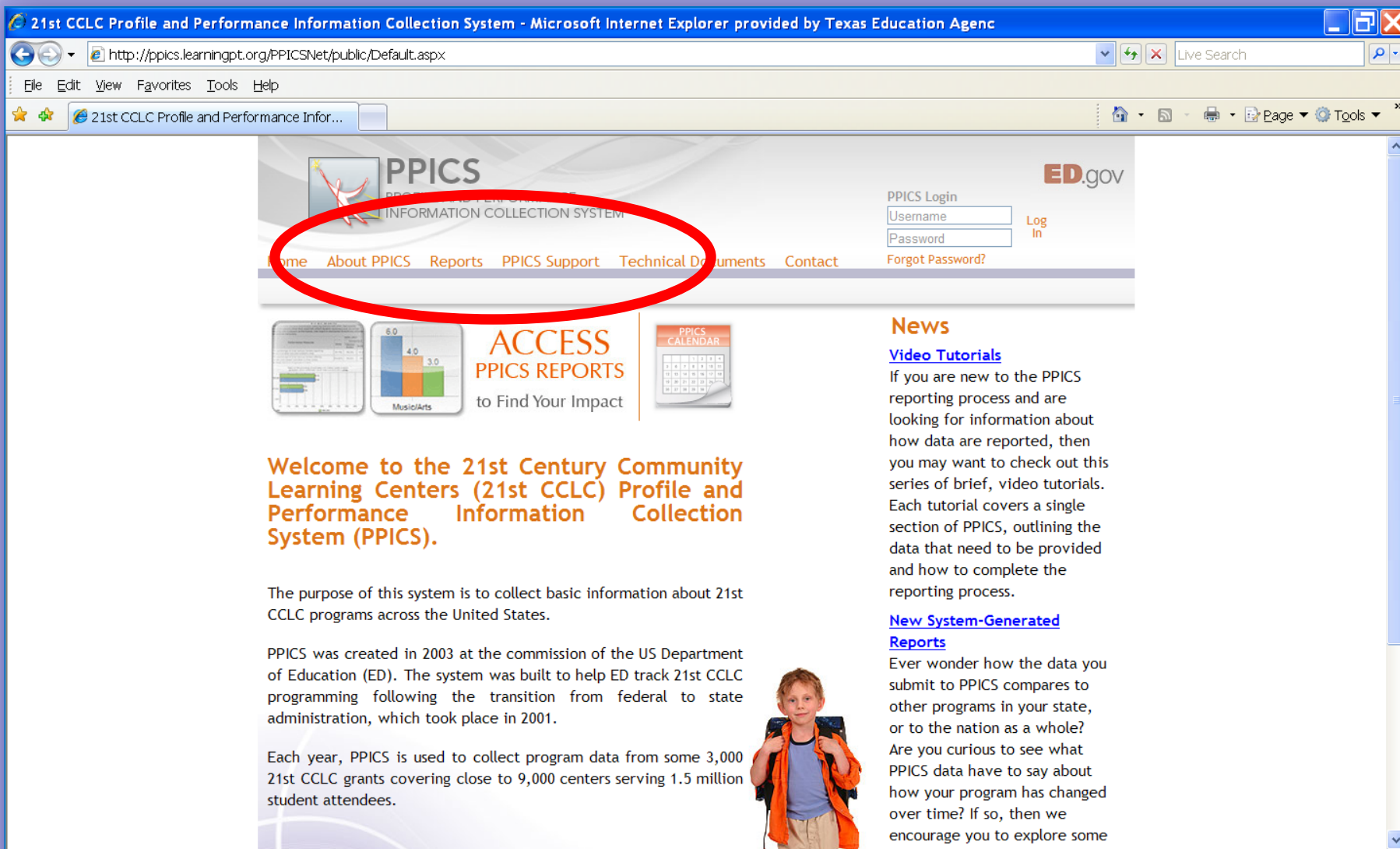


Requires Agencies to clearly state what they intend to accomplish, the resources that are required, and periodically report PROGRESS to CONGRESS.



Used to measure and document program accomplishment(s) toward State Goals & Objectives.

# P.P.I.C.S.



21st CCLC Profile and Performance Information Collection System - Microsoft Internet Explorer provided by Texas Education Agency

http://ppics.learningpt.org/PPICSNet/public/Default.aspx

File Edit View Favorites Tools Help

21st CCLC Profile and Performance Infor...

PPICS  
PPICS PROFILE AND PERFORMANCE INFORMATION COLLECTION SYSTEM

ED.gov

PPICS Login  
Username   
Password  Log In  
Forgot Password?

Home About PPICS Reports PPICS Support Technical Documents Contact

ACCESS  
PPICS REPORTS  
to Find Your Impact

6.0  
4.0  
3.0  
Music/Arts

PPICS CALENDAR

**News**

[Video Tutorials](#)

If you are new to the PPICS reporting process and are looking for information about how data are reported, then you may want to check out this series of brief, video tutorials. Each tutorial covers a single section of PPICS, outlining the data that need to be provided and how to complete the reporting process.

[New System-Generated Reports](#)

Ever wonder how the data you submit to PPICS compares to other programs in your state, or to the nation as a whole? Are you curious to see what PPICS data have to say about how your program has changed over time? If so, then we encourage you to explore some

**Welcome to the 21st Century Community Learning Centers (21st CCLC) Profile and Performance Information Collection System (PPICS).**

The purpose of this system is to collect basic information about 21st CCLC programs across the United States.

PPICS was created in 2003 at the commission of the US Department of Education (ED). The system was built to help ED track 21st CCLC programming following the transition from federal to state administration, which took place in 2001.

Each year, PPICS is used to collect program data from some 3,000 21st CCLC grants covering close to 9,000 centers serving 1.5 million student attendees.

# Records Maintenance System

## It's all about the data

# What to Collect

**Daily/Weekly  
Schedules**

**Curriculum Schedule**

**Phone Log**

**Timesheets**

**Instructors**

**\*\*PEIMS Data\*\***

**Sign-In Sheets**

**Attendance Sheets**

**GED Certifications**

**Donations/In-Kind**

**Report Cards**

**Pre/Post Tests**

**Teacher's**

**Observations/Surveys**

**Non/Criminal Record**

**\*Just a  
sample of  
what's  
collected  
9**

# How to Collect

Daily Schedule 08-09 [Read-Only] [Compatibility Mode] - Microsoft Excel

21st Century CLC Program												
Daily Schedule: M T W Th F												
1												
2												
3	Date:											
4												
5	Campus:											
6												ES
7	Teacher:											
8	Morning Program (if applicable)											
9	7:00 - 7:45 a.m.	Teacher			Topic			Room				
10												
11												
12												
13												
14												
15	Afternoon Programs						3:15 - 6:00 p.m.					
16	Site Coordinator:											
17												
18	Snack/Recreation:		3:00 - 3:15 p.m.		Cafeteria							
19												
20	Rotations:		3:15 - 4:00 p.m.		4:00 - 4:30 p.m.		4:30 - 5:15 p.m.					
21												
22												
23												
24	Teacher/Support Staff			Topic			Room					
25												
26	Rotation I:		Homework/ Tutorials									
27	3:15 - 4:00 p.m.											
28												
29												
30												
31												
32	Teacher/Support Staff			Topic			Room					
33												
34	Rotation II:		College Workforce & Readiness									
35	4:00 - 4:30 p.m.											

<http://www.texas21afterschool.org>

# What to Report

## **\*Grantee**

Contact Information  
Objectives  
Partners and  
Subcontractors  
Amount Funded  
Cycle Year

## **\*Centers**

Feeder Schools  
Adjunct [Temporary] Sites  
Staff  
Activities  
Activity Frequency  
Hours of Operation  
Grade Levels Served  
Adult Family Participation  
GED Certifications

## **\*Students**

Demographics  
Attendance  
Grades  
Non/Criminal Referrals  
Promotion  
Adult Family/Parent  
Involvement

**\*Just a  
sample of  
what's  
reported  
11**

# How to Report

Web-based Data System  
(Open Year-Round)

Microsoft Excel

OR

Manually

Import using  
spreadsheets

Edit and Save  
Excel  
Spreadsheets

Type/Enter and  
edit by hand

# Change is coming...

Center ▾ Contacts ▾ Operational ▾ Feeder Schools ▾ Activities ▾ Certification ▾ Students ▾ Miscellaneous ▾

## Activities - Setup

\_Cycle 6 Test (Cycle 6 Combined Schools) Cycle 6 End of Year (Fall) 2010 - C1 / Test C1

**Add Activity**

**Note 1:** Selecting "All Centers" and Filter will show all activities entered/used by any Center within the Grant.  
**Note 2:** Deselecting "Active Only" and Filter will show both Active and Inactive Activities.


Activities								
Filter By Activity:	Component	Name	Description	All Centers	Active Only	Filter	Reset	
	Academic Assistance ▾			<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Name	Description	Active						
Academic Support	Students will be provided with opportunities to learn study skills, learnin...	✓	Update	Schedule	Enroll	Attendance	Print	Delete
Limited English Proficient/LEP	ESL Reading	✓	Update	Schedule	Enroll	Attendance	Print	Delete
Science Tutoring	Small group or one on one science instruction developed to impact the under...	✓	Update	Schedule	Enroll	Attendance	Print	Delete
TAKS ?N Tutoring (TNT)	Tutorials led by AES I, certified teachers and AEIS II.	✓	Update	Schedule	Enroll	Attendance	Print	Delete

**Button Explanation:**

- Update - Update/change the Activity definition or Active status
- Note:** The activity must be active for the current term/center for the following buttons to be enabled
- Schedule - Create/Update the default Days and Times the Activity will take place
- Enroll - Manage the current enrollment of participants
- Attendance - Enter daily attendance
- Print - Print an attendance roster
- Delete - Deletes the activity (or makes it inactive) and deletes the current attendance and enrollment



# Activity Enrollment


**TEXAS EDUCATION AGENCY**

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21st Century Community Learning Centers

**User:** Frank Zuma  
[\[Alerts\]](#) [\[FAQs\]](#) [\[Help\]](#) [\[Tutorial\]](#) [\[Exit\]](#)

**TEA**
View Grantees
Import / Export ▾
Reports
Admin ▾
Alert ▾

**Grantee ▾**
Contacts ▾
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Partners ▾
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Approvals
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Reports

**Center ▾**
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Activities ▾
Certification ▾
Students ▾
Miscellaneous ▾

## Activity Enrollment

\_Cycle 6 Test (Cycle 6 Combined Schools) Cycle 6 Fall 2010 - C1 / Test C1

**Activity Enrollment - Math is Fun**
⊞

Last Name	First Name	Attendee Type	SSII / Alt SSII	Grade Level	
Gilmore	Happy	Student	xxx-xx-6405	1st	<input type="button" value="Remove"/>
Flintstone	Fred	Adult	NA	NA	<input type="button" value="Remove"/>
Jetson	Judy	Student	xxx-xx-6594	2nd	<input type="button" value="Remove"/>
Poo	Winnie	Student	xxx-xx-7415	1st	<input type="button" value="Remove"/>

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This site is best viewed using [Internet Explorer](#) version 5.5 or higher, with a screen resolution of at least 800x600 pixels.

# Activity Attendance

Center ▾ Contacts ▾ Operational ▾ Feeder Schools ▾ Activities ▾ Certification ▾ Students ▾ Miscellaneous ▾

**Activity Attendance** \_Cycle 6 Test (Cycle 6 Combined Schools) Cycle 6 Fall 2010 - C1 / Test C1

**Activity - Math is Fun**

**Selected Date:** Friday, January 1, 2010

**Original Setup**  
**Date Range:** 12/1/2009 - 4/24/2010  
**Recurrence:** Monday, Wednesday, Friday  
**Timeslot(s):** 9:30 AM - 11:00 AM - During School  
                   4:00 PM - 6:00 PM - After School

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Time Periods for Friday, January 1, 2010**

[Add Timeslot](#)

Start Period	End Period	Period Selection	Attendance	Cancel
9:30 AM ▾	11:00 AM ▾	<input checked="" type="radio"/> Before <input type="radio"/> During <input type="radio"/> After	<a href="#">View</a>	<input type="checkbox"/>
1:00 PM ▾	2:00 PM ▾	<input type="radio"/> Before <input checked="" type="radio"/> During <input type="radio"/> After	<a href="#">View</a>	<input type="checkbox"/>

**Comments:**

[Add Participant](#)

**Attendance for 9:30 AM**

Last Name	First Name	SSII / Alt SSII	Grade Level	Attendee Type	
Gilmore	Happy	xxx-xx-6405	1st	Student	<a href="#">Remove</a>
Flintstone	Fred	NA	NA	Adult	<a href="#">Remove</a>
Jetson	Judy	xxx-xx-6594	2nd	Student	<a href="#">Remove</a>
Poo	Winnie	xxx-xx-7415	1st	Student	<a href="#">Remove</a>

[Save](#)    [Cancel](#)

# Student Info

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21st Century Community Learning Centers

User: Test User  
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Grantee ▾
Contacts ▾
Centers ▾
Partners ▾
Objectives ▾
Import / Export ▾
Reports

Center ▾
Contacts ▾
Operational ▾
Feeder Schools ▾
Activities ▾
Certification ▾
Students ▾
Miscellaneous ▾

## Student Information

\_Cycle 6 Test (Cycle 6 Combined Schools) Cycle 6 Fall 2010 - C1 / Test C1

Note 1: You may enter a SSN / Alt SSN and click on the Load button next to it to retrieve student demographics from the system.  
 Note 2: If the student is found in the PEMS system, the PEMS values will be used instead of the values you enter.  
 Note 3: Once a student is PEMS Validated, the student's demographics will be locked down.

Save Student
Cancel
Student List

### Student Information

<p>Status: <input type="text"/></p> <p>SSN / Alt SSN: <input type="text"/> <span>Load</span></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Gender: <input type="text"/></p>	<p>Birth Date: <input type="text"/> <span>mm/dd/yyyy</span></p> <p>Ethnicity: <input type="text"/></p> <p>Campus: <input type="text"/></p> <p>Current Grade: <input type="text"/></p>
---	---

### School Day Attendance and Grades

School Days Enrolled: <input type="text"/>	Average Grades: <input type="text"/>	
School Days Absent: <input type="text"/>	Reading / English Language Arts Grade: <input type="text"/>	
Criminal Referrals: <input type="text"/>	Math Grade: <input type="text"/>	
Non-Criminal Referrals: <input type="text"/>	Science Grade: <input type="text"/>	
School Day Classes Attended: <input type="text"/>	Social Studies Grade: <input type="text"/>	
School Day Classes Passed: <input type="text"/>		
Student Promoted: <input type="checkbox"/>		

### Tutorials and Progress Assessments

Attended the following Tutorials:    Reading     Math     Science     Social Studies

Pre-Reading Score:

Pre-Reading Date:  mm/dd/yyyy

Post-Reading Score:

Post-Reading Date:  mm/dd/yyyy

Reading Assessment Tool:

Reading Score Comparison:

17

# Data Due Dates

## Fall Term

8/1/09 thru  
12/31/09

(Fill in all  
Grantee info  
within 30 days  
of NOGA)

- 2/5/2010



## Spring Term

1/10/10 thru  
5/28/10

- 6/4/2010
- (Grades  
due  
6/11/2010)



## Summer Term

5/31/10 thru  
7/31/10

- 9/30/2010

**Authorized Access Only**  
**Membership has it's privileges**

# Obtaining Access

- <http://www.tea.state.tx.us>
- <http://ritter.tea.state.tx.us/webappaccess/AppRef.htm>
- **Non-profits/CBOs MUST submit a PAPER FORM.**

**Non-profits that serve schools must obtain the Executive Director's signature on PAPER FORM!**



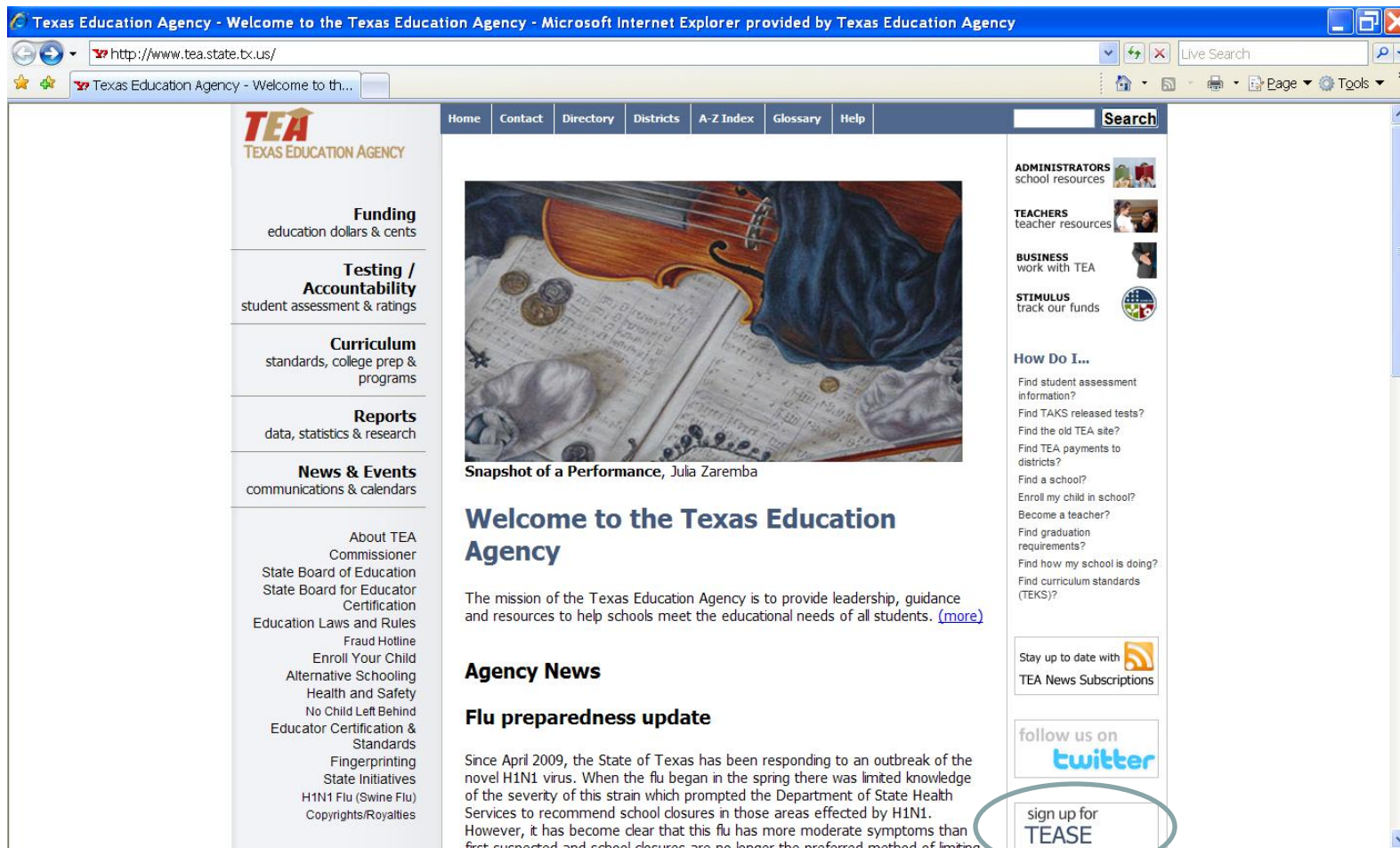
**BOYS & GIRLS  
CLUB**



**Communities In Schools**  
HELPING KIDS PREPARE FOR LIFE



# http://www.tea.state.tx.us



**TEA**  
 TEXAS EDUCATION AGENCY

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 education dollars & cents

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 student assessment & ratings

**Curriculum**  
 standards, college prep & programs

**Reports**  
 data, statistics & research

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 State Board of Education  
 State Board of Educator Certification  
 Education Laws and Rules  
 Fraud Hotline  
 Enroll Your Child  
 Alternative Schooling  
 Health and Safety  
 No Child Left Behind  
 Educator Certification & Standards  
 Fingerprinting  
 State Initiatives  
 H1N1 Flu (Swine Flu)  
 Copyrights/Royalties

**Snapshot of a Performance, Julia Zarembo**

**Welcome to the Texas Education Agency**

The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students. [\(more\)](#)

**Agency News**

**Flu preparedness update**

Since April 2009, the State of Texas has been responding to an outbreak of the novel H1N1 virus. When the flu began in the spring there was limited knowledge of the severity of this strain which prompted the Department of State Health Services to recommend school closures in those areas effected by H1N1. However, it has become clear that this flu has more moderate symptoms than first suspected and school closures are no longer the preferred method of limiting

**ADMINISTRATORS**  
 school resources

**TEACHERS**  
 teacher resources

**BUSINESS**  
 work with TEA

**STIMULUS**  
 track our funds

**How Do I...**

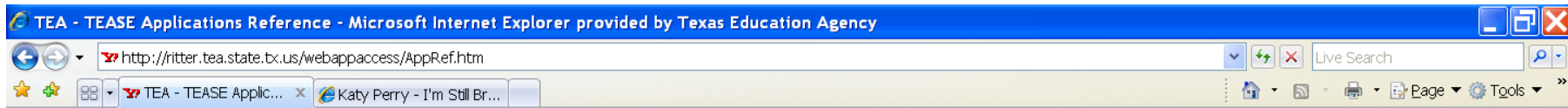
Find student assessment information?  
 Find TAKS released tests?  
 Find the old TEA site?  
 Find TEA payments to districts?  
 Find a school?  
 Enroll my child in school?  
 Become a teacher?  
 Find graduation requirements?  
 Find how my school is doing?  
 Find curriculum standards (TEKS)?


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# http://ritter.tea.state.tx.us/webappaccess/AppRef.htm





## TEXAS EDUCATION AGENCY

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**TEASE Applications Reference**

[TEASE Overview and Frequently Asked Questions](#)  
[How to Reset Your Password](#)  
[Password Tips for a Secure Environment](#)  
[TETN TEASE Automation Training Schedule](#)  
[Self-guided training presentation](#)  
[TEASE Log On Page](#)

To apply for access to a TEA Web application, click the request access link next to the application in the list below. Superintendents and other organization heads must apply for [User Administration +](#). This gives them the ability to manage staff requests for access to TEA online applications. Some applications still require forms to be printed, signed, and sent to TEA. For most newer applications, the entire process can be completed online. TEA recommends that organization heads appoint a backup submitter according to [Designee Instructions](#).

**Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED.**

Application	Link to Request Access	Contact Information
<b>Accountability</b>	Request Access Form (print and send)	State accountability ratings and federal AYP status: E-mail contact or (512) 463-9704
<b>ACES</b>	Request Access Form	Performance-Based Monitoring Analysis System (PBMAS) Reports: E-mail contact or (512) 936-6426  Texas LEARNS 6005 Westview Dr. Houston, Texas 77055

SC  
R  
O  
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N

# User Roles

Determine the menus and data you can view and/or update in the system.

Examples:

- Grantee Approver (view/approve grantee data)  
*(Recommend only 1 and a backup)*
- Grantee Staff (view/add/update grantee and/or center data)
- Center Staff (view/add/update center data)

# 21st Century Community Learning Centers

**Grantee** | Contacts | Centers | Partners | Objectives | Approvals | Import / Export | Reports

**Center** | Contacts | Staffing | Feeder Schools | Activities | Students | Descriptive Activities | Certification | Miscellaneous

**Activities** | Arlington ISD (Bowie HS, Lamar HS)

- Intended Activities ▶
- Activity Participation Hours ▶
- Activities ▶

End of Year (Fall) 2009 - C1 / Bowie HS

**REMINDER: Activities entered in previous year will not be tracked. Please enter activities whenever possible by using the Roll Over screen.**

No Activities match the specified criteria.

- Maintain
- Tracking ▶
- Import
- Roll Over

Add Activity

Activities	
Filter By: Activity Name	Description
<input type="text"/>	<input type="text"/>
Grantee Active <input type="checkbox"/> <input checked="" type="checkbox"/>	
Filter Reset	

## ***Avoid Back and Forward Buttons***

- Strongly discouraged because of unintended results, including the loss of data entered since the last save.
- Use the menus instead.
- Using Refresh and opening a new browser window are also discouraged.

Address  <http://bass.tea.state.tx.us/TEA.CCLC.Web/Forms/Grantee/GranteeProfile.aspx>

**Address Line 1:**

**Address Line 2:**

**City:**


**State:**  

**Zip:**

**Phone:**    **Extension:**


**Fax:**

**Web Site:**  e.g. <http://www.texas.edu>

**Award Information** 


**Month / Year Grant Awarded:**   mm yyyy

<b>Year 1 HOGA ID:</b>	<input type="text"/>	<b>Amount:</b>	<input type="text"/>
<b>Year 2 HOGA ID:</b>	<input type="text"/>	<b>Amount:</b>	<input type="text"/>
<b>Year 3 HOGA ID:</b>	<input type="text"/>	<b>Amount:</b>	<input type="text"/>
<b>Year 4 HOGA ID:</b>	<input type="text"/>	<b>Amount:</b>	<input type="text"/>
<b>Year 5 HOGA ID:</b>	<input type="text"/>	<b>Amount:</b>	<input type="text"/>

**Funding Sources** 

**Funding Sources:**

**Other:**

NOTE: Hold the <Ctrl> key while selecting multiple funding sources. 

Grantee's sources of funding.

Any changes to the above information will affect both current and non-current data.

**IMPORTANT**

# Students

## Working with Student Data

# It's All Mapped Out

Track21\_StudentImportMapping [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E
1	Element Name	Description	Type	Possible Values	
2	CenterName	TEA center name: C1, C2, C3, etc up to C20.	string(2) or string(3)	C1,C2,C3,C4,C5.. up to C20. This will not be needed if imported at the center level. Required if imported from the grantee menu. This should match a current active center for the current term.	
3	LastName	Last name of the student.	string(20)	Required.	
4	FirstName	First name of the student.	string(20)	Required.	
5	SSNAltNumber	SSN or PEIMS assigned number (usually an "S" number). If neither is known, then leave this field blank. If this student was entered before and a 21st CCLC number was generated, then use the 21st CCLC number to identify the student. 21st CCLC numbers begins with an "C".	string(9)	Note: If SSN or PEIMS number is given, the system will look in the PEIMS database for a match. If found, the name, gender, ethnicity, and birthdate will be what is found in the PEIMS database and not what you entered. The 21st CCLC rule is: what is in PEIMS is what is considered the system of record. If the record is not found in PEIMS and a match is found in 21st CCLC and the demogs are different, then the demogs from the 21st CCLC will be used and the student record will be marked in error instead of Not Validated. This should make it easier to identify these mismatches. If the SSN/Alt SSN is blank and the student is not found in the system by the demogs, a 21st CCLC number will be generated. Make sure to spot check the students to be sure the names correspond with the IDs after they have been uploaded. Do not use hyphens. This field is Not Required	
6	Gender	Student gender	string(1)	"M" - Male "F"- Female Required.	
7	Ethnicity	Student ethnicity	integer	"1" - Native American "2" - Asian/Pacific Islander "3" - African American, "4" - Hispanic, "5" - White, not of Hispanic origin Required.	
8	Birthdate	Student birth date format mm/dd/yyyy	string(10)	Required.	
	CampusId	Campus Id	string(9)	If a campus Id is entered, it must match a campus Id of a feeder school in the grantee. This field may be left blank if a private	

StudentsHelp StudentData

Ready 100%

# User Import Document

Center ▾ Contacts ▾ Operational ▾ Feeder Schools ▾ Activities ▾ Certification ▾ Students ▾ Miscellaneous ▾

## Import Students

Beaumont ISD (Austin MS, ML King MS, Smith MS, e...) Cycle 6 Fall 2010

i The Import will only import student information for the current center.

Current

Batch Entry ▾

Import

Fix Errors

**Import Students**

This page will allow you to import student data for the grantee. Student data must be in the correct format or the student information will not load into TEA's 21st CCLC system. Please see the [User Import Document](#) for the correct student field formats and descriptions. The import file must be in a CSV format.

Please review the student data once it has been imported to make sure it is correct. If errors occur on individual students, you may enter those manually or import them separately after they have been corrected.

**Note:** If a match is found in TEA's PEIMS database on SSN or Alt SSN, the PEIMS name and demographics will override the demographics that were imported. 21st CCLC always uses PEIMS demographic data as the source of record.

Import File Contains Headers:

**Select Student Import CSV File:**

**Note:** Please make sure there are no carriage returns in the Comments field of the Student Import file.

# Student Data

- At minimum, enter the SSN, PEIMS assigned “S” number, or leave it blank (TEA will match on demographics)
- DO NOT upload random or local numbers that you’ve assigned!!!

Protect confidential student/employee information  
...it’s the law!

# The End

