



Kids Care Center

Instruction Manual and Trouble Shooting Guide

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Due Dates for Data Entry into Kids Care and DESSA

Please note: the due date entry information has been removed from this manual. Please visit the Afterschool Portal (KCC tab) for the most up-to-date list of data entry due dates.

Personnel Management

Staffing

Entering Staff Into Kids Care Center

1. Click on **Personnel Mgmt**
2. Click on blue link "**Add New Personnel**"
3. Input required information
4. Click **save**

Question:

Which Staff do I enter into Kids Care Center?

Answer:

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.

Entering Staff Information Sheets

To record DESE Required Staff information for a staff member/volunteer:

1. Click on **Personnel Mgmt** located under the Main Menu
2. **Select** the correct **Personnel Initiative** to which the person is tied
3. **Select** the correct staff person by clicking on their name
4. Select **Staff Information Sheet** from Left Menu
5. Select add **New Entry** blue link on far right from far right
6. Select Appropriate School Year
7. Select appropriate choices from the drop-down menus
8. On those portions that are check boxes, select all that apply. As information changes these forms may be edited during the school year
9. Select Paid or Volunteer from drop-down
10. Click the **Save** button

Problem:

I have entered staff but my Staff numbers are not showing on the APR Report:

Cause:

You haven't entered staff information sheets on your staff for the current year.

Solution:

Staff Information sheets need to be completed on each staff member one time a year.

Site Management

Site Profile

Entering Site Profile Data

1. From the left menu select **Site Management**
2. Click on **Site Name**
3. From the left menu select **Profile/Demographics**
4. Click on the blue **Edit link** in the Site information dialogue box
5. Note: The DESE input items will not appear on your screen when you edit. You do not have access to edit these
6. Put a check in the box for each item that applies to that site (click in the check box)
7. Click **SAVE**

Problem:

My Site Profile Information is not showing:

Cause:

You haven't entered the data for your site

Solution:

Site Profile Data needs to be entered into KCC.

Site Outcome

Site outcomes have been created to allow you to put certain information in on a yearly basis. These will be completed once each year.

Hours of Operation
Site Yearly Demographics (Grantee Input)
Weeks and Days of Operation
Free/Reduced Lunch
Students with Disabilities/Special Needs
Limited English Proficient Students
Title I Students

Entering Site Demographic Outcomes into Kids Care

1. Click on **Site Management Tab**
2. Select Appropriate site
3. Click on **Data Requirements**
4. Find DESE Demographics under Site Mgmt Data Requirement (Should be the first one in the box) and click **View/Enter Data**
5. Select Demographic Option
 - a. Free/Reduced Aggregate (Grantee Input)
 - b. Limited Eng Prof. (LEP) Students (Grantee Entered)
 - c. Special Needs Students (IEP)
 - d. Title 1 Aggregate (Grantee Input)
6. Select Appropriate year from the Dropdown
7. Click **Ad/Enter link** for the demographic item you are entering
8. Input numbers and click **Save**

Note these are aggregate numbers and are not attached to individual students!

Problem:

My Site Outcome Information is not showing up on APR Report:

Cause:

You haven't entered the outcomes or you saved them under the wrong year for your site

Entering Events in Kids Care Center

Events are usually a one-time happening or something that occurs irregularly (activities are regularly scheduled items that happen hourly, daily, weekly, etc.). This is optional data entry.

1. Click on **Site Mgmt**
2. Select Appropriate Site
3. Click on **Event**
4. Select Appropriate Year
5. Click on **Record Site Events**
6. Input Appropriate Information
7. Click **Save**

Afterschool Program

Creating an Afterschool Program in Kids Care Center

1. Click on **Site Mgmt**
2. Select site
3. Click on **New Afterschool Program**
4. Input Appropriate Information
5. Click **Save**

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.

Scheduling an Afterschool Program in Kids Care Center

1. Click on **Afterschool Program** on left menu
2. Select site
3. Click on **Schedule**
4. In the display box you will see a calendar.
5. Click on **Edit**
6. Edit (note clicking in the day box will fill in all Monday's, Tuesday's etc.)
7. Click **Save**

Enrolling Students in Kids Care Center

1. Click on **Afterschool Program** on left menu
2. Click on Site

For brand new students (those who have never been in your program before:

3. Click on **Enrollment**
4. Input required information
5. Click **Save**

or

For Returning Students

5. Click on **Roster**
6. Click on blue link "**enroll student**"
7. Select Appropriate Enrollment Date (default is current date)
8. Select students from roster by clicking in the appropriate boxes
9. Click **Save**

Activities

Which activities must I include in Kids Care Center and which should I take attendance for?

Answer:

Activities are regularly scheduled (they occur hourly, daily, weekly, monthly, etc.). Activities must reflect what occurs in your program. In other words, you must set up all activities (three-step process: add new activity, schedule the activity, enroll students in activity—see below). You absolutely must...no exceptions...take attendance for all reading, math, and science related activities (21CCLC). It is strongly recommended and encouraged that you take attendance for all activities as it is the only way to ensure accuracy in student attendance for your program. Students may be attending but not participating in reading, math, or science and would not be a part of your participation rates. Therefore, reporting that you are doing less work than you really are. You must create and schedule enough hours of activities per week to match the number of hours your program operates per week. **You must have at least 15 activity hours scheduled per week.**

Creating Activities in Kids Care Center:

1. From Left Menu: Select **Site Mgmt**
2. Select the Site where the activity is needed
3. Select the program where the activity is needed
4. From Left Menu: Select **Activity**
5. Select **Add New Activity**
6. Enter information in required fields
7. Click **Save**

Scheduling Activities in Kids Care Center:

1. From Left Menu: Select **Activity**
2. From your list of activities select **SCHED** next to the name of the activity you want to schedule
3. In the display box you will see a calendar.
4. Click on **Edit**

5. Click in the boxes next to the days of the week the activity occurs (This calendar reflects choices you made earlier on the Program Master Calendar)
6. Once edits are completed click on **Save**.

Enrolling Students in Activities in Kids Care Center

1. From Left Menu: Select **Activity**
2. From your list of activities select **Roster** next to the name of the activity where you want to enroll students
3. Click on **Enter/Add to Roster** You will see a box displaying all students from your program roster. If you need the name of a student that does not appear here, you must first add them to your program roster
4. Choose enrollment date (default is current date so make sure to go back to appropriate date.
5. Click in the box next to the name of the student you want to add to the current roster.
6. Once edits are completed click on **Save**.

Important Note: The Enrollment Date defaults to the current day. Make sure you change enrollment date for students to the day before you want to take attendance, otherwise you will not be able to take attendance until the default date. Make sure you check the date again before you save because if you have the wrong date you have to individually un-enroll and re-enroll each student before you can take attendance.

Problem:

My activity information on APR is not showing properly:

Note: You must have at least as many hours of activities as your program hours of operation. For example, if you are open 15 hours/week, each grouping of activities category, targeted population and subject are, must have hours totaling at least 15 hours...No exceptions.

Cause:

You haven't entered all of your activities in Kids Care Center

Solution:

All activities have to be set up in the system before attendance can be taken.

Attendance

Problem:

My program attendance and activity attendance do not match.

Cause:

You aren't capturing student attendance through activities.

Solution:

You should only take attendance through activities as described below:

Entering Attendance in Kids Care Center

From Left Menu: Select **Afterschool Program**

Select the **Site** where you want to take attendance

From Left Menu: Select **Attendance**

Click the blue **ALL ATTEND** link to the left of the activity

Select the week for which you wish to enter attendance (note the date range consists of the days of the week)

Click on **EDIT**

- A Dialogue box will appear with the names of the students enrolled as of the days of the week you are entering, along with the activities below each student's name. You will see a choice for present or excused. If the student is present, check **Present**. If it is an excused absence click **Excused**. If they are absent, leave the box unchecked.
- There will be a box for each day of the week that is scheduled in the master schedule. If an activity is not scheduled for the day, it will show **Not Scheduled**. If a student is not enrolled in an activity, the activity will not appear under the student's name. If a student is not currently enrolled in the program it will show **Not Currently Enrolled** in the attendance box.

To record attendance: Click in the boxes for the days the student attended. This may be done across the page from left to right (horizontally) for each activity or it may be done from top to bottom (vertically) for each day of the week.

You may click the all button (horizontally—left to right) if they are there for each day of the week for that activity. You may also click all and unclick days that they didn't attend. You may click the all button (vertically—top to bottom) for a particular day and activities.

Preferred: left to right for each activity **unless** you know that if a student attends a particular day that they attend all of the activities for that day.

Click **Save** and you have taken attendance.

Student Management

Promoting Students

Question:

Does promoting students enroll them in my new program?

Answer:

No. Promoting students merely advances them a single grade level or may move them to a new site if they graduate from elementary school and move to middle school or from middle school to high school.

Promoting Students in Kids Care Center

This process will allow you to promote your students into the new school year. This has to be done before you can enroll students into summer or fall programs.

To Promote Students to Next School Year

1. Select **Student Mgmt** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu
4. In the First Box Mass Grade Level Entry Select **Grade Level Promotion**
5. You will see a list of all of your active students.
6. In the box that appears leave the **Year** as the current year
7. Click on the name and then click on the **Add to Outcome list** (You may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Outcome list**)
8. When you have moved all of the names for a particular batch, click **Save**
9. You are done

If the student promotes to a new site (elementary school to middle school, or middle school to high school) you will have to follow the instructions on changing a student's home site and do the site changes manually.

For Students who do not get promoted:

1. Select **Student Mgmt** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu

4. In the First Box Mass Grade Level Entry Select **Grade Level Retention**
5. You will see a list of all of your active students.
6. In the box that appears leave the **Year** as the current year
7. Click on the name and then click on the **Add to Outcome list** (You may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Outcome list**)
8. When you have moved all of the names for a particular batch, click **Save**
9. You are done

Activating/Inactivating Students

Question:

Why should I inactivate students?

Answer:

Inactivating students reduces clutter in your program. The names of inactive students do not appear on batch data entry lists. They also no longer appear in the pool of active students to enroll in your program during the year (Inactive students may still be accessed, should a student need to be re-enrolled in your program).

Question:

When should I inactivate students?

Answer:

You should inactivate students when they permanently leave your program due to expulsion or their moving away. You should perform a general cleanup each fall.

Problem:

Student does not appear on possible outcome list when doing mass or batch data entry

Cause:

Student is not currently active in program

Solution:

You need to activate student under student management

How to Activate Students in KCC

From Left Menu: Select **Student Mgmt**

Click the blue **View Inactive Students**

Click blue **Activate link** on far right next to student name

Student should now appear on batch/mass entry student list

Student Outcomes

Question:

What students must I enter outcomes for the year?

Answer:

You must enter grades, map scores, and teacher surveys for all students attending 30 or more days over the year. No exceptions. If you have trouble obtaining this information, contact DESE for help. You should start thinking about entering grades in April. You should not wait until the end of May when the school is closing down for the summer. For each student you should have a pre-grade and a post-grade for math, reading, and science.

Problem:

What outcomes are captured as batch data entry?

Solution:

Grades and Map scores are recorded as mass entries.

Entering Student Grades in Kids Care Center

This process will allow you to enter pre and post grades for a student at the same time on a form that returns your entire roster.

You must enter grades for all students who have attended at least 30 days in a particular Federal Reporting Period (fall or spring) and for those students who reach a cumulative total of 30 days in a subsequent Federal Reporting Period of the **current** school year. You will need to run the report titled "**Students 30+ Days**" for the required outcome entry for the list of students you need to provide grades for. **Only run this report after you have inputted all attendance for students through the end of a particular Federal Reporting Period (FRP1-fall or FRP2-spring)!**

To Enter DESE Grades Data:

A single Batch will be created. Then as subsequent quarters' grades are ready for entry, simply edit the existing batch. If a batch does not contain students that you acquire grades for, then you will create a second batch, with only the students not in a previous batch or batches.

This can be accessed in two ways; select either option A or option B below: A)

1. Select **Student Mgmt** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu
4. In the Third Box Mass Data Entry Select **DESE Grades**
5. Then proceed to step #11 below

B)

6. Alternatively, You may click on **Site Mgmt**
7. Select the site you want to enter grades for
8. Click on **Data Requirements**
9. In the Case Mgmt Data Requirements Box, Select Pre/Post Math, Reading, Science Grades (click on **view/enter data**)
10. Then Proceed to # 11

YOU MUST THEN CONTINUE WITH THESE STEPS (regardless of selection option A or option B above):

11. Click on the blue **Add DESE Grades Data**
12. In the box that appears choose the **Year** you wish to work from
13. You will see a list of all of your active students
14. Then choose the **School Year** and **Grade level** (all grade levels or a specific grade level)

15. Click on the name and then click on the **Add to Outcome list** (you may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Outcome list**)
16. When you have moved all of the names for a particular batch, click **Save**
17. You will then see the list of names you selected. Each student's name will appear three times (Reading, Math, and Science with a selection for the 1st, 2nd, 3rd and 4th quarters)*. Choose the appropriate grade from the drop down (if you do not have a grade, leave it on the default). If you do not put anything in for a student, after saving, the student's name will not be included in the batch. You can add the student in later when you edit the batch.
18. After you have entered the grades, click save.
19. You may edit this entry at any time. Simply do the following:
 - a. Select **Student Mgmt** from the left menu
 - b. Click on **Site Name**
 - c. Select **Batch Data Entry** from the left menu
 - d. In the Third Box □□ Mass Data Entry Select **DESE Pre/Post Grades**
 - e. You will see the batch (or batches) you have entered. Click on the blue **Edit** link
 - f. You will see a list of all of your students who are not part of the batch on the left and a list of those in the batch on the right. You may add students to the batch by clicking on their name and then clicking on the **Add to Outcome List** button. If you have no additions to the list of names click save and then you can edit the entries of the batch.
 - g. Click save when you are finished.

Notes:

- Regarding grading scales that break subjects into individual components:
 - If a student's component scores contain an overall assessment score, use that as the grade to input.
 - If a student's component scores do not have the overall assessment for the subject, sub- grantees will need to eyeball it (pick closest option) or figure an average/median (they are not exactly the same) and use that as the grade to input.
 - The Kids Care Center Outcome does have the options for most of the scales already in dropdown boxes so simply pick the appropriate grade (see listing on next page).

FRP=Federal Reporting Period

- For those schools which only collect semester grades: due to the timing, it is not possible to enter two grades in FRP1-fall so the 1st semester and 2nd semester grades should be entered during FRP2-spring. Enter the 1st semester grade in the place for 3rd quarter and

the 2nd semester grade in the 4th quarter box. That would give us a pre/post that we would report in FRP1-spring.

- For those schools which collect trimester grades: due to the timing, it is not possible to enter two grades in FRP1-spring so both time points should be entered into FRP2-fall. Enter the 1st trimester grade into the place for the 3rd quarter and enter the 3rd trimester grade into the 4th quarter box. That would give us a pre/post that we would report in FRP1-spring.
- For those sub-grantees with schools using the new standards-based grading scheme of Mastery, Near Mastery, and Remediation: choose the one with the highest percentage of results. The following example shows how to proceed:

Student: Jane Doe
Math
Mastery: 21%
Near Mastery: 43%
Remediation: 36%

From the above example, you would select 'Near Mastery' as your grade entry because it had the highest percentage for that standard. Standards-based grade conversion:

Mastery = A
Near Mastery = C
Remediation = D

- We do not typically collect summer school grade data (most students do not attend 30+ days and most activities are not academic in summer). However, summer school attendance will accumulate and add to overall student attendance, so that might push students past the 30 day mark, requiring grade entry.
- If a student did not attend 30+ days in the FRP1-fall, but crossed that threshold during FRP2-spring, the student's earliest grade at the start of program attendance should be used as the "pre" grade. The student's information should be entered into FRP2-fall (student is now over 30 days). The pre-grade (1st, 2nd, or 3rd quarter based on the student's start date with the program) should be entered into the 3rd quarter box and the final grade should be entered into the 4th quarter box. That would give us an accurate pre/post that we would report in the FRP2-spring.

Attendance Examples:

- 1) Sara attended 35 days in the FRP1-fall and 33 days in the FRP2-spring: sub-grantees would need to pull grades for fall and for spring and input them in quarters (see note above if school only has semester or trimester grades).

- 2) James attended 17 days in fall and 16 days in spring: subgrantees would need to record a pre/post grade for each of the subjects. Both pre/post grades would be entered during FRP2-fall. A fall semester grade that corresponds to the students start date at the program should be used as the pre grade. The pre grade is entered into the 3rd quarter box.
- 3) Steve went 31 days in fall but left the program: subgrantees would only enter fall quarter grades during FRP1-fall.
- 4) Mary went 0 days in fall but 31 days in the spring: subgrantees would enter grades for spring quarters only in the FRP2-fall.

Grade Dropdown Options/Conversions:

A+

A or Achieving or Check+ ✓+ or Mastery or Advanced or 4

A-

B+

B or Proficient or 3

B-

C+

C or Developing or Check ✓ or Near Mastery or Basic or 2

C-

D+

D or Concerned or Check- ✓- or Remediation or Below Basic or 1

D-

F

Excellent or Outstanding

Satisfactory

Unsatisfactory

N/A

	FALL		SPRING	
	Federal Reporting Period (FRP) 1 (August 15-December 31)		Federal Reporting Period (FRP) 2 (January 1 - May 30)	
KCC Labels	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
School awards quarter grades				
30+ days by 12/31 (FRP1-fall)	1 st quarter grade	2 nd quarter grade	3 rd quarter grade	4 th quarter grade
30+ days by 12/31 (FRP1-fall), but no additional FRP2-spring attendance	1 st quarter grade	2 nd quarter grade	(not entered, student not enrolled)	(not entered, student not enrolled)
Some attendance, but less than 30+ days in FRP1-fall, crosses 30+ days during second semester (FRP2-spring)	(not entered, student not yet 30+ days)	(not entered, student not yet 30+ days)	1 st or 2 nd quarter grade entered based on student enrollment date (to be accurate "pre")	4 th quarter grade
No attendance in FRP1-fall, 30+ days in FRP2-spring	(not entered, student not yet enrolled/attending)	(not entered, student not yet enrolled/attending)	3rd quarter grade (student not in attendance during 1st or 2nd quarter so 3rd quarter is accurate "pre")	4 th quarter grade
School awards semester grades				
All 30+ day students	(not entered, two time points not available)	(not entered, two time points not available)	1 st semester grade	2 nd semester grade
School awards trimester grades				
All 30+ day students	(not entered, two time points not available)	(not entered, two time points not available)	1 st trimester grade	3 rd trimester grade
No attendance in FRP1-fall, 30+ days in FRP2-spring	(not entered, two time points not available)	(not entered, two time points not available)	2 nd trimester grade	3 rd trimester grade

Entering Student MAP Scores in Kids Care Center

This process will allow you to enter student MAP Scores for a student at the same time on a form that returns your entire roster. Remember, the MAP scores you get in the fall are for the previous year's students. Note: You have two choices DESE MAP Math/Comm and DESE MAP Sci/Social. Math/Comm is for Math and Communication Arts. You will notice the drop down consists of 4 items instead of 5. The Sci/Social drop down consists of 5 items as it has in the past.

You must enter MAP Scores for all students who have attended at least 30 days as of April 30th of the **previous** school year. You will need to run the report entitled **Students 30+ Days for required outcome entry for list of students you need to provide grades. Only run this report after you have inputted all attendance for students through April 30th! This report should match the teacher survey blank student forms spreadsheet.**

To enter DESE MAP Math/Communication Arts (or DESE MAP Science/Social Studies) Scores

1. Select **Student Mgmt** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu
4. In the Third Box Mass Data Entry Select **DESE MAP Math/Comm (or DESE MAP Sci/Social)**
5. Click on the blue **Add DESE MAP Math/Comm (or DESE MAP Sci/Social)**
6. You will see a list of all of your active students.
7. In the box that appears choose the **Year** you wish to work from
8. Then choose the **Grade level** (all grade levels or a specific grade level)
9. Click on the name and then click on the **Add to Outcome list** (You may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Outcome list**)
10. When you have moved all of the names for a particular batch, click **Save**
11. You will then see the list of names you selected. Each student's name will appear two times (Math and Communication Arts or Science and Social Studies with a selection for the result). Enter the results that you have. Leave on the default if you do not have anything. If you do not put anything in for a student, after saving, the students name will not be included in the batch. You can add the student in later when you edit the batch.
12. After you have input the grades, click **save**.

13. You may edit this entry at any time. Simply do the following:
- a. Select **Student Mgmt** from the left menu
 - b. Click on **Site Name**
 - c. Select **Batch Data Entry** from the left menu
 - d. In the Third Box--Mass Data Entry Select **DESE MAP Math/Comm (or DESE MAP Sci/Social)**
 - e. You will see the batch (or batches) you have entered. Click on the blue **Edit** link
 - f. You will see a list of all of your students who are not part of the batch on the left and a list of those in the batch on the right. You may add students to the batch by clicking on their name and then clicking on the **Add to Outcome List** button. If you have no additions to the list of names click save and then you can edit the entries of the batch.
 - g. Click **save** when you are finished.

APR Reporting

Certifying APR Reporting (By Semester)

DESE must report data to the Federal Department of Education each semester rather than the old process of submitting one time per year. To comply with the new federal reporting, sub-grantees will electronically certify data each semester rather than submitting a single paper report at the end of the year. The semesters are: summer (*if applicable*), fall and spring.

Sub-grantees must do this reporting three (3) times a year if providing a summer program or twice (2) a year if not providing a summer program. Sub-grantees are to review the Kids Care Center report for the applicable reporting period (semester) and then certify that the data in the report is accurate and complete.

The reporting schedule is:

Summer (if applicable) – must certify no later than 8/15

Fall (all programs) – must certify no later than 1/31

Spring (all programs) – must certify no later than 6/15

Instructions for Certifying APR:

For each reporting semester, sub-grantees will:

1. Select **Reports** from left menu
2. Choose the **Grantee Site APR Report** (this is report #2353 under grantee reports)
3. Choose specific reporting period by dates

Note: The input dates are for each site's actual begin/end date. Each site may have slightly different dates.

- Begin date/end date for summer semester (*if applicable*)
- Begin date/end date for fall semester (everyone)
- Begin date/end date for spring semester (everyone)

4. Run the report
5. Review data (If data appears inaccurate or incomplete, correct data in system and repeat steps)

Once data appears accurate and complete in the report:

6. Select appropriate site
7. Go to **Site Data Requirements**
8. Click on the appropriate reporting semester:
 - Summer APR Data Verification, *if applicable*
 - Fall APR Data Verification
 - Spring APR Data Verification
9. Click on **Add 2016 Verification Data**
10. Click yes to certify that you have reviewed and verified the report data is complete and accurate for federal reporting.

Repeat steps for each reporting semester.

Instructions for Entering Leveraged Resources in Kids Care Center

Resources are where you will record cash contributions, in-kind contributions, and volunteer hours to help show program sustainability as well as the true picture of what resources it takes to run afterschool programs. In considering what resources to enter, think broadly and comprehensively. These resources include cash resources such as additional grants, user fees (participant fees), fundraising from bake sales or candy sales, and donations (individual or passing the hat). In-kind contributions are things you get that you do not pay for or the difference between market-price and what you pay. In-kind contributions include discounts you receive on purchases, donated or discounted services, donated space, and volunteer hours. Volunteer hours include all of the time that people donate to your program including parents working at events you sponsor, high school students who mentor or tutor elementary students (as long as you do not pay them), the time your advisory council meets, and donated staff time—hours beyond which you pay for. You should enter resources as they come in or on a monthly or quarterly basis. Do not wait until the end of the year or you will forget many of them.

To Enter resources

From the left menu select **Site Mgmt**

Click on **Site Name**

From the left menu select **Resources**

Click on the blue **Report Resources Link** in the dialogue box

Enter required information as follows:

1. From the drop down list choose the provider for the resource (if the provider is not in the list, it will have to be entered (see below))
2. Select report period
3. Enter Date (either date resource was received—*preferred* or date entered into system)
4. Select Resource Type (either Cash or in-kind). Your selection will determine the options for the next drop down.
5. Select Description (choose the best option) Cash and In-kind options are different. If you are entering volunteer hours select that option.

6. For cash or in-kind enter a whole dollar value amount with no decimal (round up!). If volunteer hours were chosen, a box for entering the number of hours will appear. Enter the hours as a whole number (round up!). The cash value for volunteer hours is automatically calculated.
7. For site or professional development: make an entry only if the resource is targeted for a specific activity or program at a site
8. Enter a description. Be brief but complete. For example, Pizza Hut donated pizza for Lights on Afterschool; or September Advisory Council meeting 5 attending at 2 hours per for a total of 10 hours.
9. Click **save**

If a partner/provider is not in the list you must add it under partner/providers first. You must have access to the administrator tab to add partners/providers.

From Left Menu: Select **Administration**

1. From Left Menu: Select **Partner/Providers**

Note: This creates the pick list for your resources

2. All partner/providers you turn into DESE for your APR must be included
3. Additional partners such as Pizza Hut, or parent volunteers or student volunteers should also be entered
4. Click on **Add New partner/Provider**
5. Type in **Partner/Provider name**
6. Leave provider number blank
7. Click in all boxes that apply for each of the following sections:
8. Partner/Provider Role
9. Partner/Provider Contribution
10. Partner/Provider Type
11. Select **Status (Active/Inactive)**
12. Click **Save**

Kids Care Center Report Menu

Reports are located under the reports tab on the left-hand menu in Kids Care Center. The following will provide a brief description of each report listed under the ***Grantee Reports Section*** and the ***Site Reports Section***. The list of each of these is accessed by clicking on the blue plus (+) sign next to the category. Those reports that grantees find particularly useful or those that are used frequently, may be added to the ***My Favorites*** tab by clicking on the blue add link under the favorite's column. The ***My Favorites*** section will always appear as an expanded list when first entering the reports section.

Grantee Reports

These will provide the user with the opportunity to retrieve aggregate information from all sites under a grantee as well as allowing the administrator to gain information for a specific site under a grantee. These are all designed as supervisor management reports and are useful for monitoring data input and for proving data to advisory boards, funders, etc.

Grantee Site APR -- 2253

Grantees use this report to review data for certification for each semester a program operates. Once reviewed for accuracy, grantee then certifies data for transmittal to Federal Reporting Agency/System.

Grantee Login History All Sites Report - 2229

Provides supervisors with staff login information (frequency, last login date) across grantee sites for a specific date range.

Staff Login History Report - 2228

Provides supervisors with staff information (frequency, last login date) for a specific date range for a specific staff person.

System Usage Verification Report - 2273

Allows supervisors to verify whether sites have entered specific outcome data such as MAP scores, grades, demographic information, and teacher surveys. Also shows enrollments at each site along with the number of students attending 30 days or more.

Academic Data Entry Status Report—MAP Scores - 2274

Allows supervisors to view MAP score entry for students as well as attendance days for their students across all grantee sites.

Academic Data Entry Status Report—Pre/Post Grades - 2256

Allows supervisors to view pre/post grade entry for students as well as attendance days for their students across all grantee sites.

Grade Aggregate Report (Grantee Level) - 2291

Allows supervisors to view overall aggregates of grades for the grantee across all sites.

MAP Aggregate Report (Grantee Level) - 2292

Allows supervisors to view overall aggregates of grades for the grantee across all sites.

Afterschool Program Grantee Overview - 2270

Will provide supervisors with aggregate data on their sites, operations, and demographics such as am/pm programs, proposed/enrolled students, gender, ethnicity, and grade levels.

APR Reports

Grantee Site APR -- 2253

Grantees use this report to review data for certification for each semester a program operates. Once reviewed for accuracy, grantee then certifies data for transmittal to Federal Reporting Agency/System.

PPICS Report -- 2250

NO LONGER USED FOR APR Reporting. This report will show progress on data entry throughout the year: demographics, program operations, attendance, activities, staff, grades, and map score reporting. This may be run with or without explanatory information.

Site Reports

These will provide the user with the opportunity to retrieve information from a particular site under a grantee.

Activity Attendance Detailed-By Date Range - 2265

Provides a quick tally of an individual student's attendance for a specified time period in a particular activity.

Activity Attendance Summary-By Date Range - 2264

Provides a summary of attendance for each student with days of possible attendance, days present, and days absent for a particular activity.

Afterschool Program Attendance Aggregate by Site - 2022

Provides a quick tally of AM, PM, and total days of attendance for a specified time period.

Afterschool Program Attendance Detailed-By Date Range - 2262

Provides a quick tally an individual student's attendance for specified time period.

Afterschool Program Attendance Summary-By Date Range - 2261

Provides a summary of attendance for each student with days of possible attendance, days present, and days absent.

Student Outcome Details Report - 2059

Retrieves data entered under non-APR reporting outcomes. If you report grades for other subjects such as science or social studies; standardized test scores other than the MAP; disciplinary actions, or any other outcome created specifically for a grantee, this report will return this information by student. There are no calculations or analysis here just the raw data that can then be manipulated how the grantee sees fit.

Student List - 46

Provides a list of the students enrolled in your program, along with their grade level, enrollment date, date of birth, ethnicity, and gender.

Program Mailing List - 2066

Provides an excel sheet with student/parent mailing information that can be merged into a word document to produce form letters or mailing labels.

Program Authorized Pick-up List - 2103

Provides a list of each student with the names of those people who are authorized/unauthorized to pick them up from the program (only available if you have recorded this information for each student).

Site Event Summary - 2048

Provides a list of events at a particular site and the participation figures for each event. It also totals participation figure across events. This report may be run for all events or a particular category such as advisory board meetings, Lights-On Afterschool, or field trips.

Leveraged Resources Detailed- 2289

Displays complete breakdown of all recorded resources for a specific site for a selected year.

Academic Data entry Status Report—MAP Scores - 2275

Allows supervisor to view MAP score entry for students as well as attendance days for their students for a particular site.

Academic Data entry Status Report—Pre/Post Scores - 2252

Allows a supervisor to view pre/post grade entry for students as well as attendance days for their students for a particular site.

Grade Aggregate Report (Site Level)- 2320

Provides a site aggregate of grade results.

21CCLC Student Summary – 2312

Returns a list of all students (does not include adults) enrolled in a 21CCLC program for the selected year and shows a count of Days Present and Days Excused, ordered by Days Present descending so you can see how many students have 30+ days of attendance..

Site Activity Summary- (By Year)- 2321

Displays monthly enrollment, days scheduled, and average daily attendance for each activity.