Cityspan Database Workshop
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• Your commitments as a grantee
• Use of the data
• How the database works
• Database demonstration
  – Adding programs
  – Enrolling attendees
  – Tracking attendance
  – Staff clearances
  – Generating reports
Grantee commits to **securely**:
– Register participant information
– Track program attendance
– Track staff clearances

Grantee commits to **secure** data transmission -> *Not over email*
• **Who is a Learn24 participant?**
  – Only required to track Learn24 participants
  – Programming funded/enabled by the grant
  – Served by grant from grant agreement

• **Demographic information**
  – Grade, Address and Gender will be required
    • To confirm DC residency and match with OSSE
SAYO-Y Youth Survey

- Grantees will administer a youth program survey, the SAYO-Y, through database.
- Responses from a minimum of 30 youth who are in 4th grade and above.
  - N/A if program serves younger students.
- Information will be coming later regarding virtual administration.
Data Use

• Grantee will get access to some educational indicators
  – In school attendance
• Data will be used to improve and report citywide and program outcomes
• In progress
Information in the database is organized at different levels.
Cityspan Database Order

Data must be entered in the correct order:

1. Enter organization information: data team, then you
2. Enter site information: data team, then you
3. Create the program/activity at the correct site location: you
4. Enter the participants into the database at their site (only needs to be done once): you
5. Enroll the participants into the program/activity: you
6. Track their attendance at the program: you
To create new database accounts, or add site locations, email learn24data@dc.gov

Grantees enter:
- Program information
- (or upload) Participant and attendance information once programs start

Programs are for specific periods of time
- Example: Your Summer 2021 Program from 6/20/2021-8/10/2021. Align with specific grants

Grantees can also enter staff information and track staff clearances
Entry versus upload

- To register participants and track attendance you can either upload the information or enter directly into browser/database
- *Upload using excel is not required*
- *Uploading easier for larger CBOs*

In the database you can generate attendance reports
Cityspan Database Demonstration