

Navigating the 21CCLC Dashboard



Prepared by the Allegheny Intermediate Unit – Evaluation, Grants, and Data Dept., December 2022


Table of Contents

<u>Logging In.....</u>	<u>Slide 3</u>
<u>Navigating the Homepage.....</u>	<u>Slide 4</u>
<u>Entering Contact Info.....</u>	<u>Slides 5-6</u>
<u>Entering Participation Counts.....</u>	<u>Slides 7-9</u>
<u>Entering Center Operations.....</u>	<u>Slides 10-15</u>
<u>Completing the 21CCLC Implementation Survey.....</u>	<u>Slide 16</u>
<u>Entering Partnerships and Subcontractors Info.....</u>	<u>Slide 17</u>
<u>Uploading Grant Documents.....</u>	<u>Slide 18</u>
<u>Using the Grantee-At-A-Glance Tab.....</u>	<u>Slide 19</u>
<u>Changing Your Password.....</u>	<u>Slide 20</u>
<u>Need Help?.....</u>	<u>Slide 21</u>

21 CCLC Login Page

egd.aiu3.net/CCLC/default.aspx

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.aiu3.net




21st Century Contact and Reporting Tracking System

Login Form

Username

Enter your Password

[Forgot Password?](#)

Click here to reset password 
Password will be sent from EGDSupport@aiu3.net

Logging In

- Go to <https://egd.aiu3.net/CCLC/default.aspx>
- ONLY primary contacts have accounts
 - Login credentials shared by AIU3 via email upon account creation
- System works best with **Google Chrome**

21 CCLC Home x +

egd.iau3.net/CCLC/default.aspx

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.iau3.net falon.weidman@iau3.net Project Area 1

21st Century Contact and Reporting Tracking System Cohort selected: Allegheny West Foundation - C8 (82566)

Home Grantee At-A-Glance Contact Information Participation Counts More... Administration Logoff Help

The Pennsylvania Department of Education has contracted with the AIU to conduct an external state evaluation of its 21st Century program. PA 21st Century state evaluation reports and infographics can be viewed on [PDE's 21st Century page](#).

The resources below provide you with direction as you collect, analyze and report program information as part of PA 21st Century requirements.


All ma This info rep gra If y Cen

- Allegheny West Foundation - C9 (78075)
- Allentown City School District - C8 (71616)
- Allentown City School District - Central Elementary - C9 (78078)
- Allentown City School District - Ramos and Jackson Schools - C9 (78076)
- Allentown City School District - Union Terrace and Newcomer - C9 (78079)
- Allentown City School District (A, William Allen, Building 21, Dieruff) - C10 (83485)
- Allentown City School District (B, Harrison Morton, South Mountain) - C10 (83484)
- Allentown City School District (C, Raub Trexler) - C10 (83483)
- Allentown City SD 11A - Hays, Sheridan and Washington - C11 (93277)
- Allentown City SD 11B - Dodd, Jefferson and Roosevelt - C11 (93276)
- Allentown City SD 11C - Ritter, Mosser and Early Newcomer Academy - C11 (93278)
- Anti-Drug & Alcohol Crusaders Inc. - C11 (93279)
- Antietam School District - C11 (93279)
- Archway Charter School of Chester, Inc. - C10 (83496)
- Archway Charter School of Chester, Inc. - C8 (71624)
- ARIN IU 28 - C8 (71618)

enters program in Pennsylvania should be e-

access and update 21st Century grantee
ate their contact information, and view their
nformation and view reporting status and

please [Go to the Pennsylvania 21st](#)



Navigating the Home Page

- All grants you have access to are in the drop-down menu
- Use the tabs at the top of the page to navigate to other sections
- At the bottom of the page are links to helpful resources and AIU3 contact info

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.iau3.net

21st Century Contact and Reporting Tracking System

Home Grantee At-A-Glance **Contact Information** Participation Counts More...

changes to this contact information as it occurs. Please note that we do not communicate with contractors.

If your organization has 21st Century grants under more than one cohort, each cohort's contact information must be updated separately. After you click the Update or Cancel buttons below you will have additional cohorts' contact information.

Grantee Name: Antietam School District - C11 (93279)

Unique 21st CCLC Site Name:

School District/Fiscal Agency:

Name of Superintendent/CEO:

Title:

Superintendent/CEO Email:

Physical Address:


City: State: Pennsylvania

Edit this info Print this page for your records **Save**

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.iau3.net

21st Century Contact and Reporting Tracking System

Home Grantee At-A-Glance **Contact Information** Participation Counts More...



21st Century Community Learning Centers Contact Information Form

The Pennsylvania Department of Education and the Center for Community Learning Centers (CCLC) request that you contact the individuals indicated on this form. It is the responsibility of the grantee to provide the contact information for all additional staff people of communication received from either the grantee or the contractor. Changes to this contact information as it occurs. Please note that we do not communicate with contractors.

If your organization has 21st Century grants under more than one cohort, each cohort's contact information must be updated separately. After you click the Update or Cancel buttons below you will have additional cohorts' contact information.

Grantee Name: Antietam School District - C11 (93279)

Unique 21st CCLC Site Name:

School District/Fiscal Agency:

Name of Superintendent/CEO:

Title:

Save Print this page for your records

Entering Contact Info

1. Click on the **Contact Information** tab on the homepage
2. Click the blue "Edit this Info" button on the bottom-left corner to make changes
3. Please complete or update ALL sections of the info page
4. Email Falon.Weidman@iau3.net or Sheila.Bell@iau3.net to make changes to the primary contact email
5. **Click the blue "Save" button in the bottom-left corner to finalize changes**

Entering Contact Info (cont.)

A few helpful tips...

- Your program officer and TA will be notified of any changes you make. There is no need to email them separately
- Adding your local evaluator name and email is optional, but highly recommended (they will be notified of all reporting requirements)
- You can print your contact info page by clicking the blue “Print this page for your records” button in the bottom-center of the page
- Check contact info regularly to ensure it is up-to-date. This page is how evaluators, TAs, and program officers know who to contact

operational day for the month) as a unique count of students. Each individual student should only be counted once within a given month. In the second column, enter your average daily attendance for program days operated that month.

To obtain Average Daily Attendance:

1. List all dates the program was in operation for that month.
2. Next to each date, list the total number of students your program served on that date.
3. Add together the total students served by date.
4. Count the number of days that you offered 21st Century online programming.
5. Divide the SUM of the students served column by the total number of days column.

IMPORTANT: counts are based on grant as a whole – DO NOT average the averages of your centers

See instructions to left to calculate or use the “Average Daily Attendance Calculator” linked below

Counts must be entered by the 10th of the month for the preceding month (i.e. Dec. 10th deadline for November figures). This is the same date your monthly expenditure reports are due. If you do not have a method or tool to calculate your program’s average daily attendance, you may use this [Average Daily Attendance Calculator](#).

Program Year	<input type="text" value="2022-2023"/>	<input type="text" value="2022-2023"/>	<input type="text" value="2022-2023"/>
	Choose correct year	Navigate to entry page	Select Project Year
	Unique total count	Summer count	School Year count
	<input type="text" value="180"/>	<input type="text" value="180"/>	<input type="text" value="180"/>

These counts reflect the number of students your grant is expected to serve: overall, during the summer program (if applicable), and/or during the school year. These counts of students to be served were taken from your grant’s Title Page and Site Location Summary and Abstract Form. If you believe these numbers are incorrect, please contact

Entering Participation Counts

1. Choose the correct grant from the homepage menu
2. Click on the **Participation Counts** tab at the top of the homepage
3. Choose the correct program year
4. Click the gray “Select Project Year” button

your IDE program officer.

Month 2022-2023	Unique count of students served this month, any number of days	Average daily attendance for this month	% of Target Count Served (ADA)
Summer Enter 0 if no summer program operated. Report the average daily attendance of your entire summer program, regardless of month(s) of operation.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
September If you operated any days at the end of August that were part of your school year program, please include those days with your September counts.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
October	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
November	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Remember! Enter a zero if you did not serve any students or had no programming

Entering Participation Counts (cont.)

5. Enter unique count of students served in the left column (i.e., the total number of students who attended programming, counted only once)
6. Enter the average daily attendance in the center column (i.e., the average number of students who attended programming on any day). Average daily attendance **CANNOT EXCEED** the unique count (left column)
7. The right column auto-calculates. Grantees should serve 85% of their target count each month

Please indicate those populations that your program is actively recruiting for 21st Century programming, if any. [Select all that apply.] This is not asking if students from these groups participate, but rather if the program is specifically seeking out participation from specific demographic groups.

Answer options:

Academically At-Risk

English Language Learners (ELL)/ESL

Homeless

Low-Income (based on Free/Reduced Lunch Criteria)

Migrant

Refugee

Other, please specify:

Comments

IMPORTANT: these demographics refer to students you are actively trying to recruit for programming, not those who participate

Last Updated by falon.weidman@aiu3.net on 12/2/2022 12:48:00 PM

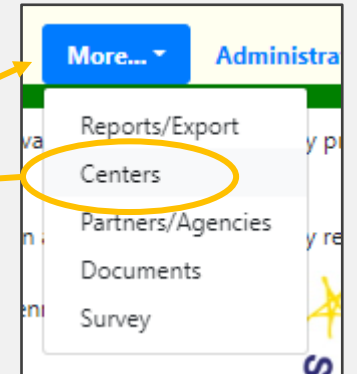
Save

Entering Participation Counts (cont.)

- Counts are **due on the 10th of each month** for the prior month (e.g., December counts due January 10th)
- Complete the recruitment demographics questions at the bottom of the page
- Click the blue “Save” button in the bottom-right corner to finalize changes**

Entering Center Operations

1. Choose the correct grant from the homepage menu
2. Click on the **More** tab at the top of the homepage
3. Choose “Centers” from the dropdown menu
4. Read the instructions at the top of the Centers page
5. Click “Add New Center” or click the red pencil to modify existing center



21st Century Contact and Reporting Tracking System

Cohort selected: Antietam School District - C11 (93279)
Counties Served: ('Berks')

[Home](#) [Grantee At-A-Glance](#) [Contact Information](#) [Participation Counts](#) [Centers...](#) [Administration](#) [Logoff](#) [Help](#)

Center Operations

Program Sites (Centers) with Districts and Feeder Schools Served (Whether traditional or alternative operations)

If serving a nonpublic or charter school, leave district field blank and enter school name in the School Building column. A school district served must be listed for each center, even if the same one is listed for multiple/all centers, EXCEPT in cases of charter or nonpublic schools. Please indicate whether the center operates during the summer, school year, or both. Unless program centers serve identical districts and feeder schools, summer centers should be listed below with appropriate data and summer operation checked. If space permits, please leave a blank row in between centers. Reminder: If students remain in their school day building for the afterschool program, that building is both a Program Site and a Feeder School. Each school from which students attend during the day should be listed as a feeder school, even if the students remain in the same building.

Center Name (Program Site) **should include the name of the facility or school** where the program occurs.

Centers you have on file for the selected Cohort are listed here. Select one to modify or click the Add button.

[Add New Center](#)

No records match the selection

Center Name (Program Site) **should include the name of the facility or school** where the program occurs.

Center Name (Program Site)

Test Middle School

Operates School Year

Yes No

Operates Summer

Yes No

Comments:

Program Year: 2022-2023

Inactive

Choose correct year! 2022-23 refers to Summer 2022 and SY 2022-23

Enter here your 21st CCLC PROGRAM's operations at this center. Round time to the nearest 15 minutes. This information should reflect the program year shown in the program year drop-down above. The program year is the summer and the following school year, for example, Summer 2020 and School year 2020-21 is a single program year, even though it crosses multiple fiscal/contract years.

K-12 School Year Weekly Hours of Operation

School day begins 08:30 AM

School day dismisses 03:30 PM

Refers to school day (i.e., class time, not 21C program time)

Center's first day of summer operations	Center's last day of summer operations	Center's first day of school year operations	Center's last day of school year operations
07/04/2022	08/26/2022	09/05/2022	04/28/2023

Refers to 21C operations, not start and end of SY

Center's primary mode of operation for this program year. We recognize that some centers may have operated using different modes as things changed. We are asking you to indicate the one most prevalent operations method for the year.

Entering Center Operations (cont.)

6. Enter Center Name (Program Site)
7. Indicate summer and SY operations
8. Choose correct Program Year from dropdown
9. Enter school day start and end times
10. Enter first and last date of summer and SY center operations (as applicable)

Entering Center Operations (cont.)

	Before School			After School			
	Start Time	End Time	#Hours	Start Time	End Time	#Hours	Daily Total #Hours
Monday	07:30 AM	08:30 AM	1.00	00:00 AM	00:00 AM	0	1
Tuesday	00:00 AM	00:00 AM	0	03:30 PM	04:30 PM	1.00	1
Wednesday	07:30 AM	08:30 AM	1.00	00:00 AM	00:00 AM	0	1
Thursday	00:00 AM	00:00 AM	0	03:30 PM	04:30 PM	1.00	1
Friday	07:30 AM	08:30 AM	1.00	00:00 AM	00:00 AM	0	1
Saturday	00:00 AM	00:00 AM	0	00:00 AM	00:00 AM	0	0
Sunday	00:00 AM	00:00 AM	0	00:00 AM	00:00 AM	0	0
Total Week							5

PreK-12 Summer Weekly Hours of Operation				PreK Hours of Operation (Before/During/After School)			
	Start Time	End Time	Total #Hours		Start Time	End Time	Total #Hours
Monday	09:00 AM	02:00 PM	5.00	Monday	00:00 AM	00:00 AM	0.00
Tuesday	00:00 AM	00:00 AM	0	Tuesday	00:00 AM	00:00 AM	0
Wednesday	09:00 AM	02:00 PM	5.00	Wednesday	00:00 AM	00:00 AM	0.00
Thursday	00:00 AM	00:00 AM	0	Thursday	00:00 AM	00:00 AM	0
Friday	09:00 AM	02:00 PM	5.00	Friday	00:00 AM	00:00 AM	0.00
Saturday	00:00 AM	00:00 AM	0	Saturday	00:00 AM	00:00 AM	0
Sunday	00:00 AM	00:00 AM	0	Sunday	00:00 AM	00:00 AM	0
Total Week			15	Total Week			0

11. If applicable, enter start and end times for SY K-12 programming (before/after school)

12. If applicable, enter start and end times for Summer PreK-12 programming

13. If applicable, enter start and end times for PreK only programming (before/during/after school)

IMPORTANT: Round times to nearest 15 minutes

Entering Center Operations (cont.)

21st Century Contact and Reporting Tracking System

LEA / Building / Grade Entry

Search and Select an LEA/Building combination then indicate grades for that building.
School Districts and Buildings Served - Start typing District name to see the list to select from

Antietam SD | Antietam MS/HS (114060503/0820)

Selected LEA: Antietam SD 114060503

Selected Building: Antietam MS/HS 0820

Grades

PK K 01 02 03 04 05
06 07 08 09 10 11 12

Remember to click the **Save the above Buildings** button on the prior screen when finished.

Add the above to this Center's building list

#Hours	Start Time	End Time
	Monday	09:00 AM - 10:00 AM
	Tuesday	00:00 AM - 00:00 AM
	Wednesday	09:00 AM - 10:00 AM
	Thursday	00:00 AM - 00:00 AM
	Friday	09:00 AM - 10:00 AM
	Saturday	00:00 AM - 00:00 AM
	Sunday	00:00 AM - 00:00 AM
Total Week	15	

Add Buildings to this Center

Below are the District/Buildings serviced by this Center

Select	LEA	Building	AUN	School#

Cancel Entry

Delete the Above Selected District/Building

Save the above Buildings/Hours

14. Click the blue “Add Buildings to this Center” button

15. Type LEA/Building combination in pop-up search box and choose the correct option

16. Enter grades served by that building

17. Click the gray “Add the above to this Center’s building list” button

18. Click the blue “Save the above Buildings/Hours” button

19. Repeat for each building under that center

Entering Center Operations (cont.)

Important reminders...

- Each feeder school (i.e., where students attend school during the day) should be added as a building to the center
- If students remain in their school day building for the afterschool program, that building is both a center and a feeder school (i.e., will be entered under the Center Name and as a building to that center)
- Summer centers should be entered separately unless serving identical districts and feeder schools as the school year
- Enter all center information at the beginning of the program year and update as needed

Entering Center Operations (cont.)

More important reminders...

- Do not delete centers/buildings unless they never operated or were entered by mistake. If a center closes mid-year, enter its last date of operation
- Final edits to your centers info are **due on June 15th** after the program year (e.g., 2022-23 is due June 15, 2023)
- At the beginning of the new program year, you do not need to re-enter old centers/buildings that will operate again. Instead, update the program year by clicking the red edit pencil to the left of each center on the main centers page
- **DO NOT delete or change years on your centers until July 1st of the new program year.** Evaluators need time to check and download the prior years' data. Making changes before this date may result in you having to re-enter your information. (e.g., you can begin entering 2023-24 info on July 1, 2023)

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.aiu3.net Hello

21st Century Contact and Reporting Tracking System Cohort selected: Allegheny West Foundation - C8 (82598)

Home Grantee At-A-Glance Contact Information Participation Counts More... Administration Logoff Help

Directions ×

- Section 1A
- Section 1B
- Section 2
- Section 3
- Section 4
- Section 5
- Section 6
- Section 7
- Section 8
- Section 9
- Section 10
- Section 11

21st CCLC Implementation Survey Directions

We urge grantees to use the **21st CCLC Implementation Survey Question Guide** to review the survey content and prepare responses in advance. Although the Implementation Survey in the Dashboard allows grantees to enter their survey in multiple sessions, the Word-based Question Guide is the best option for drafting content and collaborative completion. To submit, simply copy and paste text answers and/or use this **Question Guide** to transfer answers into the online system.

- Text fields will stop accepting text when character limits are reached. Copied and pasted text will truncate at the character limit and you will not be alerted. Refer to the Question Guide for character limits. We strongly recommend using the Question Guide to ensure your answers fit within the character limitations. Spaces and line breaks count as characters.
- The Implementation Survey must cover the entire 2021-22 program year, which includes Summer 2021 (if your grant operated) and School Year 2021-22.
- Each grantee must complete ONE Implementation Survey that reflects all centers operated by that grant during the program year. If your agency holds multiple 21C grants/cohorts, you must enter a separate survey for each grant. Navigate to the Home tab to switch among the grants that are assigned to you. Be careful to enter each grant's survey under the correct grant account.
- Both the Previous and Next buttons save your work as you move throughout the survey. However, if you enter text into the survey and then navigate away to a different module in the online system or leave the system altogether, you will lose any content entered on the current page unless you click the Previous or Next buttons to save your work.
- Some questions have skip logic, which means you will not see certain questions based on answers to other questions. Refer to the Question Guide for which questions trigger a skip. You may notice that after answering a question, other questions on that page disappear depending on which answer(s) you select.
- Some questions are required. The system will check for unanswered, required questions when you get to the end of the survey. You cannot complete and submit your survey until all required questions are answered. Required questions are shown in bold text. Your answer to the last question in the survey will trigger whether your survey is submitted in the online system. Once submitted, you cannot make any changes.
- The system will time out after 10 minutes to protect your account. Be sure to save early and often.

Please refer to the Question Guide for additional guidance.

Print Form Export Data Prev Next

Use the Question Guide to preview questions and prepare your answers

Move to the next or previous pages

Click "Prev" or "Next" to save survey every 10 minutes (or system times out)

Navigate to different sections of the survey

Completing the 21CCLC Implementation Survey

- Grantees will complete an annual Implementation Survey following the completion of each program year (usually available in April and due mid-June)
- The survey is located under the **More...** tab on the homepage (choose "Survey" from the dropdown)
- Survey does not need to be completed in one sitting
- To save work before closing – click "Next" or "Previous" in the bottom-right corner**

Grantee Partnerships and Subcontractors

Report additional funding sources, what they provide (in-kind services, goods and materials, donation, other) below.

Below are Partners you have on file

[Add New Partner](#)[Export Partner List](#)

No records found for this Cohort

Grantee Partnerships and Subcontractors

Report additional funding sources, what they provide (in-kind services, goods and materials, donation, other) below.

Contribution Source/ Agency/ Partner	Provides:	Describe what you receive from this source/ partner
<input type="text"/>	<input type="checkbox"/> Funding, Goods and materials (donation) <input type="checkbox"/> In-kind services (no charge) <input type="checkbox"/> Contracted services (paid services) <input type="checkbox"/> Other	<input type="text"/>
Start Date <input type="text"/>	End Date <input type="text"/>	PDE Approval Date <input type="text"/>

[Save](#)

Entering Partnerships and Subcontractors Info

- Optional section to help grantees track partners
- Located under the **More...** tab on the homepage (choose “Partners/Agencies” from the dropdown)
- Click the blue “Add New Partner” button
- Complete the information on the page
- Don’t forget to click the blue “Save” button!

Use this screen to upload or download documents.

Click to search and select a file on your computer to upload. No file chosen

Enter a description for the file.

Click to upload the selected file.

Documents on file are listed here.

No records match the selection

Uploading Grant Documents

- Optional tool for saving important documents (e.g., Emergency Readiness Plan)
- Located under the **More...** tab on the homepage (choose “Documents” from the dropdown)
- Click “Choose File” and select from your computer
- Enter a title and description for the file
- Click “Upload the Selected File” to finalize

Primary Contact Name Primary Contact Email Address Primary Contact Phone
 Secondary Contact Name Secondary Contact Email Address Secondary Contact Phone
 21APR User 21APR User Email Address Number of Centers
 Annual Grant Amount

Edit contacts using the Contact Information tab above.

Reporting status information reflects the 2021-22 program year reporting cycle based on state evaluator records.

21APR Summer Term	21APR Fall Term	21APR Spring Term
<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Complete	<input type="checkbox"/> Complete	<input type="checkbox"/> Complete
<input type="checkbox"/> No Program	<input type="checkbox"/> No Program	<input type="checkbox"/> No Program
Summer Term Comments	Fall Term Comments	Spring Term Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

Operations Spreadsheet	Implementation Survey	De-identified Student Data Workbook	Local Evaluation Report	Grant End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fiscal year cycle

October 1-September 30

January 1-December 31

July 1-June 30

Comments

Last Updated on New

Using the Grantee-At-A-Glance Tab

- Provides quick reference information (e.g., contacts, 21APR users, # centers, and reporting submission and compliance information)
- VIEW ONLY to grantees. It is updated by the AIU3
- If something is incorrect on this page reach out to the AIU3 team
- Screenshots of this tab may be used for monitoring evidence

User/Login ID	<input type="text" value="falon.weidman@aiu3.net"/>
Last Name	<input type="text" value="Weidman"/>
First Name	<input type="text" value="Falon"/>
Organization	<input type="text" value="Allegheny Intermediate Ur"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

First and Last Name are required.

If Changing your password, you must enter your old password, the new password and re-type the new password.

The new password:

- Cannot be the same as the old password.
- Must contain one of these special characters @ + \ / ! # \$? : &
- Must contain at least one upper case character.
- Must be 8 to 20 characters long.

Changing Your Password

- You will be prompted to change your password every 120 days
- If you forgot your password, click the “Forgot Password?” button on the login page
- You can also change your password under the **Administration** tab
- Enter your old (i.e., current) password, enter the new password, retype to confirm, and click “Submit”

Need Help?

The Allegheny Intermediate Unit, Pennsylvania's contracted state evaluator for 21st Century, hosts and manages the 21st Century Online Dashboard. If you have questions or difficulty, please [email Sheila Bell](#) or [Falon Weidman](#), or click the **Help** tab → "Contact Support" for assistance when already logged into the system.