



Data Portal Deep Dive

Grants Management System Overview

Fiscal Year 2025

Coordination & Collaboration. Quality. Sustainability. Results.

OST Grantee System Compliance

- **Administrative Requirements**
 - **Include FERPA and SAYO-Y consent waivers** in student enrollment forms.
 - **Collect and enter all Student ID numbers** for serviced youth (ideally).
 - **Complete and submit accurate progress reports** before the established deadlines.
 - Submit an amendment request for any fiscal or programmatic changes (if applicable).
- **Program Requirements**
 - **Complete Youth Registration** for all serviced youth. (Oct. 25th)
 - **Enter enrollment, activities** and all required data by established deadlines.
 - **Enter attendance weekly** and maintain those paper copies.
- **Staff Requirements**
 - **Upload background clearance documentation** and certifications.

Organization Profile

[LOGOUT](#)

Grants Management System
Demo Organization

Organizations

[Organization Profile](#)

Organization Grants

Organization Uploads

Organization Users

PR Dashboard

Admin Users

Login Editor

ORGANIZATION PROFILE

[UNLOCK](#)

OVERVIEW

1345

Tax ID

Demo Organization

232423

Website Address

Has your organization had a contract with any DC Government agency that was terminated within the past 5 years?

☐ Yes ☒ No ☐ Unsure ☐ Not applicable

Organization Mission Statement

test

Number of full-time employees

Number of part-time employees

Total organization budget

2

2

\$400,000.00



Grant Agreement



Demo Organization
Sample FY23-24 OST

LOGOUT

- Organizations
- Organization Profile
- Organization Grants
- Organization Uploads
- Organization Users
- Grant Agreement**
- Progress Reports
- Participants & Staff
- Upload
- SAYO Y
- Sites
- Reports
- Help Center

GRANT AGREEMENT




>	Version 1	APPROVED
>	Version 2	APPROVED
▼	Version 3	APPROVED
1	Grant Admin	Submitted
2	Program Description	Submitted
3	Program Sites	Submitted
4	Support & Sustainability	Submitted
5	Budget Narrative	Submitted
6	Application Signoff	Submitted




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Progress Report Module


 Demo Organization
Sample FY23-24 OST


LOGOUT


 Organizations


 Organization Profile


 Organization Grants


 Organization Uploads


 Organization Users


 Grant Agreement


 Progress Reports


 Participants & Staff

 Upload

 SAYO Y

 Sites

 Reports

 Help Center

PROGRESS REPORTS

Demo Organization - Sample FY23-24 OST


Q1/Q2: August - January

Report Due Date: 5:00 P.M. ET on 3/1/2024

Submitted


Progress Report

Submitted




Progress Report Signoff

Submitted



Progress Report Approval

Submitted




Q3: January - April

Report Due Date: 5:00 P.M. ET on 5/3/2024

Submitted


Progress Report

Submitted




Progress Report Signoff



Submitted




Progress Report Approval


Submitted



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Registration and Attendance





Demo Organization
Sample FY23-24 OST


LOGOUT


 Organizations


 Organization Profile


 Organization Grants


 Organization Uploads

 Organization Users

 Grant Agreement

 Progress Reports


 Participants & Staff


 Upload


Participants | Staff

PARTICIPANTS

ADD +

 Search by First Name


 Search by Last Name


Active 


SEARCH

CLEAR

NAME (88)	AGE	GRADE	SUBMITTED	STATUS
Anderson, Ben	13	3	No	Active
Bavidge, Bail	0	PK-3	Yes	Active
Brown, Josh	21		No	Active
Bruce, Albert	14	PK-4	Yes	Active
Carter, Sam	24		No	Active
Doe, Jane	10	4	No	Active



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Participant Registration (Manual)

 Demo Organization
Sample FY23-24 OST

LOGOUT

Organizations

Organization Profile

Organization Grants

Organization Uploads

Organization Users

Grant Agreement

Progress Reports

Participants & Staff

Upload

SAYO Y

ADD YOUTH

* Indicates Required Fields

YOUTH REGISTRATION

* First Name

* Last Name

* Date of Birth (DOB)

* Street Address

Apartment/Room/Suite Number

* City

* State

LEARN 24

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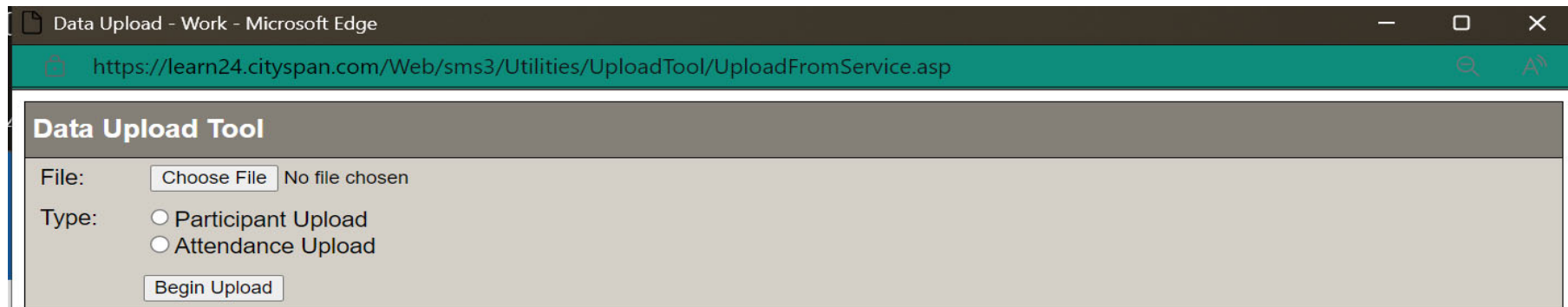
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WE ARE WASHINGTON DC

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MURIEL BOWSER, MAYOR

Participant Registration (Bulk)



The screenshot shows a web browser window titled "Data Upload - Work - Microsoft Edge". The address bar displays the URL: <https://learn24.cityspan.com/Web/sms3/Utilities/UploadTool/UploadFromService.asp>. The main content area is titled "Data Upload Tool" and contains the following elements:

- File:** A button labeled "Choose File" followed by the text "No file chosen".
- Type:** Two radio buttons: "Participant Upload" (selected) and "Attendance Upload".
- Begin Upload:** A button labeled "Begin Upload".

The Participant and Attendance Template has been updated as of 12/12/23, please be sure to use the updated versions provided below.

To upload Participant data:

1. After filling out the ([Participant Template](#)), save the file in Excel format. Alternately, run the report "Participant Upload File" from the Reports menu to obtain your existing records populated into the Participant Template.
2. Select "Choose File" and find/attach the document containing your upload data.
3. Select the type of data upload (Participant Upload).
4. Select "Begin Upload"
5. All rows that have First Name, Last Name, DOB will be uploaded. However, fields with empty or incorrectly formatted data will not be uploaded and will appear as empty on the participant form. You may re-upload the same rows with correctly formatted data or enter the data manually on the participant form.
6. For all rows with empty or incorrectly formatted data, a message will indicate the type of format error and provide a downloadable file with the rows in which format errors have been found. Once the rows with errors have been corrected, they can be re-uploaded.



Attendance



Demo Organization
Sample FY23-24 OST

LOGOUT

- Organizations
- Organization Profile
- Organization Grants
- Organization Uploads
- Organization Users
- Grant Agreement
- Progress Reports
- Participants & Staff
- Upload

ANDERSON, BEN



SAVE & RETURN

Demo 6-8 Enrichment

DATE	ATTENDANCE
Tuesday, September 5, 2023	<input checked="" type="radio"/> P <input type="radio"/> A
Wednesday, September 6, 2023	<input checked="" type="radio"/> P <input type="radio"/> A
Thursday, September 7, 2023	<input checked="" type="radio"/> P <input type="radio"/> A
Friday, September 8, 2023	<input checked="" type="radio"/> P <input type="radio"/> A
Monday, September 11, 2023	<input checked="" type="radio"/> P <input type="radio"/> A
Tuesday, September 12, 2023	<input type="radio"/> P <input type="radio"/> A



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Report Generation

LOGOUT



Demo Organization
Sample FY23-24 OST



Organizations



Organization Profile



Organization Grants



Organization Uploads



Organization Users



Grant Agreement



Progress Reports



Participants & Staff



Upload

[Youth Demographics](#) | [Contact Information](#) | [Enrollment](#) | [Reports](#)

REPORTS



PARTICIPANT REPORTS

[Participant Units of Service](#)

Summary of participation including number of activities, sessions, and hours elapsed separated by categories.

[Attendance By Service](#)

Summary of attendance information for each group service including enroll date, drop date, and % sessions attended/absent.

[Participant Individual Services List](#)

Lists all Individual Service sessions within a specified date range.



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Staff Compliance Module

ORGANIZATION STAFF

[ADD +](#)[SEARCH](#)[CLEAR](#)

NAME	STATUS	EXPIRATION STATUS	MANDATED REPORTER CERTIFIED	CPR/FIRST AID CERTIFIED
Adams, Robert	Active	Current		
Austin, Jane	Active	Expired		
Austin, Joe	Active	Expired	Y	Y
Banks, Fernando	Active	Expired	Y	Y
Bermudez, Iizett	Active	Expired	Y	Y
Carey, Rachel	Active	Expired		
Cataldo, Kevin	Active	Expired	Y	Y
Clearances, Testing	Active	Expired		
Cole, Hayley	Active	Expired		
Dean, James	Active	Expired		
Doe, Jon	Active	Expired		
Doe, Jon	Active	Expired		



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SAYO-Y Survey



Demo Organization
Sample FY23-24 OST

QUESTIONS



AT THIS AFTER SCHOOL OR SUMMER PROGRAM HOW DO YOU FEEL?

1. Do you like coming to this program?
2. Do you have fun when you are at this program?
3. Do you feel bored when you are at this program?
4. Can you always find things that you like to do at this program?

WHAT ARE THE TEACHERS AND STAFF MEMBERS LIKE AT THIS AFTER SCHOOL OR SUMMER PROGRAM?

1. Is there an adult at this program who is interested in what you think about things?
2. Is there an adult at this program you can talk to when you are upset?
3. Is there an adult at this program who helps you when you have a problem?



Learn24 Grantee Resources



Home About Resources **Data**



OST Data

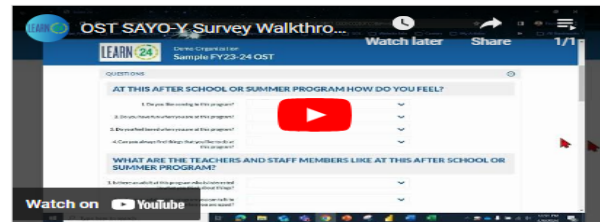
Discover data related to our programs and grants aimed at enhancing the educational experiences of students beyond traditional school hours. From program participation statistics to grant allocation data, this page serves as a centralized repository for analyzing and understanding the impact of our initiatives. Dive into trends, track outcomes, and glean valuable insights into how we're leveraging data to maximize the effectiveness of out-of-school time opportunities. Whether you're a researcher, grantee, or advocate for expanded learning, this data page provides transparency and invaluable insights into our efforts to support educational enrichment beyond the classroom.

For Office Hours, please use the following links:

[Tuesday Office Hours](#) & [Thursday Office Hours](#)

For Access to City Span, please use the following links:

[Cityspan RFA Access](#) or [Cityspan GMS Access](#)



[Data | Office of Out of School Time Grants and Youth Outcomes \(arctis.com\)](#)

- For any technical support for the Learn 24 Grants Management System, email learn24data@dc.gov
- Office Hours are twice a week:
 - Tuesdays and Thursdays from 12:00 to 1:00 pm



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Live Demonstration of System

Demo Agenda

- Organization Profile
- Organization Uploads
- Staff Module
- Organization Grants
 - Grant Agreement Review
 - Grant Amendments
- Progress Report Review
- Participant Directory
 - Youth Registration
 - Activity Enrollment
 - Report Generation
- Program Sites
 - Activity Creation
 - Report Generation
- Data Upload Tool (Bulk Uploads)
 - Participant Uploads
 - Attendance Uploads
- SAYO-Y Survey (Youth Outcomes)
 - Overview

 District of Columbia
Grants Management System

Welcome to the Learn24
Grants Management System!

USERNAME

PASSWORD

[Forgot your username or password?](#)

LOG IN

For technical assistance, please contact:
Email: Learn24data@dc.gov

NOTICES

Tuesday, November 28, 2023

Historic Participant Records have been assigned to FY23-24 grants

Participants registered to your organization prior to FY23-24 have been bulk assigned to your FY23-24 grant. They appear under the Participants & Staff left menu. Participants with at least one present attendance record between 10/1/21 and 10/1/23 have been assigned as Active and those without attendance in that time period have been assigned as Inactive. Use the Active/Inactive filter to toggle between the two lists. A participant's Active/Inactive



Thank you!

