Oklahoma ESSER Data Collection Guidance

2022-2023

Drafted August 26th, 2022

The following tools were designed to assist you with 2022-2023 data collection requirements:

- Program Attendance Spreadsheet
- Activities, Staffing, and Family Services Tracker

If you have any questions or concerns while entering your data, please reach out to okdata@forumfyi.org for support.

Final Deadlines

- **The final deadline to submit all Summer 2022 data is September 30, 2022**
    - Submit your Spreadsheet here: https://bit.ly/ESSERAttendance_Summer2022
    - Submit your Tracker here: https://bit.ly/ESSERTracker_Summer2022

- **The final deadline to submit all Fall 2022 data is January 31, 2023**
    - Submit your Spreadsheet here: https://bit.ly/ESSERAttendance_Fall2022
    - Submit your Tracker here: https://bit.ly/ESSERTracker_2022-2023

- **The final deadline to submit all Spring 2023 data is June 30, 2023**
    - Submit your Spreadsheet here: https://bit.ly/ESSERAttendance_Spring2023
    - Submit your Tracker here: https://bit.ly/ESSERTracker_2022-2023

Program Attendance Spreadsheet

Please follow these instructions:

1. Save the file as an Excel Macro-Enabled Workbook (*.xlsm) so the sort and calculate functions of the spreadsheet work as intended. If you do not have access to that version of excel, you can still use this spreadsheet but those buttons will not be available for use.

2. If you are submitting data for multiple sites, please complete a different spreadsheet for each site. Grantee and Site name should be the same for every row in your spreadsheet. Use the dropdown list for grantee and site selection.

3. Please ensure that each question is answered using the provided response options.

4. Hours attended must be entered as a whole number (1-12). You do not have to put 0 on days the student did not attend. It is optional for those who prefer to fill all cells.

Student Details

	Response Requirements
Attendee First Name	
Attendee Last Name	
Student Testing Number	*Each STN should start with 100 - followed by a 7-digit number*
Grade Level	*PreK* *Kindergarten* *1* *2* *3* *4* *5* *6* *7* *8* *9* *10* *11* *12*
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*
Gender	*Male* *Female* *Not Reported in Male or Female*

Is this a student with **Limited English Proficiency?**	Yes No
Is this student eligible for **Free or Reduced Price Lunch?**	Yes No
Is this a student with **Special Needs** (current IEP and/or 504 plan)?	Yes No

Site Information

	Response Requirements
Grantee Name	*Should be the same for every row in the spreadsheet.*
Site Name	*Should be the same for every row in the spreadsheet. Please complete a different file for each Site if you have more than one Site in your Grant.*

Program Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
# of Hours	# of Hours	# of Hours	# of Hours	# of Hours
1-12	1-12	1-12	1-12	1-12

Reminders
- You only need to complete attendance for the days your program was operating. You can hide the columns to just show the days relevant to your program.
- # of hours only needs to be entered on days the student attended.
- We are tracking the data in full hours, so please round to the nearest hour
  - When the time includes 0-29 minutes, round down to the nearest hour
  - When the time includes 30-59 minutes, round up to the nearest hour
- Use the Sort buttons to organize your spreadsheet alphabetically by last name or by grade level. If a new student enters your program during the time period, you can add them to the bottom of the list and then use the sort function to pull into your preferred order. *This function only works when the file is saved with Macros Enabled.*
- After all attendance has been entered, click the Calculate button in the Total Hours column (orange) to get your total count. Don't worry if it doesn't work, we can easily calculate your totals as long as you are confident all daily attendance was entered accurately. *This function only works when the file is saved with Macros Enabled.*
- *If you prefer to use your own daily attendance tracker* then you only need to provide the student information (green), site information (blue), and total hours (orange). If you are hand entering total hours based on your own tracker, do not click the calculate button as this will erase what you entered

<u>Activities, Staffing and Family Services Tracker</u>

Please follow these instructions:

1. Use this online link to access the tracker:
   Summer 2022: https://bit.ly/ESSERTracker_Summer2022
   Fall 2022 and Spring 2023: https://bit.ly/ESSERTracker_2022-2023

2. If you are submitting data for multiple sites, please complete a separate entry for each site.

3. Fill out the SITE, ACTIVITIES, STAFFING, and FAMILIES sections of the survey. Please ensure that each question is accurately and completely answered.

<u>SITE INFORMATION</u>

1. Which term are you submitting data for?
   a. Fall 2022
   b. Spring 2023

2. Please select your site:
   a. Grantee
   b. Site

> Select your Grantee and Site from a drop-down menu. The name will be the same as indicated in the Scores Reporter system. If you do not see your Grantee or Site on the list please notify okdata@forumfyi.org

3. If your Grantee and Site is not listed above, please write in here:
   _____
   _____

4. Please list the different community partners that supported your program this term.
   _____
   _____
   _____

5. Who should we contact if there are follow-up questions about your submission?
   a. Name
   b. Email

<u>ACTIVITY INFORMATION</u>

21st CCLC Annual Performance Requirements mandate that each center report on each of the following activities:

Activity Categories	Specific Activities
Academic Enrichment	Homework Help, Mentoring, Tutoring
Activities for English Learners	
Assistance to Students who have been Truant, Suspended, or Expelled	
Career Competencies and Career Readiness	Career Competencies, Career Readiness, College Readiness
Cultural Programs	
Drug and Violence Prevention & Counseling	Drug Prevention, Violence Prevention, Counseling Programs
Expanded Library Service Hours	
Healthy & Active Lifestyle	
Literacy Education	
Parenting Skills and Family Literacy	Parental Involvement, Family Literacy
Science, Technology, Engineering and Mathematics (STEM)	Science, Technology, Engineering, Mathematics, Computer Science
Services for Individuals with Disabilities	
Telecommunications and Technology Education	
Well-rounded Education Activities	Entrepreneurship, Arts & Music, Community/Service Learning, Youth Leadership, Recreational Activities, Life Skills, 21st Century Skills

5. Did your site offer _____ activities this term?
   a. No
   b. Yes

   If Yes –

6. What specific activities did you offer students from this category?

7. To the best of your knowledge, how many total students participated in this activity at least once this term?

   For example, if the same 20 students participated in this activity each week for four weeks, then the total number of students participated would be 20 students.

8. To the best of your knowledge, how many total hours of this activity did you offer during the term?

   For example, if this activity was offered every Monday for 2 hours, over a four-week period, then the total hours offered would be 8 hours.

STAFFING

For each type of position, identify how many **paid** and/or **volunteer** individuals worked at your site this term? If you did not have this position at your site, please select 0.

0 10 20 30 40 50 60 70 80 90 100

Position	
Paid Administrators	
Volunteer Administrators	
Paid College Students	
Volunteer College Students	
Paid Community Members	
Volunteer Community Members	
Paid High School Students	
Volunteer High School Students	
Paid Parents	
Volunteer Parents	
Paid School Day Teachers	
Volunteer School Day Teachers	
Paid Other Non-Teaching School Staff	
Volunteer Other Non-Teaching School Staff	
Paid Subcontracted Staff	
Volunteer Subcontracted Staff	
Paid Other Staff	
Volunteer Other Staff	

<u>FAMILIES</u>

Did you serve families of youth <u>PreK - 5th grade this term?</u>

- No
- Yes

If yes, how many families of youth <u>PreK - 5th grade did </u>you serve? _____

Did you serve families of youth <u>6th - 12th grade this term?</u>

- No
- Yes

If yes, how many families of youth 6th - 12th grade did you serve? _____

When you have completed your submission, you will have the option to download your Response Summary. This will display all the information you submitted and can be used to confirm that we received your data.