

Dear Expanded Learning Grantee:

The 2017–18 Annual Grantee Outcome-Based Data Report for Evaluation and Continuous Quality Improvement is due Thursday, **September 20, 2018**.

Please read the full content of this email, as it contains important instructions for submitting this report.

The 2017–18 Annual Grantee Outcome-Based Data Report for Evaluation and Continuous Quality Improvement (CQI) is a grant requirement for the After School Education and Safety (ASES) Program, the 21st Century Community Learning Centers (21st CCLC) Program, and the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program. Failure to report this data will lead to grant termination per California *Education Code* Section 8483.7(a)(1)(A)(vi).

The Microsoft Excel workbooks used to complete these reports are attached to this email. One workbook is for 21st CCLC and ASES elementary/middle programs; the other workbook is for high school ASSETs programs. Each workbook includes **two tabs** for data input:

1. Outcome Data for Evaluation
2. Continuous Quality Improvement

What's new this year?

The 2017–18 Outcome Data for Evaluation templates do **not** require regular school day attendance. As of May 2016, local educational agencies are required to submit student attendance data to the California Longitudinal Pupil Achievement Data System (CALPADS). (For more information, see [CALPADS Update Flash #120](#)). The Expanded Learning Division (EXLD) will be able to extract regular school day attendance from existing CALPADS records.

Also, this year in the 2017–18 Outcome Data for Evaluation templates, the EXLD will be collecting more detailed attendance data on After School Summer/Supplemental programs (specific only to 21st CCLC and ASES programs). California *Education Code* Section 8482.1(b) defines Summer/Supplemental programs as operating in excess of 180 regular school days or during any combination of summer, weekends, intersession, or vacation periods. In an effort to study the benefits of summer programs, it has become necessary to delineate between summer (May through August) and non-summer programs (September through April). The EXLD's Summer Committee has defined true summer programs as taking place between the months of May and August. The 2017–18 Outcome Data for Evaluation workbook requires student attendance broken out by summer (May through August) and non-summer (September through April).

Since the fiscal year runs through the middle of summer on July 1 of every year, this year's After School Summer/Supplemental report will require a student-level count from

July 1, 2017, through August 30, 2017, combined with a count from May 1, 2018, through June 30, 2018.

Due to the short notice on this new requirement, we will offer grantees a one-year waiver upon request. To request a One-year Summer/Supplemental Waiver, please email your assigned [regional consultant](#) with a written justification.

How to Submit your Report

The attached Excel workbooks require state student identifiers. To protect student-level personally identifiable information, you must use the following California Department of Education's **exFiles** process to ensure your data is secure.

Please follow the submittal instructions below.

Click on the [exFiles File Transfer System](#) link.

Enter the following information in this order:

- For **Project Code**, type *aspa*
- Click **Submit Code**
- For **Upload/Download Password**, type *2PeKS6ef* (case sensitive)
- Click **Submit Password**
- For **Description**, enter preparer's name and email address
- For **File Encryption Password**, type *aspa1234*
- Under **File to Upload**, click **Browse** and select your completed Excel data file
- Click **Upload Files**

Note: If a message "**File to Upload file name required**" appears, click **Browse**, select the file again; click **Upload Files**.

This concludes the file uploading process.

Resources

Before preparing your report, please review the following resources:

- [Annual Evaluation and CQI Frequently Asked Questions web page](#)
- [California AfterSchool Network—Quality Standards for Expanded Learning in California](#)
- [CDE CQI Guidance for a Quality Improvement Process web page](#)
- [Engaging in a Program Quality Improvement Process for Expanded Learning Programs webinar](#)

If you have questions regarding this subject, please contact Barbara Bell, Education Programs Assistant, Expanded Learning Division, by phone at 916-319-0289 or by email at bbell@cde.ca.gov.