

21st CCLC CFDC CHECKLIST

What is the CFDC? The Consolidated Federal Data Collection System is a North Carolina web-based tool for electronic data submission and a requirement for the yearly completion of the grant.

❖ **Information You Need to Know:**

- Official DPI recognized name of the 21st CCLC Grant (i.e., what was state board approved vs. the site location); Not able to change names from what is in the system.
- Designated CFDC contact for the fiscal agent and CFDC data entry person if different.
- CFDC User Name/s and Password/s
- **Red/Green Buttons:**
 - **RED** - (*with hand for mouse cursor*) live link allows user to enter data to turn button green.
 - **RED** - (*with arrow for mouse cursor*) not able to enter data.
 - **GREEN** - Means that you have entered data for that requirement.
- **Center/Site-** A center/site is characterized by defined hours of operation; a dedicated staff that plans, facilitates, and supervises program activities; and an administrative structure that may include a position akin to a center coordinator.
- *Ensure CFDC contact email is correct and kept up-to-date (CFDC contact/s may change)*
- *Ensure that all levels of staff are informed about the CFDC and its requirements (as to collection of the information)*
- *Use the "Save" & "Back" buttons; **Do NOT use the "Back" arrow.***

What is the role of the CFDC contact? To enter, update, and maintain accurate 21st CCLC data according to the prescribed deadlines (see home page).

❖ **GRANTEE PROFILE (GP)**

What is the Grantee Profile? The purpose of the GP is to collect basic information from the organization, the proposed objectives and community partners associated with the program, the activities proposed to deliver at center/site, and the students and family members intended to be served.

What information is needed for the GP?

- **Basic Info:** Enter basic information from the grant.
- **Objectives:** Enter objectives that were on the original application. Update every year after
- **Partners:** Enter partners/subcontractors with estimated monetary value of their contribution and how they contributed; **Ensure that the 21st CCLC Program is not identified as the ONLY partner.**
- **Centers:** This module contains Center Info, Prior Info, and Feeder Schools
 - Center is the physical location where services are being delivered which has defined hours of operation, dedicated staff who have a position akin to a Site Coordinator, activities, grade level served, and center population.
 - The grantee and center might be the same entity.
- **Feeder Schools:** Attached to the centers they are serving. Know active status, and private school status; LEA name and school name.
- **Asterisks mean the information is required.**

❖ **ANNUAL PERFORMANCE REPORT (APR)**

What is the purpose of the APR?

- To collect data from 21st CCLC grantees on progress made during the programmatic year in meeting their program objectives.
- To collect data on what elements characterized center/site operations during the reporting period, including the student and adult populations served. (i.e., Objectives, Partners, Center).
- To collect data that addresses the GRPA performance indicators for the 21st CCLC program.

What preparation do I need to consider?

- Know what information is needed and maintain records from onset of program.
- Define roles for data collection and develop a timeline.
- Consolidate requests for teacher surveys (i.e., contact feeder school teachers only once with packet of student surveys for every regular attendee).

What information is needed for the APR?

- **Objectives:** Objectives entered into the Grantee Profile are carried over here (need to know the status of how grant met stated objectives).
- **Partner:** Estimated amount of contributions by partner during the reporting period.
 - Partners entered in grantee profile are listed here.
 - Any entity that is contributing to the project. They provide programming, funding, in kind goods/services, facilities, etc. and includes subcontractors.
- **Center:**
 1. *Operation Status:*
 - Only count the hours you're actually providing services and programming to students and/or adult family members.
 - Don't duplicate hours for concurrent programming.
 - **Report EACH center/site's operating budget; the total 21st CCLC funds allocated to the center for the time period in question.**
 2. *Staff Status:*
 - Count people, not positions, of your paid and volunteer staff.
 - Youth development workers: individual who
 - (a) Has a BA or higher,
 - (b) Is not someone who works as staffer during regular school day.
 - Do not count "Administrative Only" time.
 - If staff qualifies for two categories, **count only once in the category that is higher in the hierarchy.**
 - Count only hours worked towards the 21st CCLC program.
 3. *Attendance:*
 - Maintain accurate attendance records of unduplicated count of students and adults served.



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- Collect **EVERY** student's Information:
 - Student's name
 - Date of birth
 - Gender
 - School student attended during the school day (*Summer Programs*: list the school the student attended before the summer started)
 - Grade level while in the program (*Summer Programs*: the grade they were in before the summer started)
- A Regular Attendee attends 30 days or more during the reporting period;
Attendance must be collected for all students in the program.

4. *Activities:*

- Include the total number of weeks provided; typical number of days per week provided; typical number of hours per day provided and number of participants.
- Enter all activities conducted with students, staff, and parents.
- Ensure the typical number of hours an activity was provided per week does not exceed the total number of hours per week the center was open
- Ensure that the typical number of hours an activity was provided per week on the APR Activities page does not exceed the total number of hours per week the center was typically open.
- ***Entering "Drug/Violence Prevention, Counseling, and Character Education" as three separate categories.***

5. *Feeder Schools (any public/private school that students attend during the regular school day)*

6. *Teacher Survey:*

- Available on the 21st CCLC webpage on the NC Public Schools website:
<http://www.dpi.state.nc.us/21cclc/reporting/>
- Report teacher survey data for regular attendees (30 days or more) only; one survey per student.
- Teachers from the feeder schools need to complete the survey, not center teachers.

For more information:

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