



Kids Care Center

2011-2012 Data Entry Checklists

Checklists:

- A. Entering Site Outcomes into KCC**
- B. Setting up Afterschool Program into KCC**
- C. Entering Partners/Providers in KCC**
- D. Entering Administration Data Requirements in KCC**
- E. Entering Administration Data Requirements in KCC (continued)**
- F. Entering Staff/Staff Information Sheets in KCC**
- G. Attaching Students to Feeder Schools in Kids Care Center**
- H. Entering MAP Scores in KCC**
- I. Entering Resources in KCC**
- J. Entering Events in KCC**
- K. Entering Site Management Tab Data Requirements**
- L. Entering DESE Teacher Surveys in KCC**
- M. Entering Pre/Post Grades in KCC**

Checklist for Entering Site Outcomes into KCC

Completed	Task														
	<p>Click on Site Mgmt. <i>Note: Site Profile Information:</i> After you click on site mgmt/select your site—you should see a blue “edit” link at the top of the page, click on edit to update your site profile information Due Date: 9/15/2011</p>														
	<p>Click on “Outcomes”</p>														
	<p>Click on View Details/Edit for each outcome on the list</p>														
	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Free/Reduced Aggregate (Grantee Input Due Date: 11/15/2011)</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Hours of Operation Due Date: 9/15/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Limited Eng Prof. (LEP) Students (Grantee Entered) Due Date: 11/15/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Site Yearly Demographics (Grantee Input) Due Date: 4/30/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Special Needs Students (IEP) (Grantee Input) Due Date: 11/15/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Weeks and Days of Operation Due Date: 9/15/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> <tr> <td>Title I Due Date: 11/15/2011</td> <td style="text-align: right;">View Details/Edit</td> </tr> </table>	Free/Reduced Aggregate (Grantee Input Due Date: 11/15/2011)	View Details/Edit	Hours of Operation Due Date: 9/15/2011	View Details/Edit	Limited Eng Prof. (LEP) Students (Grantee Entered) Due Date: 11/15/2011	View Details/Edit	Site Yearly Demographics (Grantee Input) Due Date: 4/30/2011	View Details/Edit	Special Needs Students (IEP) (Grantee Input) Due Date: 11/15/2011	View Details/Edit	Weeks and Days of Operation Due Date: 9/15/2011	View Details/Edit	Title I Due Date: 11/15/2011	View Details/Edit
Free/Reduced Aggregate (Grantee Input Due Date: 11/15/2011)	View Details/Edit														
Hours of Operation Due Date: 9/15/2011	View Details/Edit														
Limited Eng Prof. (LEP) Students (Grantee Entered) Due Date: 11/15/2011	View Details/Edit														
Site Yearly Demographics (Grantee Input) Due Date: 4/30/2011	View Details/Edit														
Special Needs Students (IEP) (Grantee Input) Due Date: 11/15/2011	View Details/Edit														
Weeks and Days of Operation Due Date: 9/15/2011	View Details/Edit														
Title I Due Date: 11/15/2011	View Details/Edit														

Due Date:
9/15/2011
11/15/2011
4/30/2012

Checklist for Setting up Afterschool Program into KCC

Completed	Task
	<p>Set up “New Afterschool Program” Click on Site Mgmt./Select site/Click on New Afterschool Program <i>Note: Each site has ONLY one program with this exception rule if offering adult only in program, early childhood, or if tracking program entirely apart from CCLC</i></p>
	<p>Promote Students to new school year Click on Student Mgmt./click on batch data entry/select “Grade Level Promotion” <i>Note: If students need to move to a new sight, select target site at top of screen</i></p>
	<p>Set up Schedule Click on Afterschool Program/select site/click on Schedule/edit</p>
	<p>Enrollment Click on Afterschool Program <i>New students will need an Enrollment form filled out</i> <i>Returning students-Click on Roster/click on blue link “enroll student”</i> MAKE SURE TO CHANGE THE DATE!!</p>
	<p>Set up Activities Click on Afterschool Program <i>Note: This is a 3 step process</i></p> <ol style="list-style-type: none"> a. Add new activity b. Schedule activity c. Add students to activity roster <p>MAKE SURE TO CHANGE THE DATE ON THE ACTIVITY ROSTER!!!</p>
	<p>Attendance Click on Afterschool Program/attendance Click on the blue link “All Attend” Change the week to the week you are working on Click on “Edit”</p>

Due Date: 9/30/2011

Checklist for Entering Partners/Providers in KCC

Completed	Task
	Entering Partners/Providers Click on Administration Click on Partners/Providers Click on blue link towards center of the screen "Add New Partner/Provider"
	Fill out required Partner/Provider Information Click save when completed <i>Note: Partners/Providers must be entered before Resources can be entered into KCC</i>

Due Date: 9/30/2011

Checklist for Entering Administration Data Requirements in KCC

Completed	Task
	<p>Entering <u>Grant Goals/Objectives Mid Year Status</u> From far right click on blue link View/Enter Data Click on appropriate year from dropdown On the new page click on the blue enter/edit link at top center of page For each goal and objective, select the appropriate status from the dropdown box Click Save Due Date for 21CCLC ONLY: 1/31/2012</p>
	<p>Entering <u>Grant Goals/Objectives End of Year Status</u> From far right click on blue link View/Enter Data Click on appropriate year from dropdown On the new page click on the blue enter/edit link at top center of page For each goal and objective, select the appropriate status from the dropdown box Click Save Due Date for 21CCLC ONLY: 7/15/2012</p>
	<p>Entering <u>Grant Centers</u> From Left Menu: Select <u>Administration</u> Select the Data Requirements Click view/enter data link for Grant Centers Click Add/Edit Click in the boxes next to the sites that are part of that grant cohort. Click Save. Due Date for 21CCLC ONLY: 9/30/2011</p>
	<p>Entering <u>Grant Partners</u> From Left Menu: Select <u>Administration</u> Select the Data Requirements Click view/enter data link for Grant Partners Click Attach New partner Click in the boxes next to the partners that are part of that grant cohort application. Click Save.</p> <p><u>Note: If a partner does not appear on your partner list, you must first add them: To add new partner/providers:</u> From Left Menu: Select <u>Administration</u> Select the Partner/Providers Click Add New Partner/Provider Complete Partner/Provider Demographic form Click Save.</p>

	<p><i>Then repeat the following to attach the new partner/provider to the grant</i></p> <p>From Left Menu: Select <u>Administration</u></p> <p>Select the Data Requirements</p> <p>Click view/enter data link for Grant Partners</p> <p>Click Attach New partner</p> <p>Click in the boxes next to the partners that are part of that grant cohort application.</p> <p>Click Save.</p> <p>Due Date 21CCLC ONLY: 9/30/2011</p>
	<p><u>Entering <i>Grant Basic Info</i></u></p> <p>From Left Menu: Select <u>Administration</u></p> <p>Select the Data Requirements</p> <p>Click view/enter data link for Grant Basic Info</p> <p>Enter a description of your grant in the description box.</p> <p>Next, select all additional funding streams that apply to your grant from the list below.</p> <p>If you click other, you will be required to provide a description in order to save the information.</p> <p>Click Save.</p> <p>Due Date 21 CCLC ONLY: 9/30/2011</p>

Checklist for Entering Staff/Staff Information Sheets in KCC

Completed	Task
	<p>Enter Staff</p> <p>Click on Personnel Mgmt. Click on blue link "Add New Personnel"/fill out required information/click save</p> <p>Note: <i>You must enter all regular staff who worked with students participating in activities at your site. In this instance, an individual, whether a paid employee or a volunteer, would be considered to have regularly staffed the site if they worked according to a defined schedule on an ongoing basis and had a defined function or role to perform during the periods in which they were working. Staff not directly funded by the state administered grant should also be entered if they regularly staffed activities provided to participants.</i></p>
	<p>Enter Staff Information Sheet</p> <p>Click on staff member name Click on "Staff information sheet" from the left hand menu</p> <p>Note: <i>You must click on the staff members name before the staff information sheet option pops up on the left hand menu.</i></p>
	<p>Entering Staff Information Sheet cont'</p> <p>Click on the blue link to the far right of the screen that reads "New Entry"</p> <p>Note: <i>Do not edit last years' staff information sheet.</i></p>
	<p>Entering Staff Information Sheet cont'</p> <p>After you have selected "New Entry", the top of the next screen should have the current school year, your reporting period should read "annual" and the site where the specific staff member participates, should be selected</p> <p>Fill out the required information</p> <p>Click Save</p>

Note: If staff information sheets are not filled out for each staff member, your staff will not show up on page 3 of the PPICS report.

Due Date: 10/15/2011

I Checklist for Attaching Students to Feeder Schools in Kids Care Center

Completed	Task
	<p>Select Site Management Select your site Click on <u>Data Requirements</u> Click on blue link "<u>View/enter data</u>" link for Feeder School Click on blue link "<u>View/enter data</u>" link for Feeder School Click on <u>Feeder School</u> Select <u>Appropriate Site from the Drop down box</u> Select <u>Appropriate School Year from the Drop down box</u> Click <u>Add/Edit Feeder School Record</u></p>
	<ul style="list-style-type: none"> ✓ In the next Box, select the <u>Appropriate School District and School</u> ; A list of students with check boxes will appear. ✓ Click in the boxes next to each student who attends day school for that site. When finished click save. ✓ The students you just check will appear on the list with their feeder school for the current year. ✓ Repeat above steps until you have attached all students to their appropriate day school/home school. When the new list appears, those students that you have already attached will appear in italics. ✓ Students in Italics may be changed at any time by following steps 5-8 and attaching student to different school.
	<p><i>Note: If you cannot find the appropriate school within the School District or within the list of private schools, notify DESE of the School you need added to the dropdown. Go ahead and complete the entry for all of the students.</i></p>

Due Date 21 CCLC ONLY: 10/15/2011

Checklist for Entering MAP Scores in KCC

Completed	Task
	<p>Setup for Mass Entry Click on Student Mgmt. Click on Batch Data Entry Scroll down to the bottom of the page and Click on the blue link “select” next to DESE MAP Math/Comm</p>
	<p>Setup for Mass Entry cont’ <i>Note: Make sure the you are on the current school year</i> Click on the blue link “Add DESE MAP Math/Comm Data After you have clicked on the blue link, the next screen will ask you to confirm the school year/Click save</p>
	<p>Setup of Student Outcome List Select students from the left hand list of names and move them over to the right hand list/click save <i>Note: To meet DESE requirements, you must report on all students who attended your program 30 or more days</i></p>
	<p>Input MAP Scores Data Once you have setup your student outcome list you may now enter your MAP reading and math scores/click save <i>Note: Do not be alarmed if all of your students do not appear at one time. Twenty-five students will show up at one time, once you click save the remaining students you have selected will show up. (This is for those with several students.)</i></p>

Due Date 21 CCLC ONLY: 10/31/2011

Checklist for Entering Resources in KCC

Completed	Task
	Click on Site Mgmt. Select your site
	Click on Resources
	Click on blue link "Report Resource Values"
	Select Partner/Provider name <i>Note: If you have a partner/provider who does not show up in the drop down box, go to Administration on left hand menu to enter the partner/provider</i>
	Enter in Required information Click save

Due Date: 4/15/2012

Checklist for Entering Events in KCC

Completed	Task
	Click on Site Mgmt. Select your site
	Click on Events
	Click on blue link "Record Site Events for 2011" Note: To satisfy DESE requirements you must enter in all advisory meetings and if you participated in an Lights On event at a minimum
	Fill out required information Click Save

Due Date: 4/15/2012

Instructions for Entering Site Management Tab Data Requirements

*Note: If you have not completed the Administration Tab Data Requirements, the items below will not appear. **Not an excuse for not completing them!** Once you complete the Administration Tab data, these will appear. If you do not see them and do not have user permission to complete the Administration portion, contact your grant administrator. This must be completed for **each** site.*

Completed	Task
	<p>Entering <u>Center Prior Info</u></p> <p>From Left Menu: Select <u>Site Management</u> Select the <u>Site</u> Select the <u>Data Requirements</u> Click <u>View/enter data</u> link for Center Prior Info An entry form will appear Complete form Click Save Due Date 21CCLC ONLY: 4/30/2012</p>
	<p>Entering <u>Center year End Info</u></p> <p>From Left Menu: Select <u>Site Management</u> Select the <u>Site</u> Select the <u>Data Requirements</u> Click <u>View/enter data</u> link for Center Year End Info An entry form will appear Complete form Click <u>Save</u> Due Date 21CCLC ONLY: 4/30/2012</p>

Checklist for Entering DESE Teacher Surveys in KCC

Completed	Task
	<p>Run Report</p> <p>Click on Report</p> <p>Select APR Teacher Survey Blank Survey Forms report</p> <p>When the Box appears:</p> <p>Select Excel or Browser</p> <p>When Report appears you will notice tabs at the bottom for each student matching your criteria.</p> <p>Note: Each tab represents an individual survey with the student's name, site, grade level, and attendance days on the form.</p> <p>To print all surveys:</p> <p>Select File</p> <p>Select Print</p> <p>In the dialog box, Select Entire workbook radio button</p> <p>Click OK</p>
	<p>Setup for Mass Entry</p> <p>Click on Student Mgmt.</p> <p>Click on Batch Data Entry</p> <p>Scroll down to the bottom of the page and Click on the blue link "select" next to DESE Teacher Survey</p>
	<p>Setup for Mass Entry cont'</p> <p>Note: Make sure the you are on the current school year</p> <p>Click on the blue link "Add DESE Teacher Survey</p> <p>After you have clicked on the blue link, the next screen will ask you to confirm the school year/Click save</p>
	<p>Setup of Student Outcome List</p> <p>Select students from the left hand list of names and move them over to the right hand list/click save</p> <p>Note: To meet DESE requirements, you must report on all students who attended your program 30 or more days</p>
	<p>Input Teacher Survey</p> <p>Once you have setup your student outcome list you may now enter your Teacher Surveys click save</p> <p>Note: Do not be alarmed it all of your students do not appear at one time. Twenty-five students will show up at one time, once you click save the remaining students you have selected will show up. (This is for those with several students.)</p>

Due Date: 5/31/2012

Checklist for Entering Pre/Post Grades in KCC

Completed	Task
	<p>Setup for Mass Entry Click on Student Mgmt. Click on Batch Data Entry Scroll down to the bottom of the page and Click on the blue link “select” next to DESE pre/post grades</p>
	<p>Setup for Mass Entry cont’ <i>Note: Make sure the you are on the current school year</i> Click on the blue link “Add DESE Pre/Post Grades Data After you have clicked on the blue link, the next screen will ask you to confirm the school year/Click save</p>
	<p>Setup of Student Outcome List Select students from the left hand list of names and move them over to the right hand list/click save <i>Note: To meet DESE requirements, you must report on all students who attended your program 30 or more days</i></p>
	<p>Input Pre/Post Grades Data Once you have setup your student outcome list you may now enter your Pre/Post reading, math and science grades/click save <i>Note: Do not be alarmed it all of your students do not appear at one time. Twenty-five students will show up at one time, once you click save the remaining students you have selected will show up. (This is for those with several students.)</i></p>

Due Date 21CCLC ONLY: 6/16/2012