

FY24 Extended Learning Mid-Year Report Instructions

Overview

The FY24 Extended Learning Mid-Year Report will open on **Dec. 15, 2023**, and is due **Jan. 31, 2024**. The report will be entered directly in ePlan. All 21st Century Learning Community Centers (CCLC) and Lottery for Education Afterschool Programs (LEAPs) grantees must submit a report for each active grant. For 21st CCLC, this includes cohorts 19, 22, and 23.

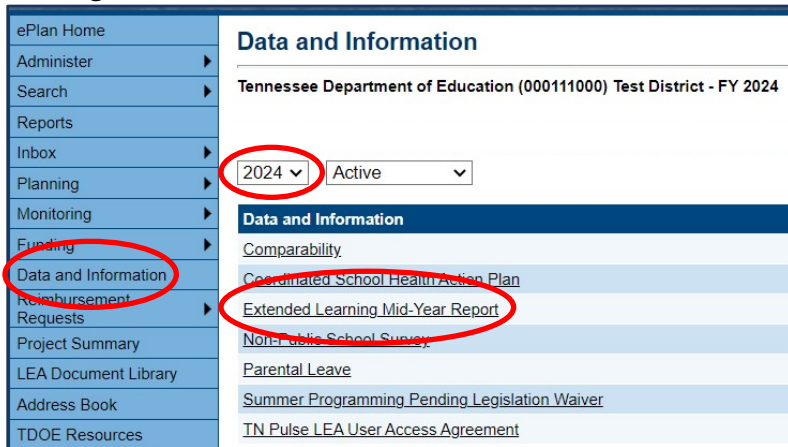
Survey Location and Completion

The Extended Learning Mid-Year Report is located in ePlan under *Data and Information*. The Extended Learning Mid-Year Report will automatically import grantees' active extended learning grants, and each active grant will have its own separate page that must be completed in full.

Report Completion Steps

1. Access the Report

The Extended Learning Mid-Year Report can be accessed under **Data and Information**. ePlan users with the role of *LEA Extended Learning Mid-Year Report Director* will be able to access and complete the report. Once in the *Data and Information* section, select 2024 from the dropdown and click **Extended Learning Mid-Year Report** (Fig. 1), then change the status to **Draft Started**.



2. Complete the Report

For each active grant, complete the *Mid-Year Report* page as well as the *Program Income and Fees* page (as applicable). 21st CCLC cohort 23 and LEAPs grantees will also complete the Local Evaluation Plan page. Users only need to take action on pages for active grants; there is no need to visit pages if the organization does not have that grant. For example, if the organization has both a LEAPs and a 21st CCLC Cohort 22 grant, then the organization would only need to visit and complete those specific pages of the report. The box at the top of each page will be checked in the organization receives those funds. If the box is unchecked, no action is needed on that page. See the table below for a summary of the pages that must be completed by each grant.

Extended Learning Mid-Year Report	
<input type="checkbox"/>	21st CCLC—Cohort 23—Mid-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 23—Program Income and Fees
<input type="checkbox"/>	21st CCLC—Cohort 23—Local Evaluation Plan
<input type="checkbox"/>	21st CCLC—Cohort 22—Mid-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 22—Program Income and Fees
<input type="checkbox"/>	21st CCLC—Cohort 19—Mid-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 19—Program Income and Fees
<input type="checkbox"/>	LEAPs—Mid-Year Report
<input type="checkbox"/>	LEAPs—Program Income and Fees
<input type="checkbox"/>	LEAPs—Local Evaluation Plan
<input type="checkbox"/>	Related Documents

Grant	Mid-Year Report	Program Income & Fees	Local Evaluation Plan
21 st CCLC Cohort 19	✓	✓	
21 st CCLC Cohort 22	✓	✓	
21 st CCLC Cohort 23	✓	✓	✓
LEAPs	✓	✓	✓

For each active grant, enter the following information on the **Mid-Year Report** page:

- **Project Director:** name, phone number, and email
- **Student Participation:** Attendance should be reported from **July 1, 2023 to the present:**
 - Total number of pre-K–12 students that have participated for 1–14 hours
 - Total number of pre-K–12 students that have participated for 15–44 hours
 - Total number of pre-K–12 students that have participated for 45–89 hours
 - Total number of pre-K–12 students that have participated for 90–179 hours
 - Total number of pre-K–12 students that have participated for 180 hours or more
- **Update on Performance Indicators:** *(Note: 21st CCLC cohort 23 and LEAPs grantees may include responses from the Local Evaluation section to address the following.)*
 - Briefly describe how program activities reflect an effort to improve students' reading/language arts and math skills.
 - Briefly describe program activities that have been implemented to support positive behavior changes and social and academic growth.
 - Briefly describe how family engagement activities and opportunities were embedded in the program, moving away from the standard activity night events.
 - Briefly share other aspects of the program that you want to highlight (optional).
- Upload a **sample schedule** from the applicable program.

Documents		
Type	Document Template	Document/Link
(21st CCLC/LEAPs Reports) Sample Program Schedule	N/A	Upload New

- Results from **UT SWORPS** surveys
 - If you are a **new grantee** (i.e., FY24 was your *first* year of programming), check the box to indicate this section as not applicable. No further action is required on this page.
 - Describe how the organization shared the teacher survey results with program staff.
 - Based on the teacher survey results, identify one area of improvement that would be relevant across all program sites. *(Note: 21st CCLC cohort 23 and LEAPs grantees can use the use the applicable SMART Goal developed for the Local Evaluation section).*
 - Provide two action plan items for improving the program under this performance category.
 - Describe how the organization shared the parent survey results with program staff.
 - Based on the parent survey results, identify one area of improvement that would be relevant across all program sites.
 - Provide two action plan items for improving the program under this performance category.

- **Access to Extended Learning Programs:** The extended learning team wants to learn more about the demand for and access to extended learning programs across the state. In this section, respond to questions about program waiting lists and student recruitment efforts:
 - Have you used a student waiting list for any of your sites this year? (Check one)
 - No
 - Yes, but at this point all of the students who were on the waiting list have been enrolled in the program.
 - Yes, we still have some program sites with a student waiting list.
 - Utilize the checkboxes to indicate which strategies your programs use for recruitment/outreach. (Check all that apply)

For each active grant, enter the following information on the **Program Income and Fees** page.

- Is the organization generating program income or charging program fees this fiscal year? (Check one)
 - No, our organization is not generating program income or charging program fees this fiscal year. (No further action is required on this page.)
 - Yes, our organization is generating program income or charging program fees this fiscal year.
 - If yes, enter the mid-year amount of program income generated as of Dec 1, 2023.
 - Enter the projected end of year amount of program income generated as of June 30, 2024.
 - Why is program income needed?
 - How is program income generated?
 - Who is responsible for oversight and the specific accounting procedures and internal controls that are used to make sure all income is generated according to applicable statute and federal and state guidelines?
 - If program fees are charged, how was the nominal fee determined?
 - If program fees are charged, how does the program ensure that students will not be excluded from the program if family members cannot pay the fee?
 - If program fees are charged, how are the fees used to offset program expenses for activities that are specified in the grant application?

21st CCLC cohort 2023 and LEAPs grantees must also complete the **Local Evaluation Plan** page. For each site operated, complete the tables to:

1. Identify a SMART Goal or Evaluation Question associated with each of the state's seven Performance Goals.
 - SMART Goals/Evaluation Questions listed should be tailored to what the site is focusing efforts on in 2023-24 and can be limited a specific sub-group (e.g., students who scored below proficient in previous end of year math state assessment, students who attend a specific program activity, students from a certain grade level, etc.) SMART Goals/Evaluation Questions should be meaningful to the site and align to activities offered.
2. Identify the data sources that will be used to demonstrate achievement of the goal or to answer the question.
 - Data can come from ELAP, another source available to the site, or gathered for the purpose of local evaluation to inform effectiveness of efforts. Data should be relevant to the goal or question.
3. Describe how you plan to analyze data from identified sources to assess results.

- Be clear on what constitutes sufficient change/achievement of the goal.

Local Evaluation Plan			
For each site operated:	List the program's SMART Goal or Evaluation Question that corresponds to the indicated Performance Goal.	What data sources will be used to help address this objective/measure change?	How will data be analyzed to assess results?
Performance Goal 1: All students will reach high academic standards demonstrating growth in reading/language arts and mathematics.			
* Site Name	* SMART Goal/Evaluation Question	* Data Sources	* Data Analysis
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Check Spelling"/> 0 of 8000 characters	<input type="button" value="Check Spelling"/> 0 of 8000 characters	<input type="button" value="Check Spelling"/> 0 of 8000 characters
<input type="button" value="Add Row"/>			

NOTE: Click **Add Row** under each Performance Goal table to add information for all active sites.

3. Submit the Report

Once all pages have been completed as applicable for all active grants, navigate back to the *Sections* page. Click **Draft Completed** at the top of the page to continue through ePlan approvals. The report must be in *LEA Authorized Representative Approved* status to be submitted to the department. Once the report is reviewed by the department, the status will be changed to *TDOE Extended Learning Mid-Year Report Director Approved*. If revisions are needed, the report will be returned to the organization with the status of *TDOE Extended Learning Mid-Year Report Director Returned with Feedback*. Requested revisions will be listed in the *History Log* and will also be emailed to the organization's extended learning contact.

Contact

For questions related to the FY24 Extended Learning Mid-Year Report, please contact Brinn.Obermiller@tn.gov.