



# Grantee Guidance

May 2021

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## Learn24

Learn24 is the name for the network that supports equitable access to high-quality, out-of-school time (OST) programs for children and youth that reside in Washington, DC. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers.

The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education, stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day. OST programming is defined as a structured, supervised learning, or youth development opportunity offered to District children and youth before school, after school, on weekends, or during seasonal school breaks.<sup>1</sup>

Grants are awarded in a manner consistent with the Commission's strategic plan for out-of-school-time programs and funding with particular attention to the strategic plan's goals and priorities for at-risk students, geographic distribution of out-of-school-time programs, funding, and program quality.

This guidebook is meant to assist Grantees with compliance related to the OST Office grants programs.

General Compliance Requirements are:

- Implement the service and content as described in the grant application and in the Addendum of the Grant Agreement
- Keep proper and relevant records of finances related to the grant and the program funded
- Submit complete and accurate reports on or before the deadlines
- Submit revision requests for any fiscal or programmatic change and do not implement revision without approval
- Meet the service hours described within the timeframe described
- Conduct a program quality assessment, if required
- Collect enrollment forms with FERPA and SAYO Consent
- Track attendance and enrollment via a Learn24 Database called Cityspan and maintain sign-in sheets for verification
- Support the survey collection for students in fourth grade and above
- Provide intentional program planning through lesson plans or syllabi that align to the logic model in the grant application
- Ensure student to teacher ratio of 15:1, when appropriate
- Notify the OST Office of changes in grant and database administrator
- Notify the OST Office of incidents that occur during the program
- Ensure adults receive four background checks that are completed, and personnel are suitable to work directly with youth
- Ensure any adult without clearances is supervised by an adult that is suitable to work with youth

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<sup>1</sup> As defined by the Office of Out-of-School Time Grants and Youth Outcomes Establishment Act of 2016.

## Compliance Monitoring

Monitoring may be conducted via desktop and/or in-person site visits at any time during the grant period.

The Grants Manager will conduct the administrative or fiscal site visit.

Any OST Office staff, or trainer may conduct the programmatic site visit. At least one (1) site visit will be scheduled in advanced but unscheduled programmatic visits are possible throughout the grant period.

## Administrative Compliance Site Visit Tool



### Administrative Compliance

Grantee name \_\_\_\_\_

Date: \_\_\_\_\_

Item	Completed	Notes
Learn24 logo on website	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Bully Prevention Policy	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
FERPA Consent	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
SAYO-Y Consent (if applicable)	n/a	
SAYO-Y Collection (if applicable)	n/a	
Attend Mandatory Meetings	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Mid-Year Report received on time?	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Personnel and participant files are secured (online and hard copy)	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> Partial (2 pts) <input type="checkbox"/> No (0 pts)	
Invoices submitted via vendor portal on time and accurate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> Partial (2 pts) <input type="checkbox"/> No (0 pts)	
Supporting documents for invoices (Staff time, MOU, agreements, contracts, receipts, invoices, statements, etc.)	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> Partial (2 pts) <input type="checkbox"/> No (0 pts)	
Budget use to date aligned to approved budget, plans to expend/return funds, or budget modification.	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> Partial (2 pts) <input type="checkbox"/> No (0 pts)	
<b>Certificate of Insurance</b>		
General Liability \$1m occurrence/\$2m aggregate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Automobile \$1m occurrence	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Workers Compensation	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Employer's Liability \$500,000 per/accident injury/disease/disease limit	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Cyber Liability \$2m occurrence & aggregate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Professional Liability \$1m occurrence/\$2m aggregate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Sexual/Physical Abuse & Molestation \$1m occurrence/\$2m aggregate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
Commercial Umbrella \$5m occurrence & aggregate	<input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (0 pts)	
<b>Total Points</b>		

Ask the grantee the following:

- Has there been any personnel changes related to the grant?
- Is the grantee undergoing any federal audits?
- Has there been any programming incident reports we should know about?

Internal use only	
Monitor Name _____	Site Visit Date: _____
Debrief Date: _____	Email Date: _____

## Programmatic Site Visit Tool

### Staff Information

Names of Adults on Site					
CPR personnel on site?	<input type="checkbox"/> Yes (2 pts) <input type="checkbox"/> No (0 pts)	Name of Mandated Reporter (2 pts, if known)			
Incident reports to OST?					
No. Youth on Site		No. Adults on Site		Meets ratio requirement	<input type="checkbox"/> Yes (2 pts) <input type="checkbox"/> No (0 pts)

**Staff subtotal =**

### Program Information

Ages of Children Observed	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> Students over 18 – verify grade
Social distancing or virtual safety protocols observed, or procedures received.	

### Program Quality: Safe Environment

<input type="checkbox"/> 1: The emotional climate of the session is predominately negative (e.g., disrespectful, tense, exclusive, even angry or hostile); negative behaviors, such as rudeness, bragging, insults, "trash talking," negative gestures or other such actions are not mediated by either children or staff.	<input type="checkbox"/> 3: The emotional climate of the session is neutral or characterized by both positive and negative behaviors	<input type="checkbox"/> 5: The emotional climate of the session is predominately positive (e.g., mutually respectful, relaxed, supportive; characterized by teamwork, camaraderie, inclusiveness, and an absence of negative behaviors). Any playful negative behaviors (not considered offensive by parties involved) are mediated (countered, curtailed, defused) by staff or children.
<input type="checkbox"/> 1: Comments or slurs intended to hurt someone who is present explicitly indicate religious, ethic, class, gender, ability, appearance or sexual orientation bias(es).	<input type="checkbox"/> 3: There is evidence (e.g.,) comments or slurs) of religious, ethnic, class, gender, ability, appearance or sexual orientation bias, but comments are not directed at anyone present.	<input type="checkbox"/> 5: There is no evidence of bias; rather, there is mutual respect for and inclusion of others of different religion, race/ethnicity, class, gender or sexual orientation.
<input type="checkbox"/> 1: No children are greeted by staff as they arrive or at the start of the session.	<input type="checkbox"/> 3: Some children are greeted by staff as they arrive at the start of the session.	<input type="checkbox"/> 5: All children are greeted by staff as they arrive or at the start of the session.
<input type="checkbox"/> 1: Staff mainly uses a negative tone of voice and disrespectful language.	<input type="checkbox"/> 3: Staff sometimes uses a negative tone of voice and disrespectful language and sometimes uses a warm tone of voice and respectful language.	<input type="checkbox"/> 5: Staff mainly uses a warm tone of voice and respectful language.

**Program Quality: Supportive Environment**

<input type="checkbox"/> 1: Staff does not start or end session within 10 minutes of scheduled time.	<input type="checkbox"/> 3: Staff either starts or ends session within 10 minutes of scheduled time (but not both).	<input type="checkbox"/> 5: Staff starts and ends session within 10 minutes of scheduled time.
<input type="checkbox"/> 1: Staff does not explain any activities clearly.	<input type="checkbox"/> 3: Staff explains some activities clearly.	<input type="checkbox"/> 5: Staff explains all activities clearly (e.g., children appear to understand directions; sequence of events and purpose are clear).
<input type="checkbox"/> 1: There is not an appropriate amount of time for more than one activity.	<input type="checkbox"/> 3: There is an appropriate amount of time for all but one activity (e.g., for one activity, most children either do not finish or finish early with nothing to do).	<input type="checkbox"/> 5: There is an appropriate amount of time for all of the activities (e.g., children do not appear rushed; most children generally finish activities; most children do not finish significantly early with nothing planned to do).
<input type="checkbox"/> 1: The activities provide no opportunities for children to engage with materials or ideas; activities mostly are waiting, listening, watching and repeating.	<input type="checkbox"/> 3: The activities provide opportunities for children to engage with materials or ideas for less than half of the time.	<input type="checkbox"/> 5: The activities involve children in engaging with (creating, combining, reforming) materials or ideas (e.g., role play, projects, experiments, writing and illustrating stories, outside explorations) for at least half of the time.
<input type="checkbox"/> 1: Staff never mentions a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal).	<input type="checkbox"/> 3: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is not clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).	<input type="checkbox"/> 5: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).
<input type="checkbox"/> 1: Staff does not encourage children to try skills or attempt higher levels of performance.	<input type="checkbox"/> 3: Staff encourages some children to try skills or attempts higher levels of performance.	<input type="checkbox"/> 5: Staff encourages all children to try skills or attempt higher levels of performance.
<input type="checkbox"/> 1: Staff does not model skills.	<input type="checkbox"/> 3: Staff models skills for some children.	<input type="checkbox"/> 5: Staff models skills for all children.
<input type="checkbox"/> 1: Staff does not break difficult task(s) into smaller, simpler steps for any children or there are no tasks of sufficient difficulty to warrant explaining steps.	<input type="checkbox"/> 3: Staff breaks difficult task(s) into smaller, simpler steps for some children.	<input type="checkbox"/> 5: Staff breaks difficult task(s) into smaller, simpler steps for all children (e.g., steps are explained in sequence; instructions are provided for specific steps; examples of completed steps are shared).
<input type="checkbox"/> 1: Staff does not support contributions or accomplishments of children in either of the ways described for a score of 3 or 5, or simply doesn't support children at all.	<input type="checkbox"/> 3: Staff supports contributions or accomplishments of children but uses subjective or evaluative comments, such as "Good job!", "I like it!" or "You're so smart!".	<input type="checkbox"/> 5: Staff supports at least some contributions or accomplishments of children by acknowledging what they've said or done with specific, non-evaluative language (e.g., "Yes, the clean-up project you suggested is a way to give back to the community).
<input type="checkbox"/> 1: Staff rarely or never asks open-ended questions.	<input type="checkbox"/> 3: Staff makes limited use of open-ended questions (e.g., only uses them during certain parts of the activity or repeats the same questions).	<input type="checkbox"/> 5: Staff makes frequent use of open-ended questions (e.g., staff asks open-ended questions throughout the activity and questions are related to the context; most children have opportunities to answer questions that seek opinions or require thoughtful answers).

### Program Quality: Interaction

<input type="checkbox"/> 1: Staff does not provide opportunities for children to get to know each other (e.g., the entire session is structured so children have no time where talking among themselves is allowed or encouraged).	<input type="checkbox"/> 3: Staff provides informal opportunities for children to get to know each other (e.g., children engage in informal conversations, children get to know each other as a by-product of an activity).	<input type="checkbox"/> 5: Staff provides structured opportunities with the purpose of helping children get to know each other (e.g., there are team-building activities, introductions, personal updates, welcomes of new group members, icebreakers).
<input type="checkbox"/> 1: Staff does not provide opportunities for youth to work cooperatively as a team or in a group.	<input type="checkbox"/> 3: Staff provides opportunities for some youth to work cooperatively as a team or in a group.	<input type="checkbox"/> 5: Staff provides opportunities for all youth to work cooperatively as a team or in a group.
<input type="checkbox"/> 1: Staff does not provide all youth opportunities to practice group-process skills.	<input type="checkbox"/> 3: Staff provides all youth at least a limited opportunity to practice group-process skills (e.g., a full group discussion is long enough for all youth to contribute, youth briefly share in pairs).	<input type="checkbox"/> 5: Staff provides all youth multiple or extended opportunities to practice group-process skills (e.g., contribute ideas or actions to the group, do a task with others, take responsibility for a part).
<input type="checkbox"/> 1: Staff does not provide opportunities for youth to lead a group.	<input type="checkbox"/> 3: Staff provides opportunities for some youth to lead a group (e.g., some youth lead warm-up exercises, some youth lead a small group discussion).	<input type="checkbox"/> 5: Staff provide all youth one or more opportunities to lead a group (e.g., teach others; lead a discussion, song, project, event, outing or other activity).
<input type="checkbox"/> 1: Staff provides no explanation or reason for behavioral expectations, guidelines or directions given to youth.	<input type="checkbox"/> 3: Staff provides an explanation or reason for some behavioral expectations, guidelines or directions given to youth.	<input type="checkbox"/> 5: Staff provides an explanation or reason for every behavioral expectation, guidelines or direction given to youth.

### Program Quality: Engagement

<input type="checkbox"/> 1: There is no planning for projects or activities, or no identifiable planning strategies are used.	<input type="checkbox"/> 3: When planning projects or activities, at least one identifiable planning strategy is used.	<input type="checkbox"/> 5: In the course of planning the projects or activities, two or more planning strategies are used (e.g., brainstorming, idea webbing and backwards planning).
<input type="checkbox"/> 1: Staff does not engage children in an intentional process of reflecting on what they have done during the program session.	<input type="checkbox"/> 3: Staff engages some children in an intentional process of reflecting on what they have done during the program session.	<input type="checkbox"/> 5: Staff engages all children in an intentional process of reflecting on what they have done during the program session (e.g., writing in journals; reviewing minutes; sharing progress, accomplishments, or feelings about the experience).
<input type="checkbox"/> 1: In the course of the program offering, staff does not provide structured opportunities for youth to make presentations to the whole group.	<input type="checkbox"/> 3: In the course of the program offering, staff provides some youth opportunities to make presentations to the whole group.	<input type="checkbox"/> 5: In the course of the program offering, staff provides all youth opportunities to make presentations to the whole group.

**Page 4 subtotal =**



Additional information that may be requested or reviewed:

- Documents
  - Signed enrollment forms with SAYO and FERPA consent
  - Supporting documents on participant attendance
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  - Certificates of Insurance
  - DC Department of Consumer and Regulatory Affairs (DCRA) Current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - DCRA current Charitable solicitation Basic Business License
  - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Fixed Asset Equipment distribution policy, loan agreement, and procedure for return of equipment
    - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
    - Field trip procedures
    - Incident reporting and resolution
    - Social distancing policies (when applicable)
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Process for handling health emergency
    - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program, if applicable
  - Accommodation
    - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
    - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment

A grant management record binder or electronic folder with clearly labeled file names is a best practice to manage grants and can assist with a site visit. The binder should contain the following:

- Copy of the grant agreement
- Program schedule

## Non-Compliance

In the absence of exigent circumstances that would necessitate immediate termination of the grant, failure to comply with the entirety of the grant agreement, OST Office will provide a written notice to Grantee within ten (10) business days of observing or being aware of non-compliance to this Agreement. Grantee must take appropriate corrective action within the timeframe specified in the notice but not to exceed two (2) weeks. If Grantee fails to correct or does not respond, a second written notice will be sent restating the corrective action required and deadline to comply. If Grantee has not corrected the action by the deadline specified in the second notice, a third and final notice will be sent restating the corrective action, deadline to comply, and repercussions to Grantee which may include delayed payment, termination or suspension of grant, or repayment of grant funds for Failure to Comply as stated in the grant agreement.

The OST Office may immediately terminate a grant with no notice and no opportunity to cure if the OST Office determines that such a termination is in the interests of the Government of the District of Columbia.

## General Provisions

### Protected Data

Personally, Identifiable Information (PII), including social security number and date of birth, must be redacted to protect the names and information of the individual (additional information, such as address, may be redacted according to the individual's preference). Any information, either physical files or electronic, must be kept locked, secured, or password protected at all times. This includes PII related to any personnel, staff, or contractor files as well as youth records. If information that contains PII must be transmitted, all PII must be redacted.

### Bullying Prevention

The grantee must provide the organization's Bullying Prevention Policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantee may contact OHR for template language and assistance drafting a Bullying Prevention Policy or visit [ohr.dc.gov/page/bullyingprevention](http://ohr.dc.gov/page/bullyingprevention) for additional resources.

Grantee's Bullying Prevention Policy will be sent to OHR for approval. If the policy has previously been approved, grantee should provide the OHR approval.

### Organization Good Standing

Organizations will need a valid OTR Clean Hands Certificate and a valid DCRA Certificate of Good Standing to be submitted to the DC Vendor Portal. Visit [otr.cfo.dc.gov](http://otr.cfo.dc.gov) for additional information on obtaining a Clean Hands Certificate and [corponline.dcr.dc.gov](http://corponline.dcr.dc.gov) for additional information on obtaining a Certificate of Good Standing.

## Data Management

The Learn24 Cityspan Database is the data portal for OST Office grantees and other OST programs. OST programs can enter their program information to be included in the [Learn24.dc.gov](https://learn24.dc.gov) program finder.

For Grantees the database also tracks participant information, attendance, staff information and background checks.

- The database may be found at <https://learn24.cityspan.com>
- The login username and password must be requested by emailing the OST office. A username and email is sent directly to the user via email. Users should change the password after the first log in.

## Data Confidentiality and Security

All student information should be restricted. Learn24 funded participants' parents/guardians should sign a FERPA consent found later in this handbook.

**Grantees shall take all necessary precautions to preserve confidentiality of all Personally Identifiable Information (PII) of participants.**

**Grantees should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity.** Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.

Grantees should ensure that:

- Any computer that has participant or personnel information or personnel PII is password protected and access to that data is controlled.
- Any participant data is only visible to the staff that needs the information.
- Access to participant data is limited as much as possible.
- Participant information is **NEVER emailed or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with PII, such as date of birth, should be kept in a locked drawer or cabinet or area that is inaccessible.

## Cityspan Instructional Videos

Instructional videos that demonstrate various tasks in the database.

- How to add programs: <https://youtu.be/JSsyCY7GL2U>
- How to register participants, enroll participants in programs, and how to track attendance: <https://youtu.be/TNYongjdG4U>

## Cityspan Hierarchy

Data is organized in the database at multiple levels:

- Organization
  - Site locations
    - Programs/Camps
      - Participants are registered to sites and enrolled in programs/camps
    - Events
  - Staff: They are across the organization and can be attached to specific programs and activities. The staff module appears on the site locations list.

Additional resources and information on Cityspan can be found in Appendix A.

## **Personnel Requirements**

### **Mandated Reporter Training**

Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and neglect. The training provides the information needed to recognize the signs of abuse and neglect and procedures to file an appropriate report.

- For a link to the training conducted by CFSA, visit <https://cfsa.dc.gov/service/mandated-reporter-training>
- The training is free, online, and requires a valid email address
- Allow two (2) hours for completion
- This training does not expire, but certificates must remain on file with organization
- Organization must have a policy or process on how personnel contact the mandated reporter in the event of suspected abuse or neglect of a child
- Certificate of Completion must be uploaded into Cityspan
- Certified Mandated Reporter must have current required background checks uploaded into Cityspan.

### **First Aid/Cardiopulmonary Resuscitation (CPR) Certification**

One person per site must be certified in First Aid/CPR.

- The trained employee on site does NOT need to be an employee of the organization
- Grantee must have a process and procedure in place for how program staff and youth know how to locate the First Aid/CPR Certified individual(s). OST Office reserves the right to verify during site visits

### **Background Check Guidance**

Grantees and subgrantees will ensure all adult program staff (paid and unpaid), volunteers, or contractors (herein referenced as personnel) who have unsupervised interactions, in-person or virtually, with youth receive the following background checks in order to comply with the District of Columbia's Criminal Background Checks for the Protection of Children Act of 2004, DC Code §§ 4-1501.01 – 4-1501.11 and other OST Office requirements:

- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR)
- Federal Bureau of Investigation (FBI) Criminal Background Check
- Metropolitan Police Department (MPD) Criminal Background Check, and
- National Sex Offender Registry (NSO).

**Safety of youth is extremely important, Grantees failure to comply or failure to complete background checks may result in termination of the grant.**

It is strongly encouraged that all staff, supervised and unsupervised, have background checks completed. All background checks must be uploaded into Cityspan prior to the start of programming.

Personnel without a complete set of clear background checks must be supervised by an individual who is fully cleared.

- Current Personnel
  - All personnel must have background checks throughout the grant period. Personnel whose clearances expire during the grant period should undergo the process again.

- New Personnel
  - Personnel who are newly hired or under contract by the organization must have background checks and clearances submitted to the appropriate agencies within one (1) week of the start date. The organization must maintain proof of submission for each background check in the personnel file if requested by the OST Office.

New personnel shall not be left unsupervised with anyone under 18 until background checks are completed.

- Confidentiality Information
  - All personnel files and background checks must be stored in secured file cabinets or password-protected electronic storage. It is the responsibility of the grantee and subgrantee to safeguard confidential information and only use or disclose it as expressly authorized by the staff member or specifically required.
    - In the event that confidential information must be shared electronically, sensitive information must be redacted, including Social Security numbers and dates of birth, also referred to as Personally Identifiable Information (PII). Then the transmission must be made via encrypted methods and removed from any temporary storage within seven (7) days.

Background checks that are uploaded into Cityspan must have PII redacted.

Grantee with personnel that will be providing programming at a District of Columbia Public Schools (DCPS) facility or an DC Office of the State Superintendent for Education (OSSE) Licensed Child Care Center must follow the policies and procedures established by DCPS and OSSE, respectively.

A copy of the clearance letter must be retained within the personnel file.

The following is provided for ease, but information may change, and it is the responsibility of the grantee to confirm the necessary costs and requirements for submission.

### **FBI Background Check**

This background check must be completed every two (2) years.

- a. Live Scan
 

Live Scan is the preferred method for FBI background check submission. A Live Scan is when fingerprints are scanned electronically instead of imprinted on ink first. Results are returned via email typically within twenty-four (24) hours.

Metro Lab  
[www.metrolabdc.com](http://www.metrolabdc.com)

Bureau of Engraving and Printing Police  
 301 14<sup>th</sup> Street SW  
 Washington, DC 20228  
 Phone: (202) 874-3188

Federal Bureau of Investigation  
 935 Pennsylvania Avenue NW

Washington, DC 20535  
Phone: (202) 324-3000

Federal Emergency Management Agency Law Enforcement Coordination and Investigation  
1201 Maryland Avenue SW  
Washington, DC 20472  
Phone: (202) 646-4263

Metropolitan Police Department  
300 Indiana Ave NW  
Washington, DC 20001  
Phone: (202) 727-9909

b. Ink-based fingerprint card and application

Inked fingerprints and applications can be submitted directly to the FBI and can take three (3) months or more to return search results. More information available at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

The completed and signed application and the inked-fingerprint card must be submitted directly to the FBI and must include:

- Money Order or Certified Check for \$18.00 dollars payable to the “Treasure of the United States”.
- The items listed on the Identity History Summary Request Checklist can be found at: <https://www.fbi.gov/file-repository/identity-history-summary-request-checklist.pdf/view>.

Submit completed packet to:  
FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

The application may be found at <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>

Locations to obtain inked-fingerprints available at:

Federal Services, Inc.  
1712 I Street NW, Suite 915  
Washington, DC 20006  
(202) 223-5317

Metro Lab  
Location and information available at [www.metrolabdc.com](http://www.metrolabdc.com)

Washington DC Fingerprinting  
1140 Connecticut Avenue NW  
Washington, DC 20036  
(202) 628-3716  
[www.washingtondcfingerprinting.com](http://www.washingtondcfingerprinting.com)

### **MPD Background Check**

This background check must be completed every two (2) years. MPD background checks request can take up to six (6) weeks.

The organization submits a notarized letter which includes the following:

- Request for a local criminal background check
- Full Name (First, Middle, and Last)
- Date of Birth (DOB)
- Social Security Number
- Self-addressed Stamped Envelope
- \$7.00 Money Order payable to the “DC Treasurer” (cash and checks are not accepted).

Mail the letter, money order, and envelope to:

Metropolitan Police Department  
Criminal History Section  
300 Indiana Avenue NW, Room 1075  
Washington, DC 20001

### **The National Sex Offender Registry**

This background check must be completed every two (2) years. The Dru Sjodin National Sex Offender Public Website (NSOPW) provides the public with access to sex offender data nationwide. NSOPW is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments.

Visit [www.nsopw.gov/Home](http://www.nsopw.gov/Home) to conduct a search by name across all jurisdictions. The results from the website page showing “no results found” for the personnel should be printed or pdf and uploaded into Cityspan. If several states or jurisdictions are unavailable or offline, then the search should be completed at a later time when all jurisdictions are available. If similar or identical names are found, by uploading the results into Cityspan, the grantee verifies that the individual the search was conducted on behalf of was not identified in the search.

### **CFSA CPR**

This background check must be completed every two (2) years. The purpose of the Child Protection Register (CPR) is to protect children and to ensure their safety by maintaining an index of perpetrators of child abuse and neglect in the District of Columbia. This confidential index includes the names of individuals with substantiated and/or inconclusive findings from the investigative reports of the Child Protective Services Unit of the Child and Family Services Agency. More information is available at: <https://cfsa.dc.gov/publication/program-child-protection-register>.

Employers must directly request CPR clearances for prospective or current personnel by completing Part I of the form and selecting “Non-Government Organization”. Grantee and subgrantee may not accept a self-check CPR result. Results may take up to 45 days.

The application may be downloaded at: <https://cfsa.dc.gov/service/child-protection-register-cpr>  
The CFSA CPR check is free Do not use an old version of the form. Select the application for a new hire/volunteer or current employee/volunteer. The applications are fillable forms that can be downloaded, information typed into the form and then saved.

Organizations should complete the top portion of the application before giving it to the individual to complete.

General instructions on completing the CFSA CPR form:

- TYPE all information, do not handwrite.
- Check the box to indicate between a new hire and a current employee.
- For Requestor Type, check “Non-Government Agency” and “Other” and type “Learn24”.
- The applicant completes all the personal information and address history in the form.
- Applicant must give consent for the background check to be completed by signing the form.
- Forms must either be notarized, or a color copy of a government issued ID must be submitted with the application.
- Label the file name for each document as described below:
  - Application as "firstname\_lastname\_app\_mm-dd-yy"
  - Photo ID as "firstname\_lastname\_ID\_mm-dd-yy"

Do not put periods, punctuation, or special characters in the file name. Failure to name the files as describe may delay the results of the background check.

Helpful tips:

- Use the application titled “For Employment Use”
- Enter the Date Completed
- Check “New Hire” for the request purpose and, if appropriate, include start date. “New Hire” checks are returned within fourteen (14) days and 45 days for renewals.

The individual will submit information into the [CFSA](https://cfssa.dc.gov/service/child-protection-register-cpr) portal and ensure that there is no transfer of sensitive info via email or otherwise from applicant to employer. More information can be found here: <https://cfssa.dc.gov/service/child-protection-register-cpr>

It is the grantee or subgrantees responsibility to ensure all personnel have CFSA CPR checks. Contact the CFSA CPR unit if results for “New Hires” have not been received within fourteen (14) or 45 days for renewals. If needed, contact CFSA on the status of a check by:

- Emailing [cfssa.cpr@dc.gov](mailto:cfssa.cpr@dc.gov).
- The email subject line should be “status check” and the email message must include the information as shown in the completed table below.

Name	DOB	Last 4 of SSN	Application Type (Current Employee or New Hire)	Date Submitted
Jane Doe	3/1/1995	9999	New Hire	3/5/2020
John Doe	12/5/2000	1234	Current Employee	3/8/2020



## **Background Check Results and Suitability**

### **FBI and MPD Background Check**

Any personnel with the following felony convictions are not permitted to work with children and youth:

1. Murder, attempted murder, manslaughter or arson;
2. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
3. Burglary;
4. Robbery;
5. Kidnapping;
6. Illegal use or possession of a firearm;
7. Sexual offenses, including: indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
8. Child abuse or cruelty to children; or
9. Unlawful distribution or possession of or possession with intent to distribute a controlled substance.

Any personnel that have an FBI or MPD background check returned with an issue or indication of past criminal history other than what is listed above must have a suitability determination made by the District. Grantee or subgrantee must notify the OST Office within two (2) business days of receiving the results with the name and email of the individual and the OST Office will provide a process in which DCHR will conduct a suitability check for said personnel at no additional cost to grantee or subgrantee.

Until the District has determined suitability, the individual **MUST** not be left unsupervised with youth, or without the presence of a staff member with all clearances.

### **Other Accepted Background Check Documents**

- a. OSSE background check clearance letters that deem the individual “suitable for employment in a child development facility” are accepted as evidence of meeting the FBI, MPD, NSO, and CFSA CPR background check policies. The clearance letter must be available in the personnel file, uploaded into Cityspan, and will be acceptable for the full length of the clearance letter up to three (3) years with Affidavits submitted annually.
- b. Per DC Law §§ 4–1501.03 (d), any personnel with an active federal security clearance is not required to submit to a criminal background check. However, the individual must upload evidence of current federal security level in a dated letter, on letterhead, from the employer on an annual basis. An active federal security clearance covers all required background checks.
- c. Emailed suitability determination from DCHR through another agency is accepted evidence of meeting the FBI, MPD, and NSO background check policies.
- d. DCPS background check clearance letters are accepted evidence of meeting the FBI, MPD, NSO, and CFSA CPR background check policies.
- e. Fieldprint is an FBI and MPD Channeler and results are obtained through Truscreen. Fieldprint results via Truscreen are accepted evidence of meeting the FBI and MPD background check policies.

- f. Other FBI Channelers may be found here: <https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions> Results from any FBI Channelers are accepted evidence for completing FBI Background Checks.

### **Other Background Check Information**

Other documentation of FBI and MPD background may be accepted but must be approved by the OST Office. Grantee or subgrantee must submit a request to the OST Office for approval of other acceptable documents.

New hires may have FBI and MPD checks done directly or through a channeler. Thereafter, Grantee or Subgrantee may use an approved third-party vendor for subsequent checks for renewals. Hire Right and Interquest are the only approved third-party vendors approved.

### **National Sex Offender Registry**

Any individual with a “no result found” or if the organization has reviewed the potential list of matches and confirms that none of the individuals listed is the personnel is suitable to work with children for the NSO background check. All personnel must be suitable with all four requirements to work unsupervised with children.

### **CFSA CPR**

**Any personnel listed in the CFSA CPR register is not permitted to work with children and youth.**

Individuals listed in the register or with an inconclusive report has the right to challenge the decision through a Fair Hearing process with CFSA. Further instructions regarding the Fair Hearing process is noted on the last page of the Notice of Investigation Results letter from CFSA.

No other documentation except what is supplied by CFSA will be accepted as completion of the CFSA CPR check.

### **Affidavit**

All background check results are valid for two (2) years. Twelve (12) months after the background check result's effective date, the individual must sign and have witnessed, the below affidavit and upload into Cityspan.

## BACKGROUND CHECK AFFIDAVIT

I, \_\_\_\_\_ (name) as part of my continued service (employment, contract, or volunteer) with \_\_\_\_\_ (name of organization), hereby swear and affirm that I am not disqualified from working with children and youth under the District of Columbia's Child and Youth, Safety and Health Omnibus Amendment Act of 2004.

- (1) I am not the perpetrator of a founded report of child abuse or neglect committed within the last 12 months in any state, territory, and District.
- (2) I am not under investigation by the D.C. Child and Family Services Agency (CFSA) for child abuse or neglect.
- (3) I have not been convicted of any of the following offenses or of an offense similar in nature under the law or former laws of the United States or one of its territories or possessions, another state or commonwealth, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation within the last 12 months.
  - A. Murder, attempted murder, manslaughter, or arson;
  - B. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
  - C. Burglary;
  - D. Robbery;
  - E. Kidnapping;
  - F. Illegal use or possession of a firearm;
  - G. Sexual offenses including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse (but excluding sodomy between consenting adults);
  - H. Child abuse or cruelty to children; or
  - I. Unlawful distribution of, possession of, or possession with intent to distribute a controlled substance.

I understand that I have an obligation to submit written notice to \_\_\_\_\_ (name of organization) disclosing any arrest or conviction for any such offense, and/or any notification that I have been listed as a perpetrator in a founded or indicted report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator. Failure to provide notice may result in immediate termination of employment or service.

I hereby swear and affirm that all statements in this Affidavit are true and correct to the best of my knowledge, information, and belief. I further swear and affirm that my statements are made subject to the penalties of DC Law §22-2404, which provides that knowingly making false averments can and will subject me to criminal penalties.

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature Date

### **Background Check Compliance**

The OST Office or designee will conduct program and administrative visits, announced and unannounced, throughout the grant period. The OST Office will verify the names of personnel with what has been entered into Cityspan. In the event personnel background checks have not been entered, grantee or subgrantee will receive a notice within ten (10) business days of observing the non-compliance and grantee or subgrantee will have three (3) business days to upload the information into Cityspan.

If the grantee fails to correct or does not respond this may result in delayed payment, termination or suspension of grant, or repayment of grant funds. Non-compliance may affect Grantees eligibility to be funded for future competitions.

The OST Office may immediately terminate a grant with no notice and no opportunity to cure if the OST Office determines that such a termination is in the interests of The Government of the District of Columbia.

## Participant Survey and Consent

### Family Educational Rights and Privacy Act (FERPA) Consent

Grantee, except for LEAs, shall include Family Educational Rights and Privacy Act (FERPA) consent on the participant enrollment form that is signed and dated by the parent or guardian of the participant. A sample consent is:

I (parent/guardian name) \_\_\_\_\_ hereby authorize and consent  
DCPS Office of the Chief of Staff, Office of the State Superintendent, or  
\_\_\_\_\_ (name of school)  
to provide information concerning the education of my child, \_\_\_\_\_  
(name of child), to \_\_\_\_\_ (Grantee Name) and the DC Office of Out of  
School Time Grants and Youth Outcomes (OST Office). I further authorize the  
release of educational records of my child for the current school year to the  
parties listed above that include the following information: education transcripts,  
school/program enrollment information, universal student ID, address,  
demographic data, attendance data, credit history, grades, assessment data, IEP  
information, and graduation attainment (12th grade only). This authorization and  
release shall remain in effect from the date signed through my child's graduation  
from DCPS or a DC public charter school.

By signing below, 1) I acknowledge and understand that I have the opportunity to  
review the records to be disclosed and the right to challenge the contents of such  
records, and 2) I am at least 18 years of age or I am signing this document on  
behalf of my child because he/she is not 18 years of age.

### Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) Consent

Grantee shall include SAYO-Y consent on participant enrollment form that is signed and dated  
by parent or guardian.

\_\_\_\_\_ (Grantee Name) is funded by the Office of Out  
of School Time Grants and Youth Outcomes (OST Office), a DC Government  
agency. As a grantee, we are required to share participant information with the  
OST Office that may be collected on the enrollment form such as full name, date  
of birth, school name, demographics, and age.

In addition, we are required to administer a questionnaire called the Survey of  
Academic and Youth Outcomes (SAYO-Y). The SAYO-Y is a brief survey with  
questions about what your child thinks of the program and of the potential  
benefits of attending the program. All information collected through the SAYO-Y  
is confidential and no individual child or their individual responses will be  
identified. Participation in the SAYO-Y is voluntary.

By signing below I give permission for \_\_\_\_\_ (name of child) to  
be included in the SAYO-Y survey.

### **SAYO Data Collection**

Unless otherwise stated by Learn24, in the first and last month of programming, Grantee will administer the computer-based SAYO-Y to participants in 4th grade and above. All results are entered into Cityspan.

For instructions regarding the SAYO-Y, see Appendix B.

## **Program Management**

The grant funds may only be used to serve school-aged youth in grades K-12. Individuals over the age of 18 are only permitted if eligible to be enrolled in high school or receive special education from a Local Education Agency.

### **Slot Reservation**

Grants Manager may notify Grantee with the opportunity to add youth experiencing housing insecurity to the program any time during the programming period. Grantee will have the opportunity to discuss with the Grants Manager before youth are enrolled.

### **Incident Reports**

Grantees are required to report any unusual incident that results in injury of a program participant or staff and any event where emergency personnel are contacted. The report of the incident must be made within one (1) business day of the incident by completing the online Incident Report Form at

If Grantees have their own incident report, a copy of the report must be sent to the Grant Manager within three (3) business days. The Grantee must keep the report on file and make it available upon request.

## **Program Quality**

On February 15, 2017, D. C. ACT 21-679 established the Office of School Time Grants and Youth Outcomes and a Commission on Out of School Time Grants and Youth Outcomes to support the equitable distribution of high-quality, out of school time programs to District of Columbia youth through coordination among government agencies, grant-making, data collection and evaluation, and the provision of technical assistance to service providers.

Through conversations with providers, The Youth Program Quality Assessment (PQA) was selected by the OST Office as the District's framework to support program quality. The PQA is a validated instrument designed to measure the quality of youth programs and identify staff training needs. It has been used in community organizations, schools, camps, and other places where youth have fun, work, and learn with adults. The PQA assesses the following domains: safe environment, supportive environment, interaction, engagement, youth-centered policies and practices, high expectations for youth and staff, and access.

The Youth and School-Age PQA are evidence-based assessment tools. Evidence is gathered through observation and interview. Program staff and an outside specialist observe program activities, take notes, and then conduct an interview with a program administrator. Notes, observations, and interview data are used as evidence to score items. Scores are combined to create an overall program quality profile and plan for improvement.

- Weikart Program Quality Assessment (PQA) Basics Training is **optional** and not required for FY2021 Grantees
- Grantee may submit the Youth Program Quality Assessment (YPQA) or School Age Program Quality Assessment (SA-PQA), conducted at a minimum of one (1) program site
- Grantee is expected to show a commitment to quality programming and continuous improvement
- Grantee may participate in the voluntary Quality Initiative offered each year. For additional information, contact [Learn24@dc.gov](mailto:Learn24@dc.gov)

### **The Institute for Youth Development**

The Institute for Youth Development provides quality training for all adults who work with children and youth in Out of School Time (OST) programs. These adults are also called youth development practitioners. Youth development practitioners deepen their understanding of positive youth development, engage in best practices and improve services to youth. Quality trainings are part of the technical assistance provided to all service providers across the District of Columbia.

Trainings are available for every level from front-line staff to program managers to executive directors.

- Grantees are strongly encouraged to participate in an array of free professional development offerings through The Institute for Youth Development. Information may be found at [Learn24.dc.gov](http://Learn24.dc.gov).

## Reporting Requirements

### Programmatic Reporting

Grantees must complete programmatic reports throughout the grant period. Reports shall be completed using the reporting form found below. Reports are due within thirty (30) days after the close of each period. The number of program reports required are based upon the grant cycle and are indicated in Grant Agreements. Specific program report forms can be found attached to Grant Agreement.

The information required in these reports includes but is not limited to the following:

- total number of youth actually served by the organization,
- total number of youth actually served by OST grant funds - breakdown by Grade Level,
- a success story that illustrates the impact the program has made on the children/youth served during the reporting period,
- challenges or obstacles that have prevented your organization from implementing the program, or barriers to achieving the goals and objectives of the grant agreement, and if so, what has/ will the organization do to overcome those barriers,
- the status of your commitment to participating in the Quality Improvement Process by completing a program self-assessment at a minimum of one (1) program site,
- any other relevant information, news, media, events, awards, or other activities that the organization wishes to highlight with respect to the program.

### Financial Management

Grantees will be considered a “vendor” within the various DC systems.

Grantees must be registered in two systems to receive payments. Grantee must have an account in both Ariba e-Sourcing and DC Vendor Portal. This process may take up to four weeks before accounts are created. These systems are dependent on the Tax ID (EIN Number) and grantees must enter the information correctly.

1. The Ariba eSourcing system: <https://ocp.dc.gov/page/vendor-registration-electronic-solicitations-ocp>.
2. The Vendor portal for invoicing the District can only be done once the grantee is in the Ariba eSourcing system. To register for the vendor portal visit <https://vendorportal.dc.gov/Account/Terms>

Vendor training is scheduled twice a month and the dates are published on the website. Any grantee that is unfamiliar with the system should visit the Vendor Portal website, register for a free session, and then select the date.

Visit [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov), under “Quick Links” use the link “Need Training?” and click “Register”

If required, Grantee must provide current audits and financial reports to the OST Office. Grantees should submit their annual report to the OST Office when available.

### Budgets and Financial Reporting

Grantees may use any invoice format they choose to upload information into the DC Vendor Portal, [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov). Invoices will not be accepted via email or any other method. The Grants Manager will review the invoice and supporting documentation and alignment to the grant budget before approving for payment. An invoice template can be provided.

### Grant Fund Limitations



Grantee agrees not to use any portion of the grant or any income derived from the grant for the following:

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, incentives, scholarships, and any payments to members of the Board of Directors; youth cash incentives or gift cards (other than nominal amounts); tuition, awards and scholarships; re-granting (also known as sub-granting); subcontracting more than 40% of grant funds (approval must be provided prior to grant award); and payment or fees to other government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy.

**Grantee Name**  
**[Street Address]**  
**[City, ST ZIP]**  
**Phone: (000) 000-0000**

<b>Tax ID/DUNS</b>	<b>Grant Agreement No.</b>
<b>564</b>	

DESCRIPTION		AMOUNT
Salaries		6,000.00
Program Supplies		768.35
Program Equipment		1,225.25
TOTAL		7,993.60

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## Budget Template

### Directions

Only enter expenses that would be charged to the grant.

Insert rows as needed.

Leave rows blank or delete if the expenses is not charged to the grant.

Expense	Description and Explanation of calculation	Costs
<b>Program Personnel</b>		
Salaries - Employees only		
	Title & Name (if possible) Brief description of program role, calculation of wages	
	Title & Name (if possible) Brief description of program role, calculation of wages	
Payroll Taxes		
Expense Name	Explain calculations, prorated	
Benefits		
Expense Name	Explain calculations, prorated	
<b>Program Implementation</b>		
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Supplies and Materials		
Learning materials (curricula, books, kits, etc.)	Brief description, calculations, describe how prorated	
Supplies (pencils, pens, paper, etc.)	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Equipment		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Travel		
Off site learning	Brief description, calculations, describe how prorated	
Transportation	Brief description, calculations, describe how prorated	
Staff Travel	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Marketing and Outreach		
Printing	Brief description, calculations, describe how prorated	
Website	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Other Direct Program Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
<b>Program Operations</b>		
Rent	Brief description, calculations, describe how prorated	
Utilities	Brief description, calculations, describe how prorated	
Telecommunication	Brief description, calculations, describe how prorated	
Equipment	Brief description, calculations, describe how prorated	
Insurance	Brief description, calculations, describe how prorated	
Postage and delivery	Brief description, calculations, describe how prorated	
<b>Organization Expenses (these expenses are considered indirect)</b>		
Salaries - Employees only (not program specific)		
	Title & Name (if possible) Brief description of program role, calculation of wages	
	Title & Name (if possible) Brief description of program role, calculation of wages	
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and support to program	
Name of Contractor	Brief description of contract/agreement and support to program	
Other Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Indirect rate		

## Records Maintenance

Grantees must retain all records, both programmatic and financial, related to any programs funded for at least five (5) years from the date of the termination of the grant or the date the final program report was accepted whichever is later. Programs must make responsible efforts to protect the confidentiality of disposed program records in such a way as to protect the identity and privacy of program participants.

- File Retention Policy
  - All results must be retained for a minimum of five (5) years after the OST Office's acceptance of the final report and must be retained in accordance with federal and DC laws governing record retention.
- Destruction of Files
  - When needed, all confidential paper records and data will be destroyed by secure destruction.

Electronic records shall be properly purged, deleted, overwritten, and physical destruction if possible.

## Grant Closeout

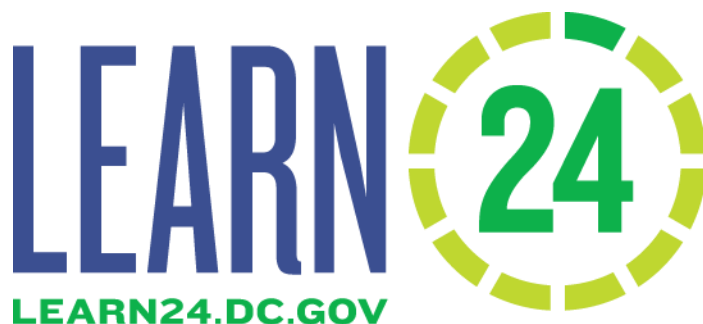
After the end of the grant period, all Grantees will have the time allotted in their specified agreement to submit the following items:

1. Final Program Report
2. Final Daily Attendance Report (if applicable)
3. Other documents as required in the grant agreement

A completed grant will “close” after grantee has submitted the final report with narrative, final invoice, and all supporting documentation, and has entered program information, enrollment information, participant attendance, and complete personnel background checks in Cityspan.

## Learn24 Acknowledgement

Organizations (Grantees) that receive funding from Learn24 should place the Learn24 logo on the program page of the organization's website and/or acknowledge that the program receives support from Learn24.



Grantees may use the logo on program materials during the grant period for items such as:

- Program page of organization's website
- Program recruitment flyers and posters

- Registration packets
- Programs booklets or final showcase

Grantees must seek approval to use the logo on program specific items by sending the draft document or proof by email to [Learn24@dc.gov](mailto:Learn24@dc.gov).

The logo may not be used on:

- Fundraising materials
- Physical structures for capital improvements
- Political agendas or materials
- Clothing (i.e. t-shirts, hats, bags, etc.)

Learn24 will not sign any forms for third party's attesting to the organization as an OST grantee, good standing, or grant compliance.

## Appendix A. Database User Guide

*The Table of Contents can be found on Page 3*

### Introduction

The Learn24 Cityspan Database is the data portal for the Office of Out of School Time Grants and Youth Outcomes (OST Office) grantees and other OST programs. Organizations can enter program information to be included in the learn24.dc.gov program finder. The database also tracks student attendance and outcomes and staff information and background checks.

The database can be found at <https://learn24.cityspan.com>

### Login Information

Organization will email [Learn24data@dc.gov](mailto:Learn24data@dc.gov) with the name and email address of the database users. The number of users should be limited to protect sensitive information that may be collected.

OST Team will directly email each user their password which the user can then use to login for the first time.

Users should change their password after logging in for the first time.

### Data Confidentiality and Security

Learn24 grantees should follow Learn24 data confidentiality and security policies explained in this section. All student information should be considered confidential and access to it should be restricted.

All organizations shall take all necessary precautions to preserve confidentiality of all personally identifiable information of participants. Organizations should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity. *Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.*

Organization should destroy all participants' personally identifiable data, collected for the sole purpose of reporting requirements for the OST office grants, when the data is no longer needed for the grant activities or within 5 years of when the data is collected by your organization, whichever occurs first.

Learn24 grantees should ensure that:

- Any computer that has student information on it is password protected and access to that data is controlled.
- Any student data is only visible to the staff who need the information.
- Access to student data is limited as much as possible.
- Student information is **NEVER emailed or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with personally identifiable information, such as date of birth, should be kept in a locked drawer or cabinet or area that is inaccessible. A best practice is to limit the number of hard copies of personally identifiable information as possible.

## Instructional Videos

There are instructional videos to assist in learning a few tasks in the database.

- Most recent video: <https://youtu.be/0nyAe1Bskuc>
- How to add programs: <https://youtu.be/JSsyCY7GL2U>
- How to register participants, enroll participants in programs and track attendance: <https://youtu.be/TNYongidG4U>

Data is organized in the database at multiple levels:

- Organization
  - Site locations
    - Programs/Camps
      - Participants are registered to sites and enrolled in programs/camps
    - Events
  - Staff: They are across the organization and can be attached to specific programs and activities. The staff module appears on the site locations list.

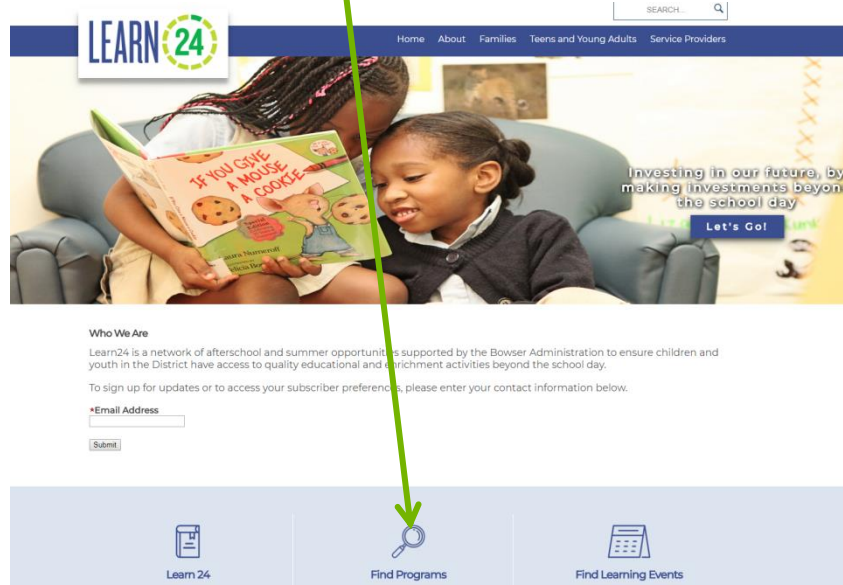
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## A. How is program data used?

Program information is used for OST Office records and also to populate the Learn24 website (<https://learn24.dc.gov/>) program finder.



- Parents and youth can enter the program qualities through the dropdown options

**Program Finder**

Use the search filters below to narrow your results

Keyword

Age

Grade

Zip

Focus Area

Year

Daily Model

Days  
☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

- Then search programs who meet those criteria
- Note: The more criteria entered, the fewer results that will appear



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Programs (8 Results)	
<b>Department of Parks and Recreation</b> Rosemary Community Center (7701 Gates St NE, Washington, DC 20002, USA) Aug 12 2018 - Aug 17 2018 M,Tu,W,Th,F (9:00 AM - 5:00 PM) DRP's Enrichment Camp is offered the last week of each summer. The camp provides a mix of educational and recreational activities to get participants ready to head back to school. Enrichment Camp is theme-based, with the week's activities centered around one of the elements of STEM. Daily Model: Full Day Cost: Free Registration: Application Required Focus Areas: Sports, Recreation, STEM	Ages 5 - 12 Grades K,2,3,4,5,6,7 Contact: Brandon Johnson <a href="mailto:brandonjohnson@dc.gov">brandonjohnson@dc.gov</a> <a href="tel:202316710400">202316710400</a>

- The program finder needs information on:
  - Organization, site location, address, date duration, days and times, short description

Programs (8 Results)	
<b>Department of Parks and Recreation</b> <i>Rosedale Community Center (1701 Gales St NE, Washington, DC 20002, USA)</i> <i>Aug 13 2018 - Aug 17 2018</i> <i>M,Tu,W,Th,F (9:00 AM - 5:00 PM)</i> DPR's Enrichment Camp is offered the last week of each summer. The camp provides a mix of educational and recreational activities to get participants ready to head back to school. Enrichment Camp is theme-based, with the week's activities centered around one of the elements of STEM <u>Daily Model:</u> Full Day <u>Cost:</u> Fee <u>Registration:</u> Application Required <u>Focus Area[s]:</u> Sports, Recreation; STEM	Ages 5 - 12 Grades K,1,2,3,4,5,6,7 <u>Contact</u> Brandon Johnson <a href="mailto:dpr.camps@dc.gov">dpr.camps@dc.gov</a> <a href="tel:(202)671-0449">(202) 671-0449</a>

- Model, cost, how to register, focus area, ages served, grades served and contact information

Before accessing the database, email [Learn24data@dc.gov](mailto:Learn24data@dc.gov) with a list of all of the program sites  
a. This list will include the site name, address

Site name	Address 1	Address 2	Zipcode	Ward
John Doe Elementary School	1234 1 <sup>st</sup> St NE		20001	1
Organization Name	555 2 <sup>nd</sup> St NW	Suite 101	20002	5

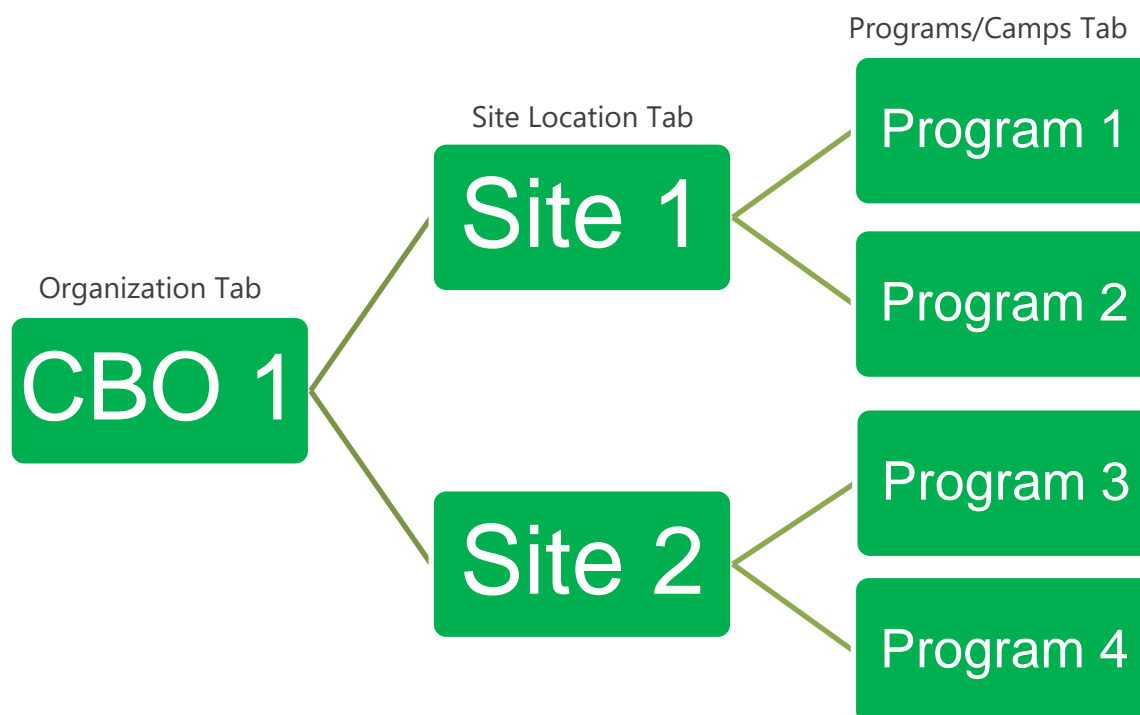
## B. Data Entry Order

***Data must be entered in this order:***

1. Organizational information on the organization profile page.
2. Site contact information for the site locations.
3. Programs to those site locations (programs are for set time periods, such as Summer 2021)
4. Program staff
  - a. Clearance dates and upload clearance proof documents for unsupervised staff
5. Participants to the system
  - a. Enroll participants in the programs
6. Then enter attendance of enrolled participants

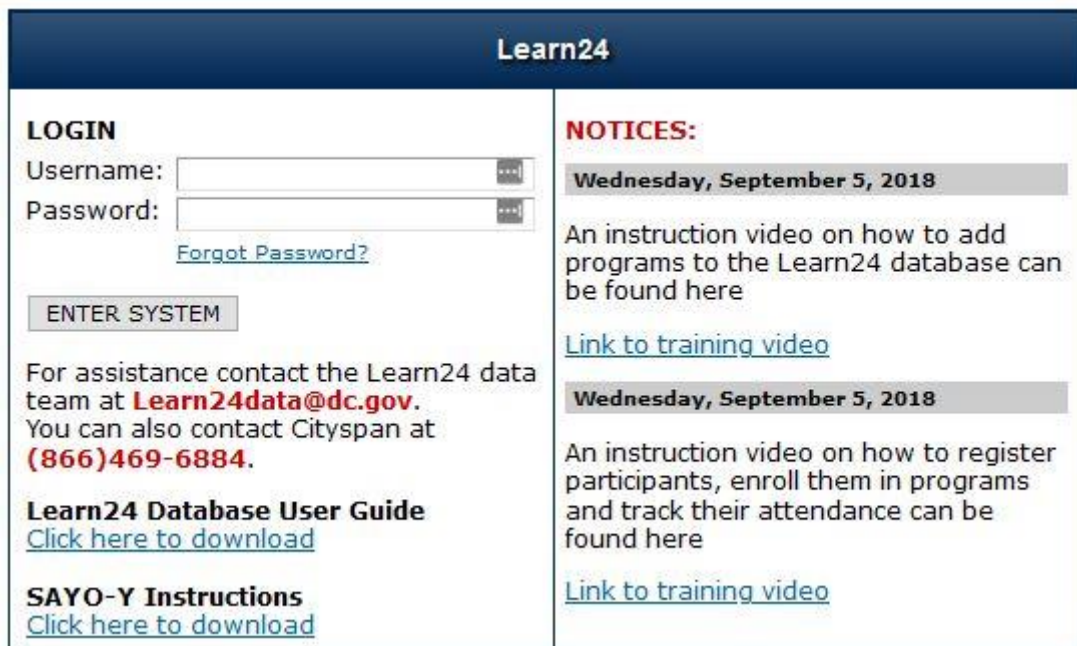
## C. Data Structure

Information is entered into three tabs:



## D. Entering Organization Information

1. First Login and change password, if needed.



The screenshot shows the Learn24 login interface. On the left, there is a 'LOGIN' section with fields for 'Username' and 'Password', a 'Forgot Password?' link, and an 'ENTER SYSTEM' button. Below this, contact information for the Learn24 data team and Cityspan is provided, along with links to the 'Learn24 Database User Guide' and 'SAYO-Y Instructions'. On the right, there is a 'NOTICES' section with two entries, each dated 'Wednesday, September 5, 2018'. The first notice mentions an instruction video for adding programs, and the second mentions a video for registering participants. Both notices include a 'Link to training video'.

**Learn24**

**LOGIN**

Username:

Password:

[Forgot Password?](#)

**ENTER SYSTEM**

For assistance contact the Learn24 data team at **Learn24data@dc.gov**. You can also contact Cityspan at **(866)469-6884**.

**Learn24 Database User Guide**  
[Click here to download](#)

**SAYO-Y Instructions**  
[Click here to download](#)

**NOTICES:**

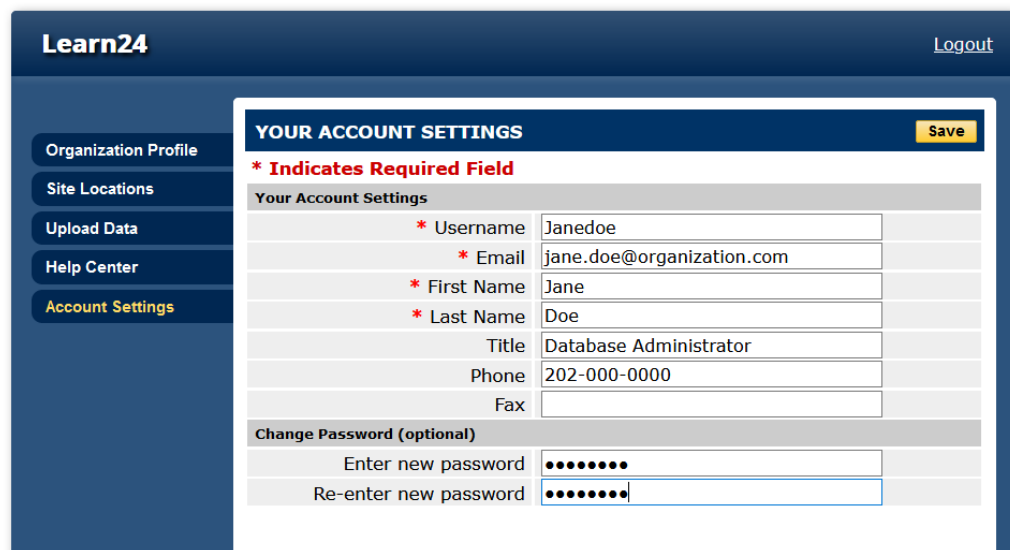
**Wednesday, September 5, 2018**

An instruction video on how to add programs to the Learn24 database can be found here  
[Link to training video](#)

**Wednesday, September 5, 2018**

An instruction video on how to register participants, enroll them in programs and track their attendance can be found here  
[Link to training video](#)

1. After logging in, Select Account Settings on the left.
2. Enter and re-enter your new password, then select 'Save' in the top right.



The screenshot shows the 'YOUR ACCOUNT SETTINGS' page in the Learn24 application. On the left is a sidebar with navigation links: 'Organization Profile', 'Site Locations', 'Upload Data', 'Help Center', and 'Account Settings' (which is highlighted). The main content area has a title 'YOUR ACCOUNT SETTINGS' and a 'Save' button. Below the title, a red asterisk indicates required fields. The 'Your Account Settings' section contains fields for Username (Janedoe), Email (jane.doe@organization.com), First Name (Jane), Last Name (Doe), Title (Database Administrator), Phone (202-000-0000), and Fax. Below this is a 'Change Password (optional)' section with fields for 'Enter new password' and 'Re-enter new password', both masked with dots.

**Learn24** [Logout](#)

**YOUR ACCOUNT SETTINGS** **Save**

**\* Indicates Required Field**

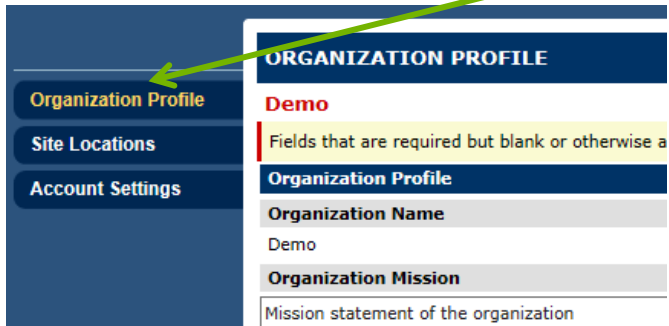
**Your Account Settings**

* Username	<input type="text" value="Janedoe"/>
* Email	<input type="text" value="jane.doe@organization.com"/>
* First Name	<input type="text" value="Jane"/>
* Last Name	<input type="text" value="Doe"/>
Title	<input type="text" value="Database Administrator"/>
Phone	<input type="text" value="202-000-0000"/>
Fax	<input type="text"/>

**Change Password (optional)**

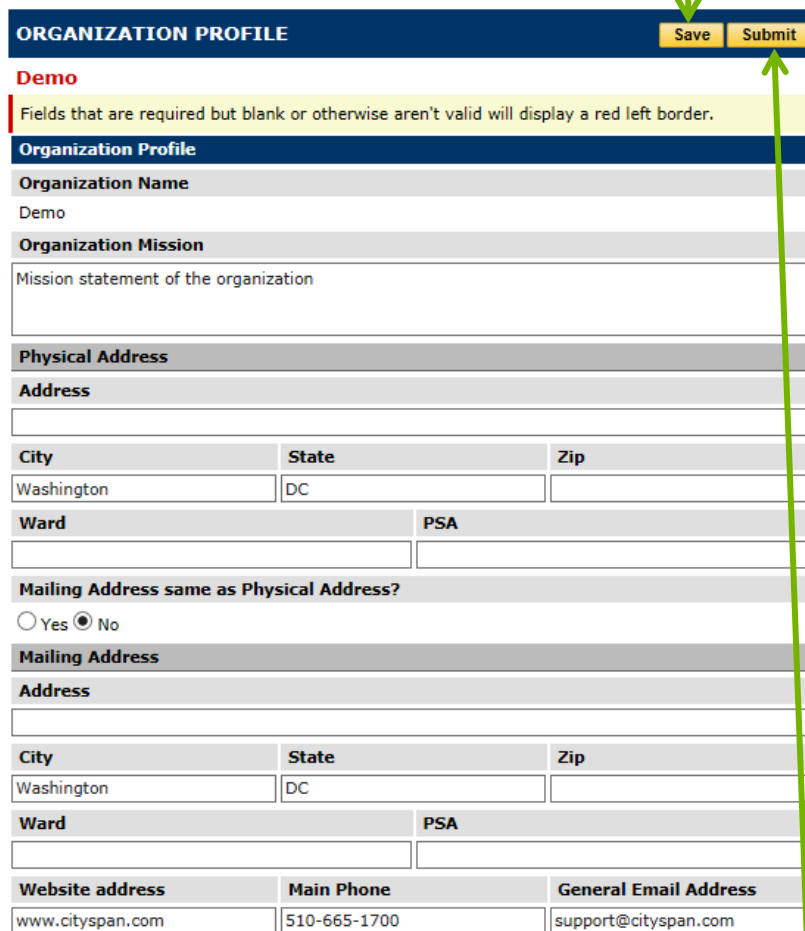
Enter new password	<input type="password" value="....."/>
Re-enter new password	<input type="password" value="....."/>

2. Select Organization Profile tab



The screenshot shows a sidebar with three tabs: "Organization Profile", "Site Locations", and "Account Settings". The "Organization Profile" tab is selected and highlighted. A green arrow points from the text "2. Select Organization Profile tab" to this tab. The main content area shows the "ORGANIZATION PROFILE" header, a "Demo" status, and a warning message: "Fields that are required but blank or otherwise a". Below this, the "Organization Profile" section is visible, containing fields for "Organization Name" (with the value "Demo") and "Organization Mission" (with the value "Mission statement of the organization").

3. Enter "Organization Information"
4. Click "Save" frequently while entering information
5. Required fields have a red highlight



The screenshot shows the "ORGANIZATION PROFILE" form. A green arrow points from the text "3. Enter 'Organization Information'" to the "Demo" status. Another green arrow points from the text "4. Click 'Save' frequently while entering information" to the "Save" button. A third green arrow points from the text "5. Required fields have a red highlight" to the red left border of the "Organization Name" field. The form contains the following sections and fields:

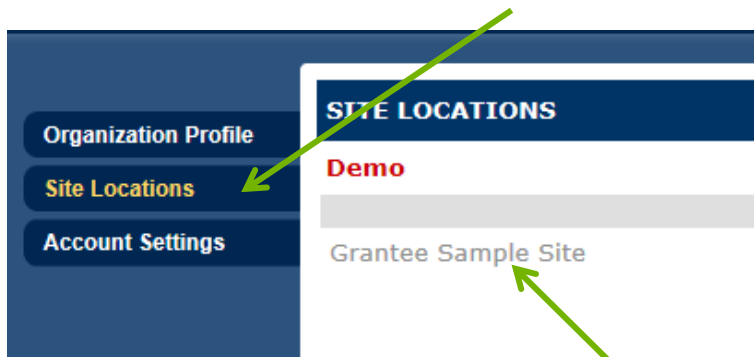
- Organization Profile**
  - Organization Name**: Demo
  - Organization Mission**: Mission statement of the organization
- Physical Address**
  - Address**: [Empty field]
  - City**: Washington, **State**: DC, **Zip**: [Empty field]
  - Ward**: [Empty field], **PSA**: [Empty field]
- Mailing Address same as Physical Address?**
  - ☐ Yes ☒ No
- Mailing Address**
  - Address**: [Empty field]
  - City**: Washington, **State**: DC, **Zip**: [Empty field]
  - Ward**: [Empty field], **PSA**: [Empty field]
- Website address**: www.cityspan.com, **Main Phone**: 510-665-1700, **General Email Address**: support@cityspan.com

6. Other information on this tab is optional.
7. Click "Submit" when finished

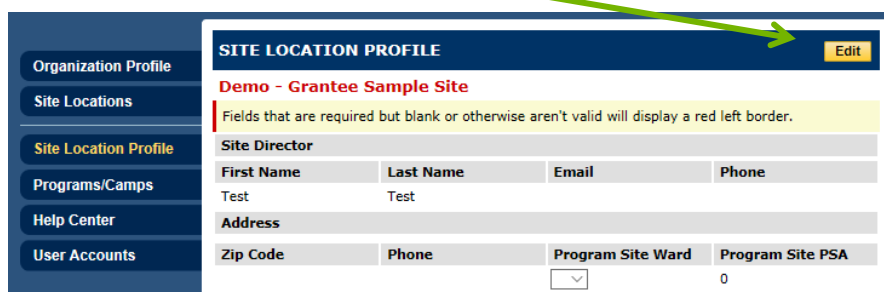
## E. Entering Site Location Information

After entering in Organization information, each site location where the programming will take place must be entered. The list of sites previously emailed to the OST Office should be in the system, though names might be slightly different. IN addition, “Virtual Site” site location is added to each site by default and should be used for exclusively virtual programming.

1. Click on “Site Locations” tab to the left



2. Click on each site location to start entering info
3. Click on “Edit” to make changes.



4. Occasionally, after pressing the “Edit” button the option to “Unlock” and “Return” will appear. Click the “Unlock” button as well.



5. Enter in site director information

**SITE LOCATION PROFILE** Return Save and Return Save Submit

**Grantee Sample Site**

**Site Director**

First Name	Last Name	Email	Phone
Test	Test		

**Address Lookup**

1000 5th Street DE

Address Zip Code

1000 5th Street DE

Program Site Ward Program Site PSA

0

6. "Save" as you go
7. Confirm the address is correct. If not, select the correct one from the dropdown menu. If the address is not in the dropdown menu email [learn24data@dc.gov](mailto:learn24data@dc.gov).
8. When done click "Submit"

**SITE LOCATION PROFILE** Return Save and Return Save Submit

**Grantee Sample Site**

**Site Director**

First Name	Last Name	Email	Phone
Test	Test		

**Address Lookup**

1000 5th Street DE

Address Zip Code

1000 5th Street DE

Program Site Ward Program Site PSA

0

9. Then to enter program information, click on "Programs/Camps"

## F. Entering Program/Camp Information

After you have updated the site location information you can then enter in your program/camp information. If you conduct the same program for multiple years or time periods, such as School Year 2017-18 and School Year 2018-19, you'll need to enter the program information in again for each time period. If your program has multiple classes you can enter those as one or separately, whichever is most efficient for your program. The OST Office is most interested in the number of program meetings a student attends, not the exact time of day they attend.

*Note: The instructions in this section are primarily for group programs. One-on-one mentoring or tutoring programs that has individual participants meeting on different days of the week have a different process. Specific instructions for how to enter information for mentoring programs as if they were group programs are in this section, or use the "[1-on-1 Activity](#)" instructions found later in this user guide.*

1. After clicking on the Programs/Camps tab, edit existing programs by clicking on the name of the program.

The screenshot shows a web application interface for managing programs. On the left is a sidebar with navigation links: Organization Profile, Site Locations, Site Location Profile, Programs/Camps (highlighted), Help Center, and User Accounts. The main content area is titled 'PROGRAMS/CAMPS' and includes a 'Current Term' dropdown menu. Below this is a 'View by Initial' section with a grid of letters A-Z and 'ALL'. A table displays the program list, with 'Page 1' indicated. The table has columns for Name, Begin, and End. One program is listed: '2018-2019 Everybody High School Leadership and Mentoring'. The 'Begin' and 'End' dates are '4/30/18' and 'None' respectively. A green arrow points from the 'Add Program' button in the top right to the program name in the table.

Name	Begin	End
<a href="#">2018-2019 Everybody High School Leadership and Mentoring</a>	4/30/18	None

2. Add new programs by clicking on "Add Program".



3. After clicking “Add Program” enter in the program name.
4. Enter in the program description, up to 500 characters so it fits on the program finder website.
5. Program Description can also be entered in Spanish.

**Learn24** [Logout](#)

[View Programs](#) [View by Date](#) [Add Program](#)

**PROGRAM DETAILS** [Cancel](#) [Save & Proceed](#)

Program Name

Program Description (500 Character Limit)

Descripción del programa

6. When done click “Save & Proceed”.

7. Select “To add Multiple Dates...”.

**ADD PROGRAM**

Create Schedule

[To add \*\*Multiple Dates\*\* to the schedule, click here](#)

[To add a \*\*Single Date\*\* to the schedule, click here](#)

8. Enter the “Begin Date” and “End Date”.

**ADD PROGRAM**

**Test**

To Add Multiple Dates to the Schedule

**Step 1:** Enter Begin Date (mm/dd/yy): Begin Date:

**Step 2:** Enter End Date (mm/dd/yy): End Date:

**Step 3:** Select the Begin and End Times for each class day.

Day	Begin Time	End Time
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

**Step 4:** Click "Add Multiple Dates".

**Add Multiple Dates**

9. Enter Begin and End times for each day programming is available.
10. Submit by clicking on “Add Multiple Dates”. These are the dates that you will track participant attendance for, instructions for which are covered later in this user guide.

*Note: For mentoring programs that meet no more than twice per week, the best practice for adding dates is slightly different. For mentoring programs that meet with individual youth once per week or fewer, instead of adding days for every single possible period that mentoring may occur, enter begin and end times for Saturdays that match the schedule of a typical mentoring session. If mentoring can occur for an individual twice per week, enter begin and end times for Saturdays and Sundays. Later, when you are tracking attendance for the program, if a youth attended a mentoring session any time that week, you may then mark them as having attended on the Saturday of that week; if they attended twice in that week, list them as having attended on the immediately subsequent Sunday.*

*You may still enter days using the standard method (on whatever days programming occurs) instead if desired, or if mentoring may occur more than twice per week. In such a case, the best practice is to match the begin and end times on each day to the length of a typical session.*

11. On the next page you will enter in the program/camp details, please enter as many as possible. Required fields are marked with a red star. \* Indicates Required Field

12. Enter in "Primary Focus Area".

**Program Details** Cancel Save & Proceed

**\* Indicates Required Field**

**Primary Focus Area**

\* Primary Focus Area

**Category for Focus Area (Select at least one - maximum of 3)**

**Community**

☐ Activism

☐ Beautification

☐ Civic Engagement

☐ Community Service/Volunteering

☐ Family Engagement

13. Select UP TO 3 Focus Area categories, *scroll down for the entire list*.

14. Select Year (ex: Fall) and Daily Model (ex: Afterschool).

15. Again, check all the days the program will be offered. Note: *For mentoring programs, still list all days programming will occur in this section.*

**Program Times**

\* Year

\* Daily Model

**Scheduler for Program Finder**

**\* Day(s) of Week**

☐ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

\* Begin Time

\* End Time

**Participants Information**

\* Number of Participants

**Services and Features**

**\* Registration**

Application Required ☐

Drop-in ☐

Restricted ☐

16. Specify the Begin and End time, if varies by day then choose approximate time.

17. Enter the number of anticipated participants.

18. Check if Registration is required.

19. When all required information is entered, click “Save & Proceed”.

**Program Details** Cancel Save & Proceed

**\* Indicates Required Field**

**Primary Focus Area**

\* Primary Focus Area

**Category for Focus Area (Select at least one - maximum of 3)**

**Community**

- ☐ Activism
- ☐ Beautification
- ☐ Civic Engagement
- ☐ Community Service/Volunteering
- ☐ Family Engagement

20. Check whether to include in Program Finder. For virtual site, only select “Yes” if the program occurs entirely and exclusively virtual.

**PROGRAM DETAILS** Cancel Save & Proceed

**Program Finder**

\* Include in Program Finder? ☒ Yes ☐ No

**Virtual Site**

\* Program occurs at virtual site? ☐ Yes ☐ No

21. Click on “Save & Proceed”.

22. On the next page, review the information and make sure the information is correct.

23. If changes need to be made, click “Edit” for that section.

**PROGRAM INFO** Program Info Program List Delete

**Test**

**Program Description** Edit

whoa

**Program Information** Edit

Include in Program Finder? No

Primary Focus Area Community

Focus Area(s) Activism; Beautification; Civic Engagement

**Program Times for Program Locator** Edit

Begin Time 6:30 AM

End Time 7:45 AM

Days of the Week Monday, Tuesday

Year School Holidays and Breaks/Intersession

Daily Model Afterschool

**Schedule** Edit

Date Range 5/28/2018 - 7/16/2018

Days of Week M

Time 6:15 AM - 6:45 AM

Status Pending

**Participants Information** Edit

Number of Participants 15

Age(s) 3, 4, 5

Grade(s) Pre-K 3, 1, 2

**Services and Features** Edit

Registration Application Required

Cost

Services

Transportation

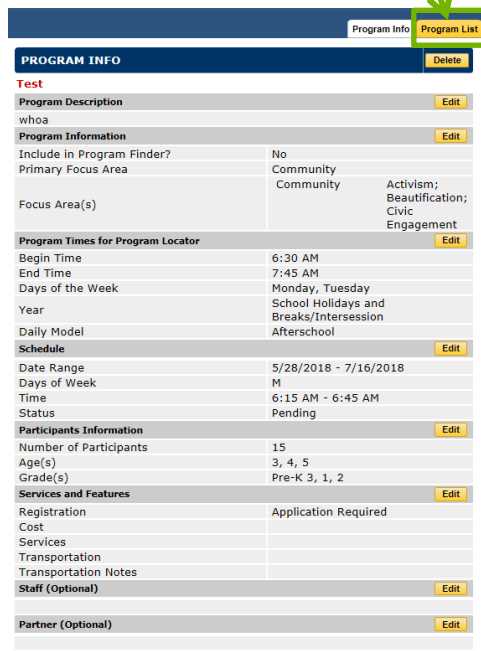
Transportation Notes

**Staff (Optional)** Edit

**Partner (Optional)** Edit

24. Then make the changes and click “Save”

25. Once all changes have been completed, click “Program List” to return to program/activity list



The screenshot shows the 'Program Info' form with a green arrow pointing to the 'Program List' button in the top right corner. The form contains the following sections:

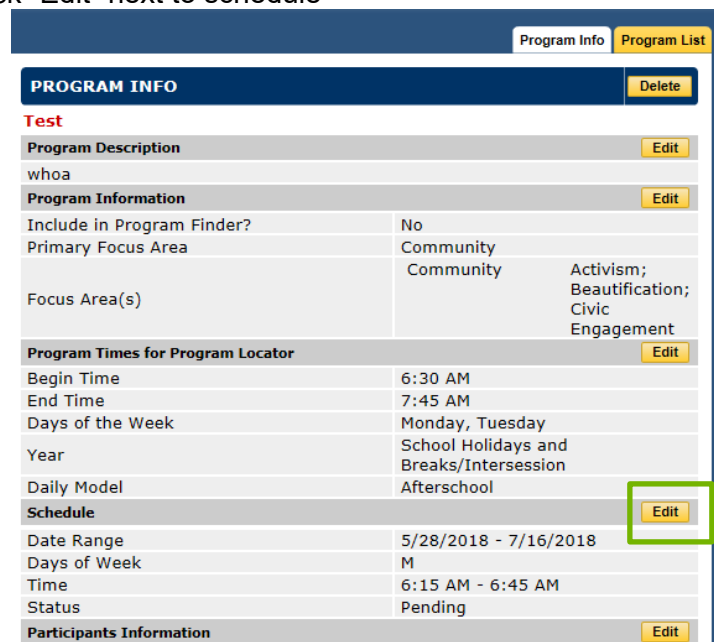
- PROGRAM INFO** (Delete button)
- Test**
- Program Description** (Edit button): whoa
- Program Information** (Edit button):
  - Include in Program Finder? No
  - Primary Focus Area: Community
  - Focus Area(s): Community, Activism; Beautification; Civic Engagement
- Program Times for Program Locator** (Edit button):
  - Begin Time: 6:30 AM
  - End Time: 7:45 AM
  - Days of the Week: Monday, Tuesday
  - Year: School Holidays and Breaks/Intercession
  - Daily Model: Afterschool
- Schedule** (Edit button):
  - Date Range: 5/28/2018 - 7/16/2018
  - Days of Week: M
  - Time: 6:15 AM - 6:45 AM
  - Status: Pending
- Participants Information** (Edit button):
  - Number of Participants: 15
  - Age(s): 3, 4, 5
  - Grade(s): Pre-K 3, 1, 2
- Services and Features** (Edit button):
  - Registration: Application Required
  - Cost:
  - Services:
  - Transportation:
  - Transportation Notes:
- Staff (Optional)** (Edit button)
- Partner (Optional)** (Edit button)

26. Start the process again to add more programs or site, **otherwise the process is finished**

27. Once all programs have been entered, check the program finder on learn24.dc.gov to ensure the information appears correctly.

Helpful Tip:

- An additional step now that will help with tracking attendance is to edit the dates and delete any holidays that fall during regular program days. To do this click on the program and then click “Edit” next to schedule



The screenshot shows the 'Program Info' form with a green box highlighting the 'Edit' button next to the 'Schedule' section. The form contains the following sections:

- PROGRAM INFO** (Delete button)
- Test**
- Program Description** (Edit button): whoa
- Program Information** (Edit button):
  - Include in Program Finder? No
  - Primary Focus Area: Community
  - Focus Area(s): Community, Activism; Beautification; Civic Engagement
- Program Times for Program Locator** (Edit button):
  - Begin Time: 6:30 AM
  - End Time: 7:45 AM
  - Days of the Week: Monday, Tuesday
  - Year: School Holidays and Breaks/Intercession
  - Daily Model: Afterschool
- Schedule** (Edit button):
  - Date Range: 5/28/2018 - 7/16/2018
  - Days of Week: M
  - Time: 6:15 AM - 6:45 AM
  - Status: Pending
- Participants Information** (Edit button)

- Then on the next page select the date of the holiday or whenever the program is not being held and click “Delete Selected”

**SCHEDULE** Add Dates Delete Selected Return

**Amala Lives**

Page 1

Select All Unselect All

Select	Date	Begin	End	Time
<input type="checkbox"/>	Monday, June 25, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Tuesday, June 26, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Wednesday, June 27, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Thursday, June 28, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Monday, July 2, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Tuesday, July 3, 2018	10:00 AM	12:00 PM	(Time)
<input checked="" type="checkbox"/>	Wednesday, July 4, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Thursday, July 5, 2018	10:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Monday, July 9, 2018	10:00 AM	12:00 PM	(Time)

- Then on the next page click “Confirm Delete”

**DELETE SCHEDULED DATES** Return

Below is a summary of records that will be deleted for the listed dates. (Warning! Data will not be recoverable.) To permanently destroy these records, please select "CONFIRM DELETE". To cancel this transaction, please select "Cancel".

Service Name	Date of Service	Number of Present Records
Amala Lives	Wednesday, July 4, 2018	0

Cancel CONFIRM DELETE

- Then click “Return” at the top right to finish. Now these dates will not appear in the attendance entry module.

## G. Data confidentiality and security

Learn24 grantees should follow Learn24 data confidentiality and security policies explained in this section. All student information should be considered confidential and access to it should be restricted.

All organizations shall take all necessary precautions to preserve confidentiality of all personally identifiable information of participants. Organizations should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity. *Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.*

Organization should destroy all participants' personally identifiable data, collected for the sole purpose of reporting requirements for the OST office grants, when the data is no longer needed for the grant activities or within 5 years of when the data is collected by your organization, whichever occurs first.

Learn24 grantees should ensure that:

- Any computer that has student information on it is password protected and access to that data is controlled.
- Any student data is only visible to the staff who need the information.
- Access to student data is limited as much as possible.
- Student information is **NEVER emailed or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with personally identifiable information, such as date of birth, should be kept in a locked drawer or cabinet or area that is inaccessible. A best practice is to limit the number of hard copies of personally identifiable information as possible.

## H. Adding participants to the database

Learn24 participants are program participants whose programming is being supported by Learn24 grants. The organization has the discretion to determine which participants should be entered into the database. An example of how Grantees could make the determination is by calculating how much the Learn24 grant is compared to the entire program budget. Then the percentage of the budget that comes from Learn24 grants, and then designate that number of sites (or classes) as Learn24 sites or programs.

Participants can be added two different ways:

1. Upload a list of participants using the Participant Template
2. Enter each participant into the database manually.

### H.1. How to upload participants

To upload participants, the required information should be in a Microsoft Excel spreadsheet. There is a document called “Learn24\_Upload\_Instructions\_Final.xlsx” which provides more details about what to enter into each column for each participant. Download a new template from the upload pop up window as the required data fields have changed over time.

**NOTE:** When participant information is uploaded, it’s possible to receive an error message for some of the records or rows in the file. The database will return a file with a list of the rows that have problems related to the data, but the correct data in the row will be uploaded. The incorrect data/error cell will not be uploaded. Fix the data in the rows with problems and re-upload **ONLY** those rows which had errors.

1. After logging in to the system, click the “Upload Data”

The screenshot shows the 'ORGANIZATION PROFILE' page. On the left, a sidebar contains navigation links: 'Organization Profile', 'Site Locations', 'Upload Data' (which is circled in green), 'Help Center', and 'Account Settings'. The main content area is titled 'ORGANIZATION PROFILE' and includes an 'Unlock' button. Below this, it shows 'Demo Organization' with several input fields: 'Organization Name' (containing 'Demo Organization'), 'Organization Mission' (containing 'Mission statement of the organization'), 'Physical Address' (containing 'Address'), 'City' (containing 'Washington'), 'State' (containing 'DC'), 'Zip' (containing 'PSA'), and 'Ward'.

2. After clicking on the “Upload Data” tab, a pop-up window will appear (Please enable or permit pop-ups from this website). In that pop-up, download the two templates, one to enter participant information into (“Participant Template”) and one to enter attendance information into (“Attendance Template”), and optionally decide to download the “Learn24 Upload Instructions” which has more information about what to enter into each column in the templates.



**Data Upload Tool**

File:  Browse...

Type: ☐ Participant Upload ☐ Attendance Upload

[Begin Upload](#)

To upload data:

1. After filling out the Templates ([Participant Template](#) or [Attendance Template](#)), save the file in Excel format.
2. Select "Choose File" and find/attach the document containing your upload data.
3. Select the type of data upload (either Participant or Attendance).
4. Select "Begin Upload"
5. All rows with valid data will be uploaded. If there are rows that are missing required data or have data that is incorrectly formatted, you will get an error message.
6. The error message will indicate the type of error and provide a downloadable file with the rows in which errors have been found. Once the rows with errors have been corrected, they can be re-uploaded.

To access the upload templates, select [Participant Template](#) or [Attendance Template](#). To access the upload directions and the data dictionary, select [Learn24 Upload Instructions](#).

For troubleshooting, assistance, and other questions, please contact Jeremy Welsh-Loveman at [jeremy.welsh-lovemand@dc.gov](mailto:jeremy.welsh-lovemand@dc.gov) or (202) 478-9214

<https://learn24.cityspan.com/Web/sms/Utilities/UploadTool/FileTransfer.asp>

3. Five (5) of the columns are required: SiteID, ParticipantID, FirstName, LastName, and DateOfBirth. It is encouraged that data is entered for the remaining columns.
  - a. **Please note that if any of these required fields are missing an error message will appear.** If all of the required information for a participant is missing, do not include that participant in the upload and instead enter that participant separately later when the information is available.

**Helpful Tip:** Some participants may choose not to provide DOB and grantees may use 01/01/2000.

4. To find the SiteID go to the database and click on "Site Locations" on the left.
5. Then look for the SiteID column to find the SiteID for the site you want to add participants to.

	SiteID	Site Director	FY2018-2019
Grantee Sample Site	94540	Last Test	
Staff Module	93454		
Training Site	92647	Dave Doe	

6. Take the SiteID and then enter that into the Participant Template for each participant.
7. The ParticipantID is created by the grantee. It is a unique number to identify each participant and links the participant template to the attendance template.

**Helpful Tip:** An example of how to create a new ParticipantID, use the SiteID, multiply it by 1000 (or just add 3 zeros to the end of the number), then add one (1). That would be the Participant ID for the first student in the list. For each new student at the same site would add one (1). An example is below:

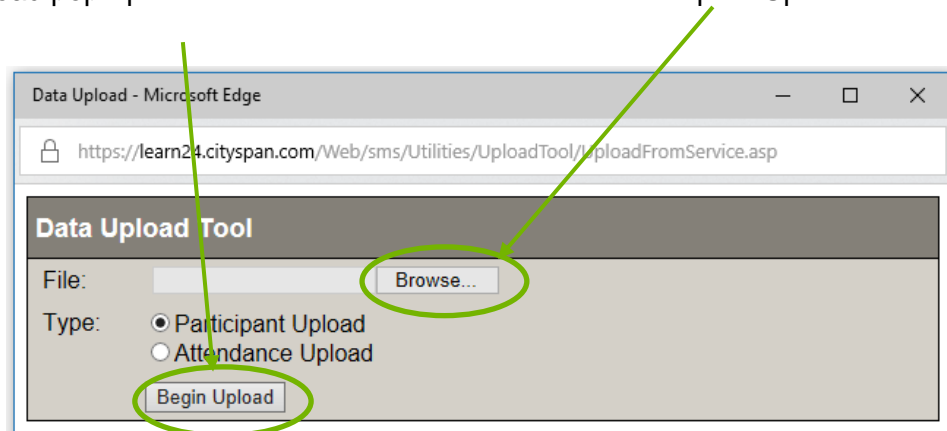
SiteID	ParticipantID	FirstName	LastName
94702	947020001	John	Doe
94702	947020002	Jane	Doe

The ParticipantID is unique to the site. Participants who are active at multiple sites would need multiple ParticipantIDs and would be entered multiple times.

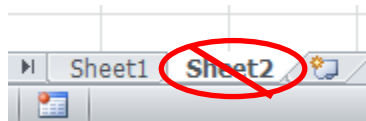
8. After the ParticipantID and the SiteID are entered into the template, add their first and last name to the template.
9. The same template can be used for participants at multiple sites, however, the correct SiteID must also be entered to avoid an error in the upload. If a participant is enrolled at multiple sites, the participant will need to be entered multiple times.
10. Next enter the participants' date of birth to the DateOfBirth column, making sure that it is in the format **MM/DD/YYYY**.
11. Now all of the required information is entered in the template to add the participant in the database.

**Helpful Tip:** For some of the columns (State, Grade, Gender, Ethnicity, Race) only certain values are accepted. The Participant Template will have instructions for the optional columns that can be found by selecting a cell within that column. Furthermore, for the columns that have dropdown values (Grade, Gender, Ethnicity, Race) the cell will have a drop down with the proper option.

12. Once all the participants information has been entered, the next step is to enroll the participants in the program. Add participants to a program by going back to the Data upload pop-up window from before and check the "Participant Upload" bubble.



13. The upload tool only looks at the first worksheet of the excel document, so do not put information on additional worksheets as that information will not be imported into the database.



14. Then go to "Browse" and then find and select the completed participant template.
15. Click "Begin Upload"

16. It might take a little time for the upload to go through.
17. After the file has been uploaded, a message in the pop-up window either confirming there were no errors or a note that there were errors.  
NOTE: The file has to be in excel format, this means it ends in .xls or .xlsx. If it is in the wrong format, there will be an error message.
18. *IF THERE WERE ERRORS* it should return a spreadsheet file in the pop-up window indicating which column has the error. To correct these errors, open that file and check

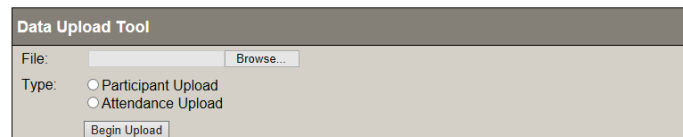
that all of the cells in the excel sheet are in the proper format. Please refer to the data upload instructions file for details.

For example, if you enter “5<sup>th</sup>” in the “Grade...” column then an error will occur. The correct format is to have “5” in that column. In the template itself and the *Accepted Values* column of the Learn24 Upload Instructions have the values that can be entered for specific fields whose *Data Type* is Dropdown. For those dropdown fields only enter values that are in the *Accepted Values* column.

- a. The dropdown fields, meaning fields where only specific values are accepted, include:
  - i. State (please use two letter abbreviation)
  - ii. Grade
    - a) For this enter in just the grade number, such as 1, NOT 1<sup>st</sup>. You can also enter in PK-3, PK-4, or K.
  - iii. Gender
    - a) Accepted values: Female, Male, Other, Does Not Identify, Did Not Respond
  - iv. Ethnicity
    - a) Accepted values: Hispanic or Latino, Non Hispanic or Latino, Did Not Respond
  - v. Race
    - a) Accepted values: American Indian and Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Other, Did Not Respond, Multiracial

An error file called “Inconsistent Data” would occur if, for example, the uploaded data has a participant who is already in the system at that site (matched on name and DOB), but the new upload had the participant with a different ParticipantID number. If the participant is already in the system there is no need to upload the participant information again. Any duplicate or previously entered participant should be deleted from the Participant Upload Template.

19. For example, below is the result if one were to upload a file with two participant records. One participant had all their information in the correct format and was uploaded. The other participant record had an incorrect value for the GradeXXXX column. To fix this, download the “InvalidValue\_GradeXXXX.xls” file, make sure the value is one of the accepted values and re-upload. There is no need to re-upload the one record that was correct, just upload the records/rows in the Invalid Value file.



#### Validation

Invalid records have been returned to you in the files below.

[InvalidValue\\_Grade1819.xls](#) 1

Grade1819 column contains an invalid value. Please double check the acceptable values from the Data Dictionary.

#### Results

Total records uploaded: 1

Total records returned with validation errors: 1

Total records in upload file: 2

20. If you did not get any errors, then the participants are been imported and the process is complete.
21. To verify the upload, go to “Site Locations”, click on the site in which the uploaded participants were assigned, then click on the Participants tab. Select a few participants and ensure the information was uploaded correctly.

Organization Profile
Site Locations
Site Location Profile
**Participants**
Programs/Camps
Events

### SITE LOCATION PROFILE

#### Grantee Sample Site

Site Director

First Name
Last Name

Test
Test

Address

100 41st St NE

Program Site Ward

22. Then click "ALL" to see the full list of participants now in the database for that site.

Organization Profile
Site Locations
Site Location Profile
**Participants**
Programs/Camps
Events
Site Reports

View Persons

Create New Youth

### PARTICIPANTS & STAFF

#### Demo Organization - Grantee Sample Site

View by Type

View Youth Participant

View by Last Name Initial

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

Search

First Name:

Last Name:

Find Person

Organization Profile
Site Locations
Site Location Profile
**Participants**
Programs/Camps
Events
Site Reports
Account Settings

View Persons

Create New Youth

### PERSONS (17)

All

#### Demo Organization - Grantee Sample Site

View by Initial

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

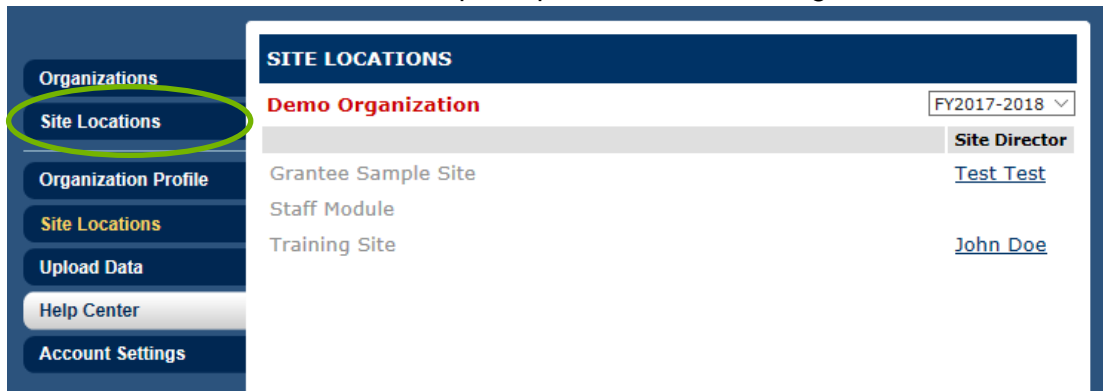
Page 1

Name	Phone	Status
<a href="#">Barday, Westley</a>		Active
<a href="#">Bavidge, Bail</a>		Active
<a href="#">Borkin, Libbi</a>		Active
<a href="#">Calver, Bellanca</a>		Active
<a href="#">Carrie, Samantha</a>		Active
<a href="#">Dabernott, Brantley</a>		Active
<a href="#">Dummett, Artus</a>		Active

## H.2. How to manually add participants

Information can be manually entered into the database through a web browser. This option might be preferable when adding a small number of participants or as participant information is received on a rolling basis.

1. To manually add participants first click on the “Site Locations” tab to the left.
2. Then select the site in which the participants will be attending.



**SITE LOCATIONS**

**Demo Organization** FY2017-2018

[Site Director](#)

[Test Test](#)

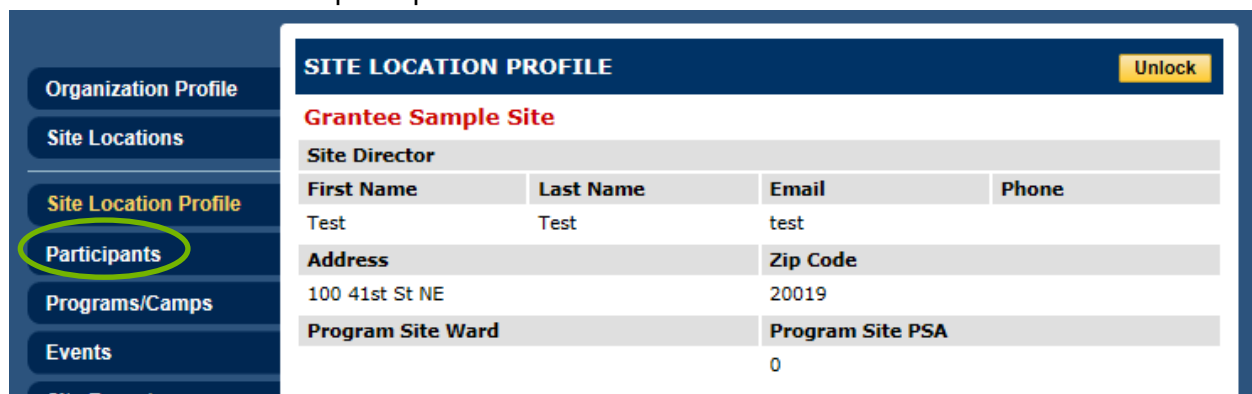
[Grantee Sample Site](#)

[Staff Module](#)

[Training Site](#) [John Doe](#)

**NOTE: Participants are added for specific sites. A participant must be added multiple times if the participants attend more than one site.**

3. Then click on the participants tab on the left.



**SITE LOCATION PROFILE** [Unlock](#)

**Grantee Sample Site**

**Site Director**

First Name	Last Name	Email	Phone
Test	Test	test	

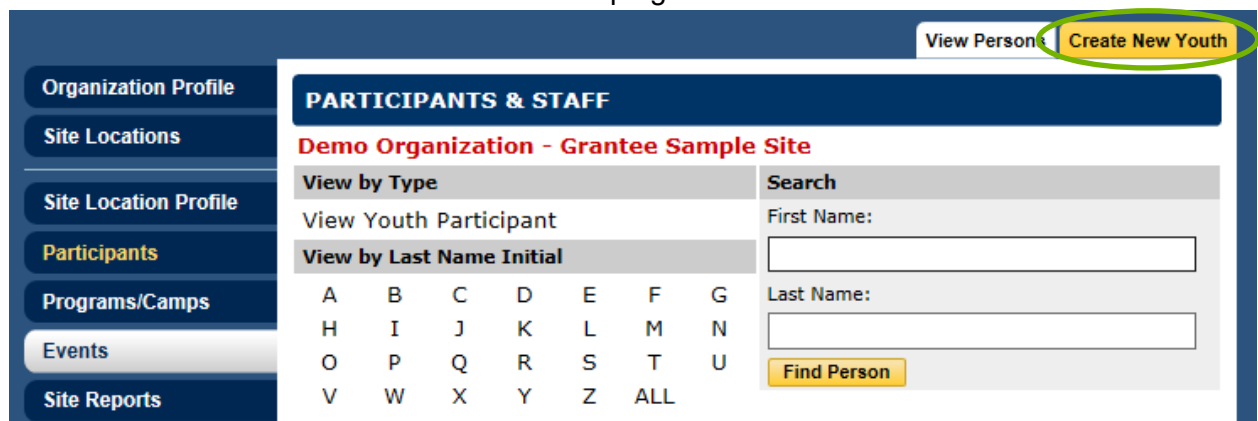
**Address** **Zip Code**

100 41st St NE 20019

**Program Site Ward** **Program Site PSA**

0

4. Then click on “Create New Youth” in the top right.



**PARTICIPANTS & STAFF**

**Demo Organization - Grantee Sample Site**

[View Persons](#) [Create New Youth](#)

**View by Type**

[View Youth Participant](#)

**View by Last Name Initial**

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

**Search**

First Name:

Last Name:

[Find Person](#)

- To add the participant into the system, enter in the required fields. To create the Participant Upload ID, click the “Auto Generate” button. The Participant Upload ID can then be used for the [attendance upload template](#).

**CREATE NEW YOUTH PARTICIPANT** [Cancel] [Add]

**\* Indicates Required Field**

* First Name	Firstname
Middle Name	
* Last Name	Lastname
* Date of Birth (DOB)	1/1/2000
* Participant Upload ID	a8966f24
	[Auto Generate]
Street Address	
Apartment/Room/Suite Number	
City	
State	
Zip Code	
Ward	

[Add Youth Participant]

- When done click “Add Youth Participant”
- The page will then reload with the fields empty so additional participants can be added.
- When complete, click on “Participants” on the left again:

- To check to ensure all participants were entered, click on “ALL” to see a list of all participants entered.

**PARTICIPANTS & STAFF**

Demo Organization - Grantee Sample Site

View by Type: View Youth Participant

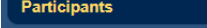

View by Last Name Initial:


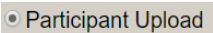
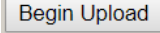
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

[Find Person]

- The added participants can be enrolled into the program at this time.

### H.3. How update participant information

Participant information can be updated by clicking on the  tab on the left. Find the participant by first letter of the last name or by clicking on “All” under View by Last Name Initial. Then click on the Participant, make any edits needed and then when done click  in the top right.

If there is a need to update many participants at once consider using the participant upload template. Download and complete the participant upload template with the **SiteID, name and date of birth** of participants already in the database. Then upload the template. It works similarly to the uploads for adding new participants. This means clicking on the Organization profile page, then clicking on  to the left. A window should pop out. Then click on Choose File, select the document you just added the information to and then select . Then click  and the participants information should be updated. The name and DOB need to exactly match what is already in the system.

## I. Enrolling participants into programs

Once participants are added to a site in the database they can be enrolled. They must be enrolled before their attendance can be entered. In the Learn24 database participants are attached to a site, so they must be added to a site before they can be enrolled in a program at that site.

Helpful Tip: Participants added via the uploaded attendance template will automatically become enrolled participants. Refer to the next section on how to upload attendance.

1. To enroll participants first identify the program in which to enroll the participants. Do this by clicking on Programs/Camps

**SITE LOCATION PROFILE** Unlock

**Grantee Sample Site**

**Site Director**

First Name	Last Name	Email	Phone
Test	Test	test	

**Address** **Zip Code**

100 41st St NE	20019
----------------	-------

**Program Site Ward** **Program Site PSA**

	0
--	---

2. Find and select the program from the list.
3. Then select "Enrollment" at the top.

**PROGRAM INFO** Delete

**2018-2019 Everybody High School**

**Program Description** Edit

test

**Program Information** Edit

Include in Program Finder?	Yes
Primary Focus Area	Academic
Focus Area(s)	Community Social Emotional Enrichment
	Activism Attendance Intervention Nutrition

**Program Times for Program Locator** Edit

Begin Time	6:00 AM
------------	---------

4. Previously enrolled participants will appear on the list of those enrolled. Select "Enroll" to add additional participants.

**ENROLLMENT LIST ( 8 Enrolled )** Enroll Bulk Drop

**2018-2019 Everybody High School**

Page 1

Name	Age	Status	Start Date	Drop Date	Edit
Barday, Westley	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Bavidge, Bail	17	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Calver, Bellanca	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Carrie, Samantha	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Dabernott, Brantley	16	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Formie, Lorry	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Lastname, Firstname	18	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Test, Testttt	18	Enrolled	4/30/18	n/a	<a href="#">Edit</a>



5. Then either enter participants individually by searching for them by name or by the first letter of their last name or look at all participants by selecting “ALL”.

**ENROLL PARTICIPANT** Return

2018-2019 Everybody High School

**STEP 1: FIND PARTICIPANTS** Use Query

Find by Last Name Initial      Find by Name

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

First Name

Last Name

TestL

Find Person

No persons matched your criteria

6. Then select individuals by checking the box to the left of their name or select “All” to enroll the entire list.

**ENROLL PARTICIPANT** Return

2018-2019 Everybody High School

**STEP 1: FIND PARTICIPANTS** Use Query

Find by Last Name Initial      Find by Name

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

First Name

Last Name

Person Type

Find Person

**STEP 2: SELECT PARTICIPANTS** Next Step

Choose participants to enroll then click "Next Step". Select All / None

Enroll	Participant Name	Date of Birth
<input type="checkbox"/>	Barday, Westley	9/29/2002
<input type="checkbox"/>	Bavidqe, Bail	9/17/2000

7. Then click “Next Step”
8. Set the enrollment date and click “Next Step” again.

**ENROLL PARTICIPANT** Cancel

2018-2019 Everybody High School

**STEP 3: SELECT ENROLL DATE(S)** Next Step

Participant(s) will be enrolled according to the dates indicated. You may enter alternate dates, set all dates to today's date or set all dates to the beginning of the service.

Participant Name	Enroll Date
Borkin, Libbi	4/30/2018

Next Step

9. Then click “Done” on the next screen.

**ENROLL PARTICIPANT**

2018-2019 Everybody High School

**ENROLLMENT CONFIRMED** Done

Doe, Jane

Done

10. Repeat until all participants have been enrolled.

## J. Unenrolling participants from programs

Unenroll participants from the system when a participant is no longer active.

1. This can be done by clicking on the program.
2. Then click on “Enrollment” tab at the top

Organization Profile  
Site Locations  
Site Location Profile  
Participants  
Programs/Camps  
Site Reports  
Account Settings

Program Info Enrollment Attendance Reports Program List

ENROLLMENT LIST ( 8 Enrolled ) Enroll Bulk Drop

2018-2019 Everybody High School

Page 1

Name	Age	Status	Start Date	Drop Date	Edit
Barday, Westley	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Bavidge, Bail	17	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Calver, Bellanca	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Carrie, Samantha	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Dabernott, Brantley	16	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Formie, Lorry	15	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Lastname, Firstname	18	Enrolled	4/30/18	n/a	<a href="#">Edit</a>
Test, Testttt	18	Enrolled	4/30/18	n/a	<a href="#">Edit</a>

Note: These are not real student names

3. Click “Bulk Drop”
4. Select which students to drop or unenroll, enter in the day to stop their enrollment (it must be a day during the program) and click “Drop Selected”

Organization Profile  
Site Locations  
Site Location Profile  
Participants  
Programs/Camps  
Site Reports  
Account Settings

BULK DROP Cancel

2018-2019 Everybody High School

STEP 1: ENTER DROP DATE

Specify a drop date. All participants selected below will be dropped from this service as of the given date. **WARNING:** Entering a drop date that precedes dates with valid attendance data will result in the deletion of that data.

Drop Date: 5/7/2018 (mm/dd/yyyy) Today

STEP 2: SELECT PARTICIPANTS Drop Selected

Choose participants to drop then click "Drop Selected".

Select All / None

Select	Participant Name
<input checked="" type="checkbox"/>	Barday, Westley
<input checked="" type="checkbox"/>	Bavidge, Bail
<input checked="" type="checkbox"/>	Calver, Bellanca
<input type="checkbox"/>	Carrie, Samantha
<input type="checkbox"/>	Dabernott, Brantley
<input type="checkbox"/>	Formie, Lorry
<input type="checkbox"/>	Lastname, Firstname
<input type="checkbox"/>	Test, Testttt

5. Then just click “Confirm Drop”

**BULK DROP** Cancel

**2018-2019 Everybody High School**

**STEP 3: CONFIRM DROP**

You have chosen to drop the participants listed below. Listed next to each participant is the number of postdated attendance records that will be permanently destroyed. (**Warning! Data will not be recoverable.**) Participants marked in red cannot be dropped due to conflicts with enrollment periods. Please edit their enrollment period(s) manually.

Participant	Postdated Attendance Records
Barday, Westley	0
Bavidge, Bail	0
Calver, Bellanca	0

CONFIRM DROP CANCEL

6. Then a participant is dropped, the name will still appear on the enrollment list due to previous attendance but be marked as “Dropped”.

## K. Tracking attendance

Similar to adding participants to the site/database, attendance can be entered either by uploading it in a spreadsheet or by entering it directly into the database's web browser interface. If an organization uses a separate database or a staff member has the ability to reformat existing data then the upload method might be easier. If an organization already has a database, then consider working with the database vendor to output the attendance in the format needed for upload.

This section will examine how to track attendance for group programs. **The OST Office asks that programs which enter attendance manually try to enter attendance weekly.** For organizations with their own, separate database, in which they track their attendance, can upload that attendance monthly.

*Note: For one on one programs such as mentoring, where there is one staff member or volunteer and one participant, if the program was entered into Cityspan using the standard group programs method, tracking any mentoring that occurred during the week all on a single day is the best practice in this case. If a student attended a mentoring session during the week, then please list them as having attended on the Saturday of that week; if they attended twice in that week please list them as having attended on the immediately subsequent Sunday. Alternatively, there is a separate module for attendance tracking for mentoring and similar programs that is covered in the [1-1 Activity](#) section.*

### K.1. How to print attendance sheets

One useful function of the Learn24 database is that once participants are enrolled in the program attendance sheets can be printed to help track attendance.

1. To do this click on the program's site then click on "Programs/Camps".
2. Then select "Reports" at the top



3. On this Reports page you can select either a "Single Day Attendance Sheet" option or a "Multi-Day Attendance Sheet"

Program Info Enrollment Attendance Reports Program List

## REPORTS

**2018-2019 Everybody High School**

Choose a Report

### Reports

**Schedule**  
Lists all scheduled sessions.

**Enrollment**  
Lists all currently enrolled participants, with their grade, parent name, and phone number(s).

**Attendance**  
Prints an attendance sheet, which can be used to take attendance or review entered attendance records.

**Multi-Day Attendance Sheet**  
This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period.


**Single Day Attendance Sheet**  
This report allows users to print attendance sheets for all services that meet on a given day.

4. Multi-day attendance sheet might be the easiest option to track attendance weekly.
5. The report will need to be customized by selecting the "Begin Date" such as the Monday.
6. Then select the number of days to include, for example 5 or 7 if you want to do a week.
7. Then add extra attendance rows if there may be a chance of having new or unenrolled participants.
8. Then decide if sorting by other than name, such as Age or Grade. By default, the list will be sorted by name.
9. Then click Generate and it will take a few seconds and generate a PDF which can be save or printed to take attendance.

### MULTI-DAY ATTENDANCE SHEET

**2018-2019 Everybody High School**

Enter Report Parameters

Begin Date (mm/dd/yy)  

Number of Days

☐ 1  
☐ 2  
☐ 3  
☐ 4  
☒ 5  
☐ 6  
☐ 7  
☐ 8  
☐ 9  
☐ 10

Extra Attendance Rows (Optional)


Sort By (Optional)

☐ Participant Age  
☐ Participant Grade

## K.2. How to track attendance by day directly in database

Enrolled participants attendance can be entered directly through the database. For organizations without an existing or different database it is probably easiest to enter attendance manually. *A good practice is to enter attendance weekly by* using the multi-day attendance sheets. Then at the end of the week refer to those attendance sheets to enter attendance into the system. Attendance only database user accounts can be created to assist with attendance entry.

1. To manually enter attendance select the Program/Camp.
2. Then select the "Attendance" tab at the top of the page.



Organization Profile  
Site Locations  
Site Location Profile  
Participants  
Programs/Camps  
Events  
Site Reports  
Account Settings

Program Info | **Enrollment** | **Attendance** | Reports | Program List

**PROGRAM INFO** [Delete]

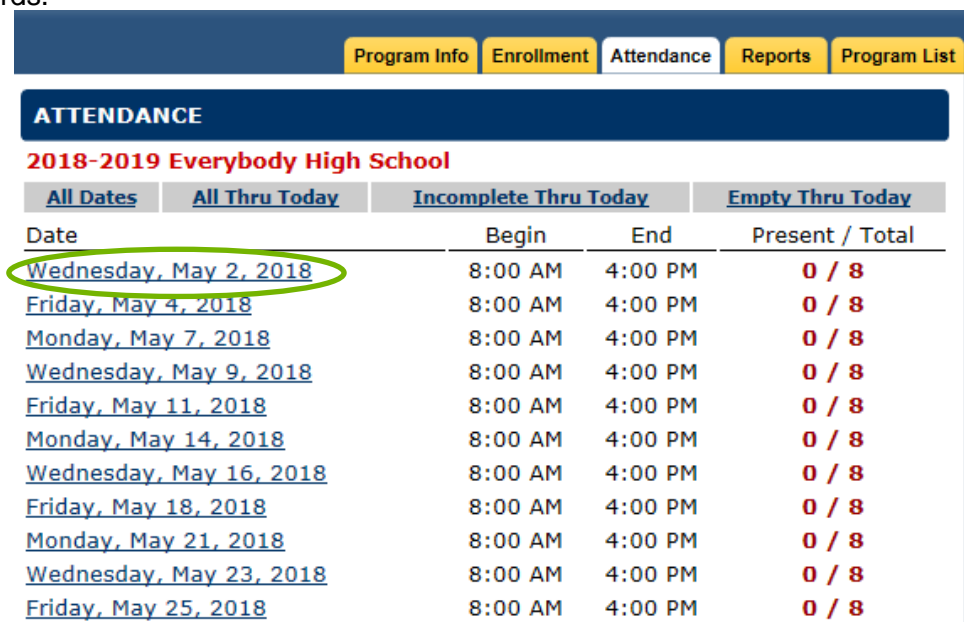
**2018-2019 Everybody High School**

Program Description [Edit]  
test

Program Information [Edit]  
Include in Program Finder? Yes  
Primary Focus Area Academic  
Focus Area(s) Community Social Emotional Enrichment Activism Attendance Intervention Nutrition

Program Times for Program Locator [Edit]  
Begin Time 8:00 AM

3. Then select the date for which attendance will be entered. The dates available are based on the schedule previously entered when the program information was entered. By default, the dates that will appear on this screen are the ones without attendance records.



Program Info | Enrollment | **Attendance** | Reports | Program List

**ATTENDANCE**

**2018-2019 Everybody High School**

<a href="#">All Dates</a>	<a href="#">All Thru Today</a>	<a href="#">Incomplete Thru Today</a>	<a href="#">Empty Thru Today</a>
Date	Begin	End	Present / Total
<b>Wednesday, May 2, 2018</b>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 4, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 7, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Wednesday, May 9, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 11, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 14, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Wednesday, May 16, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 18, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 21, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Wednesday, May 23, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 25, 2018</a>	8:00 AM	4:00 PM	0 / 8

4. A list of all the participants enrolled in the program will appear. Individually mark participants as present or absent.

**ATTENDANCE** Print Save Return

**2018-2019 Everybody High School** [Enter By Name Search](#)

< Save & Prior Day **Wed, May 2, 2018** Save & Next Day >

All Present All Absent Clear

Participant Name	Present	Absent	Unknown	Begin	End
Barday, Westley	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Bavidge, Bail	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Calver, Bellanca	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Carrie, Samantha	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Dabernott, Brantley	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Formie, Lorry	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Lastname, Firstname	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM
Test, Testttt	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8:00 AM	4:00 PM

< Save & Prior Day **Wed, May 2, 2018** Save & Next Day >

- If most of the participants were present it might be quicker to click "All Present" and then select those that are Absent (or the opposite).
- Then Save in the top right.

**ATTENDANCE** Print Save Return

**2018-2019 Everybody High School** [Enter By Name Search](#)

< Save & Prior Day **Wed, May 2, 2018** Save & Next Day >

All Present All Absent Clear

Participant Name	Present	Absent	Unknown	Begin	End
Barday, Westley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Bavidge, Bail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Calver, Bellanca	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Carrie, Samantha	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Dabernott, Brantley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Formie, Lorry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Lastname, Firstname	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>
Test, Testttt	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">8:00 AM</a>	<a href="#">4:00 PM</a>

< Save & Prior Day **Wed, May 2, 2018** Save & Next Day >

- After hitting save**, individual participant start and end time can be changed if the participant did not attend the full program length. Click on the Begin and End time for the individual.
- Adjust the Begin and End time if needed 3:15 PM 6:00 PM then click Save Again.
- Once all of the participants have been assigned the present, absent or unknown status, click "Save".



ATTENDANCE

Print

Save

Return

2018-2019 Everybody High School

Enter By Name Search

< Save & Prior Day

Wed, May 2, 2018

Save & Next Day >

All Present

All Absent

Clear

Participant Name	Present	Absent	Unknown	Begin	End
Barday, Westley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Bavidge, Bail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Calver, Bellanca	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Carrie, Samantha	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Dabernott, Brantley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Formie, Lorry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Lastname, Firstname	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM
Test, Testttt	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:00 AM	4:00 PM

< Save & Prior Day

Wed, May 2, 2018

Save & Next Day >

10. Then click "Return" and enter in other attendance dates.

11. To enter attendance for the next day click [Save & Next Day >](#)

12. On the Attendance page, the default view are the dates for which attendance has not been entered. There is an option to see all attendance by selecting "All Dates"

Program Info

Enrollment

Attendance

Reports

Program List

Organization Profile

Site Locations

Site Location Profile

Participants

Programs/Camps

Events

Site Reports

Account Settings

ATTENDANCE

2018-2019 Everybody High School

All Dates

All Thru Today

Incomplete Thru Today

Empty Thru Today

Date	Begin	End	Present / Total
<a href="#">Monday, April 30, 2018</a>	10:15 AM	4:30 PM	1 / 8
<a href="#">Wednesday, May 2, 2018</a>	8:00 AM	4:00 PM	8 / 8
<a href="#">Friday, May 4, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 7, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Wednesday, May 9, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 11, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 14, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Wednesday, May 16, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Friday, May 18, 2018</a>	8:00 AM	4:00 PM	0 / 8
<a href="#">Monday, May 21, 2018</a>	8:00 AM	4:00 PM	0 / 8

### K.3. How to manually track attendance by participant

Attendance can be tracked by participant, this is not the most expedient way to track attendance. Select the individual participant and attendance for multiple days can be entered.

1. Go to the participants tab

Organization Profile  
Site Locations  
Site Location Profile  
**Participants**  
Programs/Camps  
Site Reports  
Account Settings

**PARTICIPANTS & STAFF & STAFF**  
Demo Organization - Grantee Sample Site

View by Type: View Youth Participant, View Program Staff

View by Last Name Initial:

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

Search: First Name: [\_\_\_\_\_] Last Name: [\_\_\_\_\_] Find Person

2. Then click "All" or search manually for the participant
3. Then select the participant.
4. Then once that the participant's profile page appears and select "Enrollment" at the top

Organization Profile  
Site Locations  
Site Location Profile  
**Participants**  
Programs/Camps  
Site Reports  
Account Settings

Youth Demographics Contact Information **Enrollment** Reports View Persons

**REGISTRATION** Print Delete Save

\* Indicates Required Field

\* First Name: Westley  
Middle Name: [\_\_\_\_\_] \* Last Name: Barday  
Suffix: [\_\_\_\_\_] Nickname: [\_\_\_\_\_] \* Date of Birth (DOB): 9/29/2002  
\* Participant Upload ID: 92647023 Auto Generate  
Street Address: 45 Arapahoe Plaza  
Apartment/Room/Suite Number: [\_\_\_\_\_] City: Washington  
State: District of Columbia Zip Code: 20002  
Ward: [\_\_\_\_\_]

**SCHOOL INFORMATION**

5. Then select the (A) to the left of the program name in which attendance is to be entered

Activities	Begin	End	Status
(A) 2018-2019 Everybody High School	4/30/18	5/7/18	Dropped

6. Mark the participants' attendance for all the days the programming occurs.

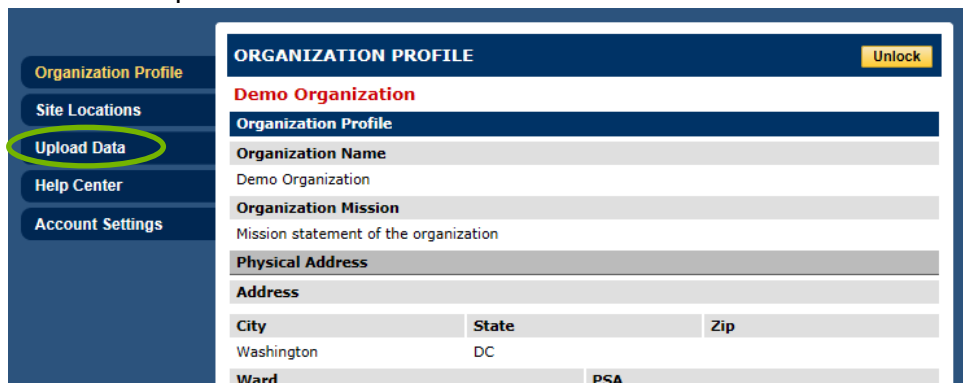
Date	Present	Excused Absent	Unexcused Absent
Monday, April 30, 2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday, May 2, 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday, May 4, 2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monday, May 7, 2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Then when done click Save and then Return.  
8. The attendance has been entered! This can be done for another participant or exit.

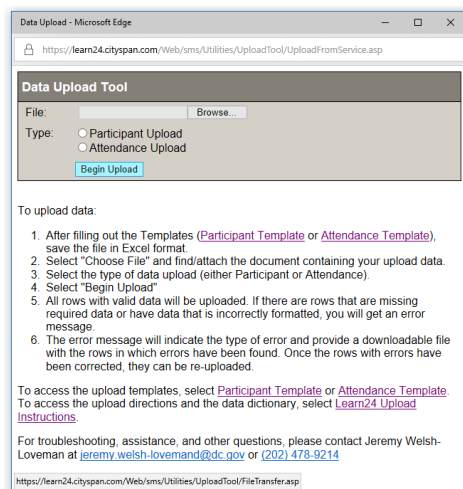
## K.4. How to upload attendance

To upload attendance, the required information must be entered into a Microsoft Excel spreadsheet and then upload that into the database. There is a document called “Learn24\_Upload\_Instructions\_Final.xlsx” which provides more details about what to enter into each column for each participant. A participant does not need to be enrolled in the program before uploading their attendance; the participant will be enrolled in the program if they are included in the attendance upload file and is marked as having attended that program for at least one day.

1. First log into the database by going to the URL above.
2. Then click on “Upload Data”



3. After clicking on the “Upload Data” tab a pop-up window (*it’s possible your browser will block this, you need to select the option allowing pop-ups from this website*). In that pop-up, download the two templates, one to enter participant information into and one to enter attendance information into, and consider also downloading the Learn24 Upload Instructions which has more information about what to enter into each column in the templates.



4. There are four columns in the Attendance Template, and all four columns are required information.
5. To find the SiteID and ProgramID go to the database and click on “Site Locations” on the left. Then select the Site. Then click on Programs/Camps and select the Program/Camp where you want to track attendance. At the bottom of the Program Info page will be the Program ID and the Site ID.

Grade(s)	3, 4
Funded by the Learn24 Initiative	Yes
<b>Services and Features</b> <span>Edit</span>	
Registration	Application Required
Cost	
Services	
Transportation	
Transportation Notes	
<b>Staff (Optional)</b> <span>Edit</span>	
<b>Partner (Optional)</b> <span>Edit</span>	
<b>Program ID</b>	<b>Site ID</b>
Program ID 3280310	Site ID 94540

6. Take the SiteID and ProgramID and then enter that into the Participant Template for each participant.
7. To find the ParticipantID, go back to the Participants tab as explained above:

### Participants

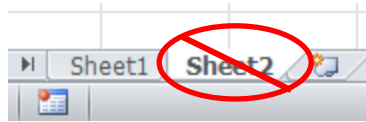
8. Click on the individual participant and then look in their profile to the number labelled "Participant Upload ID"

Organization Profile Site Locations Site Location Profile <b>Participants</b> Programs/Camps Events Site Reports Account Settings	Youth Demographics <b>Contact Information</b> Enrollment Reports View Persons <b>REGISTRATION</b> <span>Print</span> <span>Delete</span> <span>Save</span> * Indicates Required Field * First Name Testttt Middle Name * Last Name Test Suffix Nickname * Date of Birth (DOB) 3/4/2000 * Participant Upload ID 4de11a45 <span>Auto Generate</span> Street Address
--	---

9. A list of ParticipantIDs can be generated by clicking on **Custom Reports** to the left. Then generate the Attendance report. In the attendance report some of the worksheets are at the Participant level and include the ParticipantIDs.
10. Enter in the ParticipantID into the template. Then add the date of attendance.
11. A new row for each date is needed, so if participant 54541321 attended program 4286477 at site 47774 on 6/26/2018 and 6/27/2018 the template should look like below.

SiteID	ProgramID	ParticipantID	AttendanceDate
47774	4286477	54541321	6/26/2018
47774	4286477	54541321	6/27/2018

12. Attendance data for multiple programs/sites/participants in the same spreadsheet is permitted. Similar to with the participant template, all the data needs to be on one, the first, worksheet in the template.



13. Once information is entered OR downloaded from a separate database, ensure the data is in the proper format. Then go to the Data upload popup window and check the "Attendance Upload" bubble.
14. Then go to "Browse" and then find and select the completed attendance template.
15. Then click "Begin Upload".

16. It might take a little time for the upload to complete.
17. After the file has been uploaded, a message in the pop-up window either confirming there were no errors, or it will note that there were errors. In the example below, three (3) records were uploaded and two (2) had errors. The error was the SiteID value did not match a SiteID for that organization. Those two with errors are in the InvalidSiteID.xls file. Correct the two (2) rows with errors and re-upload.

#### Validation

Invalid records have been returned to you in the files below.

[InvalidSiteID.xls](#) 2  
The file contains SiteID values that are not valid for the current user account.

#### Results

Total records uploaded: 3  
Total records returned with validation errors: 2  
Total records in upload file: 5

18. By including a participant in the attendance upload file, meaning the participant attended at least one day, the system will automatically enroll the participant in the program.

## L. Staff information

Grantees should also enter in Learn24 program site staff members to the database and enter in information about their clearances. Programs can then use this information to ensure clearances stay up to date.

If the clearance or certification document contains confidential information, such as the full Social Security Number (SSN) or date of birth, redact, black out, or obscure the confidential information before it is uploaded.

Once the clearance documents are uploaded, the file cannot be downloaded by the user to protect staff privacy. Email the OST Office if a file needs to be downloaded.

Do not delete any records. If a staff member leaves an organization mark the staff member as Inactive. To do so go to the Staff Module, click on the staff member in question. Then in the Registration tab select the Inactive bubble.

The screenshot shows the 'STAFF' registration form. At the top, there are tabs for 'Registration', 'Clearances', 'Assignments', and 'View Persons'. Below the tabs, there are buttons for 'Print', 'Delete', and 'Save'. The form includes fields for 'First Name' (John), 'Middle Initial', 'Last Name' (Doe), 'Status' (with 'Inactive' selected and 'Active' as an option), 'Employment Type' (with 'Paid' and 'Volunteer' as options), and 'Staff Title'. A red circle highlights the 'Status' field, and a red asterisk indicates a required field.

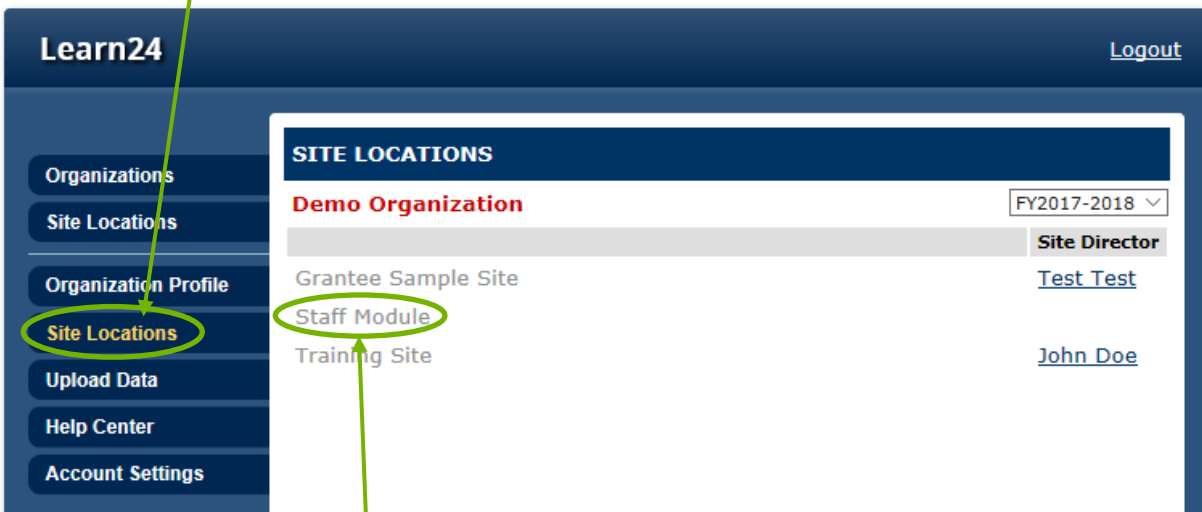
**If a staff member's clearance has expired:** If a staff member already has a clearance uploaded, but that clearance has expired, you can/should upload a new one without deleting the old one. To do so click on the links below the existing clearances that say, "Click here to add..." and add the new clearance just as you added the old one. DO NOT delete the expired clearance.

The screenshot shows the 'Clearances' section of the system. On the left, there is a sidebar with links for 'Organization Profile', 'Site Locations', 'Site Location Profile', 'Staff', 'Custom Reports', and 'Account Settings'. The main content area has tabs for 'Registration', 'Clearances', 'Assignments', and 'View Persons'. Below the tabs, there are buttons for 'Print', 'Delete', 'Save', 'Previous Staff', and 'Next Staff'. The section is titled 'T Kirkman' and 'CFSA CPR'. It shows a table with columns for 'Approval Status' and 'Date Approved'. The first row shows 'Clearance Document Reviewed and Accepted by OST' and '5/4/2021'. Below the table, there is a link that says 'Click here to add 'Child Protection Registry from CFSA CPR''. A green circle highlights this link.

## L.1. How to add staff and track their clearances

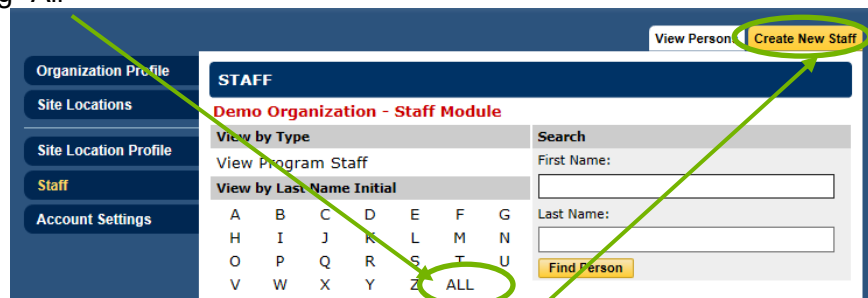
To add staff to the system you will need to click on the staff module.

1. The staff module appears as another site in the site locations list. So first click on “Site Locations”

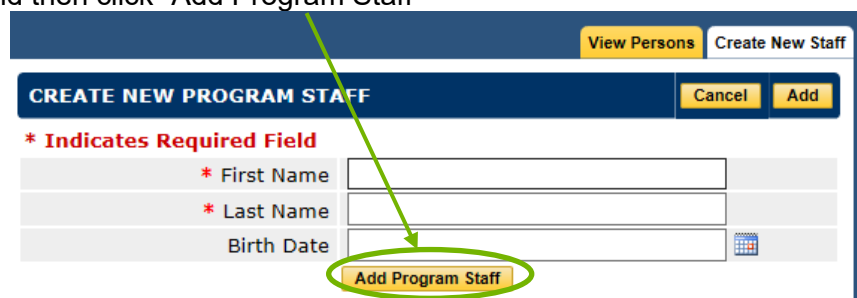


2. Click on the “Staff Module” to enter in staff members or edit their information

3. Then, similar to the participants module you can look at staff you’ve already entered by clicking “All”



4. Or you can add new staff by clicking “Create New Staff”
5. After clicking on “Create New Staff” then enter in the staff name (and DOB if you would like) and then click “Add Program Staff”



6. Then enter additional information, such as if they are a volunteer or are paid, or their level of interaction with youth. After entering any information, click the “Save” button before navigating elsewhere.



7. Optionally, assign a staff member to site locations, select the “Assignments” tab. Check the sites to assign the staff member to and click “Assign to Checked Sites”.
8. To add information about clearances, click on “Clearances”

Learn24 [Logout](#)

Registration **Clearances** Assignments View Persons


Organization Profile  
Site Locations  
Site Location Profile  
**Staff**  
Custom Reports  
Account Settings

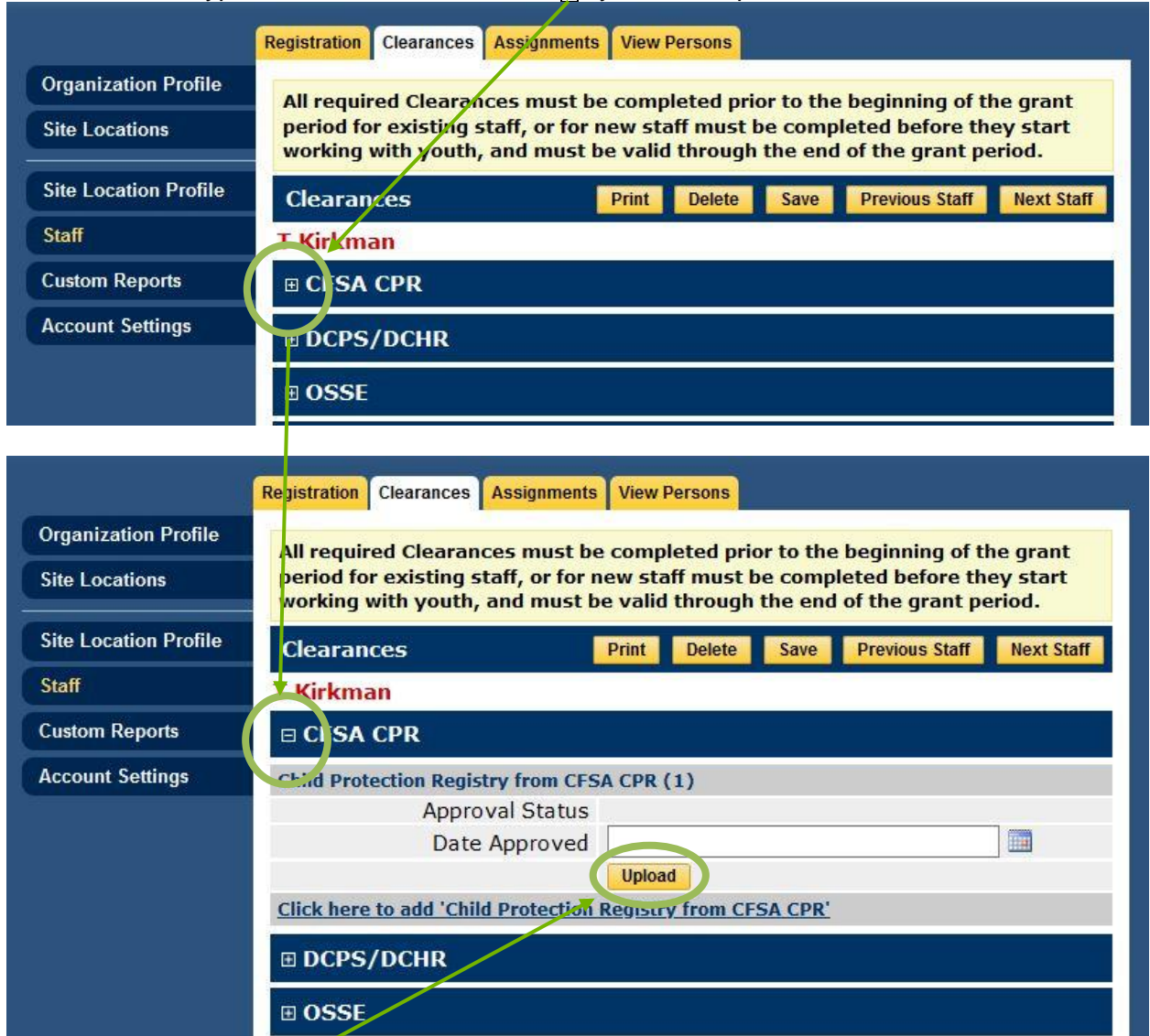
**STAFF** [Print](#) [Delete](#) [Save](#) [Previous Staff](#) [Next Staff](#)

**\* Indicates Required Field**

* First Name	T
Middle Initial	
* Last Name	Kirkman
Status	<input type="radio"/> Inactive <input checked="" type="radio"/> Active
Interaction with Youth	

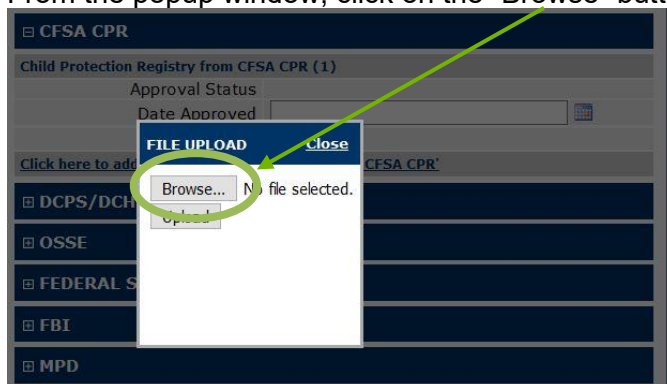
9. To add a clearance, first locate the type of clearance you wish to add on the page. The types clearances are:
  - a. CFSA CPR
  - b. DCPS/DCHR (counts for FBI, MPD, and NSO)
  - c. OSSE (counts for FBI, MPD, NSO, and CFSA)
  - d. Federal Security Clearance (counts for FBI, MPD, NSO, and CFSA)
  - e. FBI
  - f. MPD
  - g. NSO
  - h. Affidavit
  - i. TB (*This is only needed if it is required at the site or organization. It is required for all programs located at a DCPS facility. It is not required by Learn24.*)

10. If the clearance type is minimized, click on the  symbol to expand it.

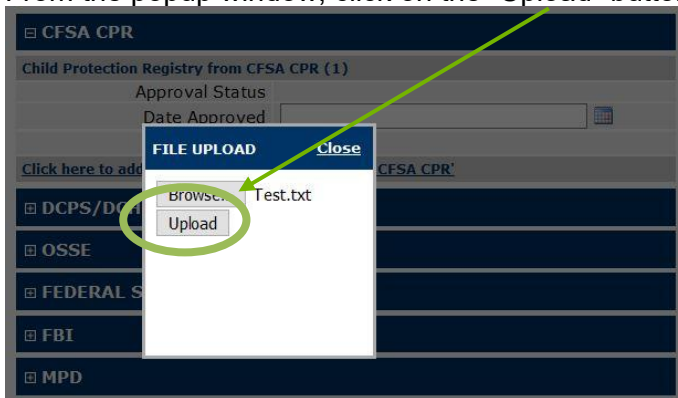


11. Click on the “Upload” button.

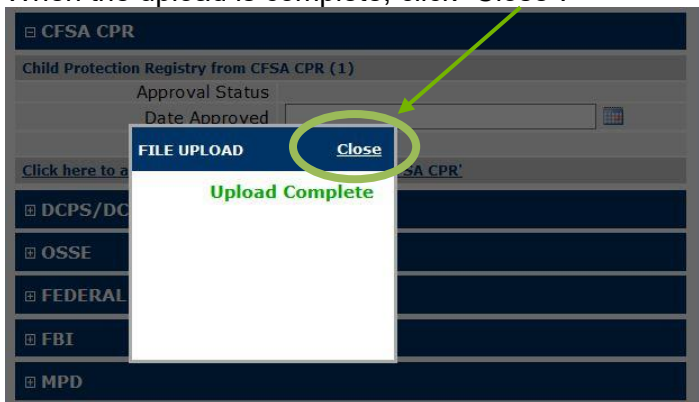
12. From the popup window, click on the “Browse” button.



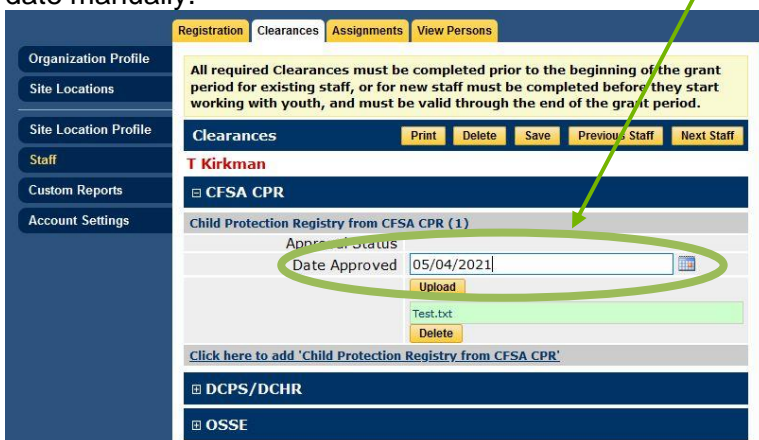
13. Navigate to where the file is saved and select the file. **Be sure that the file that is uploaded is properly redacted.** After selecting it, the file name should be to the right of the Browse button.
14. From the popup window, click on the “Upload” button.



15. When the upload is complete, click “Close”.



16. Enter the approval date of the clearance in the “Date Approved” box, formatted in **MM/DD/YYYY** format, or click on the calendar icon to the right of the field to select the date manually.



17. Click on the “Save” button.

The screenshot shows a web application interface with a sidebar on the left containing links: Organization Profile, Site Locations, Site Location Profile, Staff, Custom Reports, and Account Settings. The main content area has tabs for Registration, Clearances, Assignments, and View Persons. A yellow banner at the top states: "All required Clearances must be completed prior to the beginning of the grant period for existing staff, or for new staff must be completed before they start working with youth, and must be valid through the end of the grant period." Below this, the 'Clearances' section for 'T Kirkman' is shown. It includes buttons for Print, Delete, Save, Previous Staff, and Next Staff. The 'Save' button is circled in green. Under the 'CFSA CPR' section, there is a 'Child Protection Registry from CFSA CPR (1)' entry with an 'Approval Status' field and a 'Date Approved' field set to '05/04/2021'. Below these fields are 'Upload' and 'Delete' buttons. A green file named 'Test.txt' is shown as uploaded. A link at the bottom says 'Click here to add 'Child Protection Registry from CFSA CPR''.

18. After saving, when the clearance file has been fully uploaded, the Approval Status field will change to “Has Not Been Reviewed and Accepted by OST”. An OST staff member will then review the clearance file that has been uploaded to accept it or reject it (this may take a few days). If the clearance file is accepted, the Approval Status field will change to “Clearance Document Reviewed and Accepted by OST”, and the file and associated information will be locked and unalterable. The Upload button will be greyed out and the Delete button will be removed.

This screenshot shows the same 'Clearances' page for 'T Kirkman' after the file has been saved. The 'Approval Status' field is now 'Clearance Document Reviewed and Accepted by OST' and is circled in green. The 'Date Approved' field remains '05/04/2021'. The 'Upload' button is now greyed out, and the 'Delete' button has been removed. The 'Test.txt' file is still listed as uploaded. The link at the bottom remains the same.

19. If your clearance document is rejected, the Approval Status field will change to “Clearance Document Rejected by OST”.

Registration Clearances Assignments View Persons

Organization Profile  
Site Locations  
Site Location Profile  
Staff  
Custom Reports  
Account Settings

All required Clearances must be completed prior to the beginning of the grant period for existing staff, or for new staff must be completed before they start working with youth, and must be valid through the end of the grant period.

Clearances Print Delete Save Previous Staff Next Staff

T Kirkman

CFSA CPR

Child Protection Registry from CFSA CPR (1)

Approval Status Clearance Document Rejected by OST

Date Approved 5/4/2021

Upload

Test.txt

Ready For Review

Click here to add 'Child Protection Registry from CFSA CPR'

DCPS/DCHR

20. If a clearance document is rejected, it can be replaced with a new document by clicking the “Upload” button and following the same steps as covered above. **Once a new clearance document has been uploaded to replace a rejected clearance document, you must click the “Ready for Review” button in order to change the Approval Status.** After a clearance document has been marked as “Ready for Review”, an OST staff member will then review the clearance file that has been uploaded to accept it or reject it (this may take a few days).
21. To upload multiple (or additional) clearance documents of the same clearance type, click on “Click here to add [Clearance Type]”. If an existing clearance document is expired, it does not need to be removed or replaced; simply add another.

Registration Clearances Assignments View Persons

Organization Profile  
Site Locations  
Site Location Profile  
Staff  
Custom Reports  
Account Settings

All required Clearances must be completed prior to the beginning of the grant period for existing staff, or for new staff must be completed before they start working with youth, and must be valid through the end of the grant period.

Clearances Print Delete Save Previous Staff Next Staff

T Kirkman

CFSA CPR

Child Protection Registry from CFSA CPR (1)

Approval Status Clearance Document Reviewed and Accepted by OST

Date Approved 5/4/2021

Upload

Click here to add 'Child Protection Registry from CFSA CPR'

DCPS/DCHR

22. After entering in the clearance information, there is an option for tracking whether the staff member is a mandated reporter or if they have completed a CPR training. For both of these you can also enter in the date and upload the accompanying documentation.

Certifications

Mandated Reporter

Mandated Reporter? ☒ Y ☐ N

Date of Certificate

Upload Document Upload

First Aid/ Cardiopulmonary Resuscitation (First Aid/CPR)

First Aid/CPR ☒

Date of Certificate

Upload Document Upload

23. The OST Office only requires that **AT LEAST** one person in the organization is a mandated reporter. Someone at each site should be CPR trained/certified.

## M. 1-on-1 Activity Attendance

For programs whose services involve 1-on-1 interactions between staff/volunteers and participants, such as mentoring, there is the 1-on-1 Activity Module in the database. This module makes it easier to track these 1-on-1 interactions giving the user the ability to select unique combinations of participants and staff members and enter notes for each activity date.

Attendance may also be tracked through the [program/camps module](#). To do this, set the date and time length in the program/camps equivalent to the activities. So if most 1-on-1 meetings are one hour, set the schedule as meeting from 5-6 pm, and then simply mark students as present the days they met with their staff member or participated in the activity. Then, reports can be generated to see the total number of hours served. If meetings with youth occur no more than once per week per youth, tracking all youth that attended at least once that week as having attended on the Saturday of that week may be preferable if using this method, or on Saturday and Sunday for those youth that attended twice per week.

The 1-on-1 module option to enter attendance allows more detailed information. Follow the steps below to enter attendance through the 1-on-1 Activities:

1. Click on the site location where the 1-on-1 Activities will take place. Then click on the “1-on-1 Activities” button on the left.

**Learn24** [Logout](#)

**SITE LOCATION PROFILE** [Save](#) [Submit](#)

**Training Site**

**Site Director**

First Name	Last Name	Email	Phone
Dave	Doe	johndoe@gmail.com	312-145-2345

**Address Lookup**

1301 Pennsylvania Ave SE

**Address** **Zip Code**

1301 Pennsylvania Ave SE 20003

**Program Site Ward** **Program Site PSA**

1 555

2. Then a list of existing 1-on-1 activities will appear.



3. To create a new activity, click on “Add Activity” in the top right.

The screenshot shows the Learn24 dashboard. In the top right corner, there is a 'Logout' link and two buttons: 'View Activities' and 'Add Activity'. The 'Add Activity' button is circled in green. A green arrow points from the text 'Add Activity' in the instruction above to this button. On the left side, there is a sidebar menu with options: Organization Profile, Site Locations, Site Location Profile, Participants, Programs/Camps, 1-on-1 Activities (highlighted), Events, and Surveys. The main content area is titled '1-ON-1 ACTIVITIES' and shows a list of activities for 'Demo Organization - Training Site'. The list includes '1 on 1 activity test', 'Mentoring', and 'Test Activity'.

4. Then enter in the Activity Name and Description. Then click “Save & Proceed”
5. Next, add staff to the activity to do so click “Edit” next to staff

The screenshot shows the 'ACTIVITY INFO' form. It has a 'Delete' button in the top right. The form is titled 'Test Activity'. It has sections for 'Activity Description', 'Schedule', 'Staff (Optional)', and 'Partner (Optional)'. Each section has an 'Edit' button. The 'Edit' button for the 'Staff (Optional)' section is circled in green. A green arrow points from the text 'click “Edit” next to staff' in the instruction above to this button.

6. Then select staff (as long as the staff has already been assigned to the site, see the [staff section L.1 for more details](#)) and select their Role from the drop down menu

The screenshot shows the 'ASSIGN OR EDIT STAFF' form. It has a 'Return' button in the top right. The form is titled 'Test Activity' and shows the date '9/25/2018'. It has a section 'To Assign Staff' with three steps: '1. Select a Staff Name' (with a dropdown menu showing 'Dole, Bob'), '2. Select a Role' (with a dropdown menu showing 'Volunteer'), and '3. Click Assign Staff Now' (with a button labeled 'Assign Staff Now' circled in green). There is also a section 'Current Assigned Staff' with a table showing 'Name' and 'Role'. The table is currently empty, with the text 'No staff assigned' below it. A green arrow points from the text 'click “Assign Staff Now”' in the instruction below to the 'Assign Staff Now' button.

7. Then click “Assign Staff Now”
8. When done click Return

## 9. Now add meetings or attendance events

10. Click on the Attendance tab at the top right

Activity Info Attendance Activity List

ACTIVITY INFO Delete

Test Activity

11. At the next page/window you'll see the 1-on-1 meetings that have been entered.

12. To add a new attendance, click **Add**

13. Then select the staff member, enter the date and the activity length.

Attendance Cancel Return

Step 1: Select an activity.

Activity  
Test Activity

Step 2: Select a staff member. Enter date of visit and amount of time.

Staff Date of Visit Minutes  
Dole, Bob 9/21/18 Today 60

Step 3: Find a participant. Click on a letter to view by last name initial or enter search criteria for more direct results.

View by Last Name Initial Find by Name or Client ID

A B C D E F G First Name Last Name  
H I J K L M N  
O P Q R S T U Client ID  
V W X Y Z All Find Person(s)

14. Then attach a participant to the record by clicking **All** or search for the participant by name.

15. Then select the participant or participants to this activity.

16. Then select "Add Record" if this is the only date or select "Add Record and Hold Name" if there are more than one day of attendance for the participant(s) selected with the-staff member pairing.

Step 3: Find a participant. Click on a letter to view by last name initial or enter search criteria for more direct results.

View by Last Name Initial Find by Name or Client ID

A B C D E F G First Name Last Name  
H I J K L M N  
O P Q R S T U Client ID  
V W X Y Z All Find Person(s)

Step 4: Choose a participant and click "Add Record"

Add Record Add Record and Hold Name


Choose	Participant Name	Date of Birth
<input checked="" type="radio"/>	Adams, Jane	1/11/2002
<input type="radio"/>	Alexander, Han	1/1/2008
<input type="radio"/>	Allen, Tim	3/2/2004

17. If the "Add Record and Hold Name" was clicked, the next screen will show a new record at the bottom.



18. Then enter a new date and then again either click “Add Record” if entering attendance for this activity is complete or select “Add Record and Hold Name” to add another date.

**Step 2: Select a staff member. Enter date of visit and amount of time.**

Staff	Date of Visit	Minutes
Dole, Bob ▾	9/25/18 	Today 60

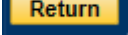
**Step 3: Find a participant. Click on a letter to view by last name initial or enter search criteria for more direct results.**

View by Last Name Initial	Find by Name or Client ID
A B C D E F G	First Name <input type="text"/>
H I J K L M N	Last Name <input type="text"/>
O P Q R S T U	Client ID <input type="text"/>
V W X Y Z All	<input type="text"/> <input type="button" value="Find Person(s)"/>

**Step 4: Choose a participant and click "Add Record"**

Choose	Participant Name	Date of Birth
<input checked="" type="radio"/>	Adams, Jane	1/11/2002

Last Record Added	
Activity	Test Activity
Participant	Adams, Jane
Staff	Dole, Bob
Date	9/21/2018
Elapsed Time	60
<a href="#">Click Here to Edit Details</a>	




19. Once all of the dates have been added, click  at the top right.
20. The process is complete.

## N. How to Generate Reports

Reports can be generated from Cityspan. There are a number of reports available, but a few helpful ones are described below.


### Attendance Detail by Date Report

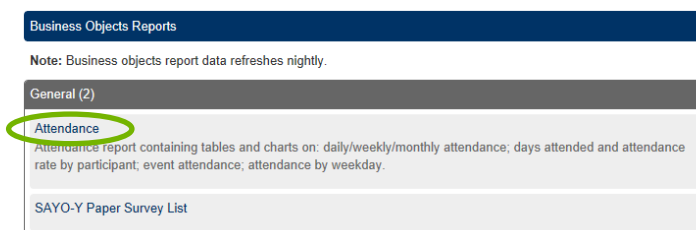
This attendance report provides individual attendance by date and program. Each row is for a participant and then each column is for the different days of the program.

1. To access the report, click on the Site Location.
2. Then click on  to the left.
3. Then select 
4. Select the site location
5. Enter the dates of the programs.
6. Then click 

### Attendance Report

The attendance report provides information on attendance on multiple levels including individual participants' attendance, attendance by day, week, month, etc. On the "Participant – Days" worksheet there is also a list of participants including their Participant ID and their Current Grade. This worksheet would be a helpful way to get ParticipantIDs and look at the grade distribution.

1. To access the report, click on the Site Location.
2. Then click on  to the left.
3. Then click on Attendance

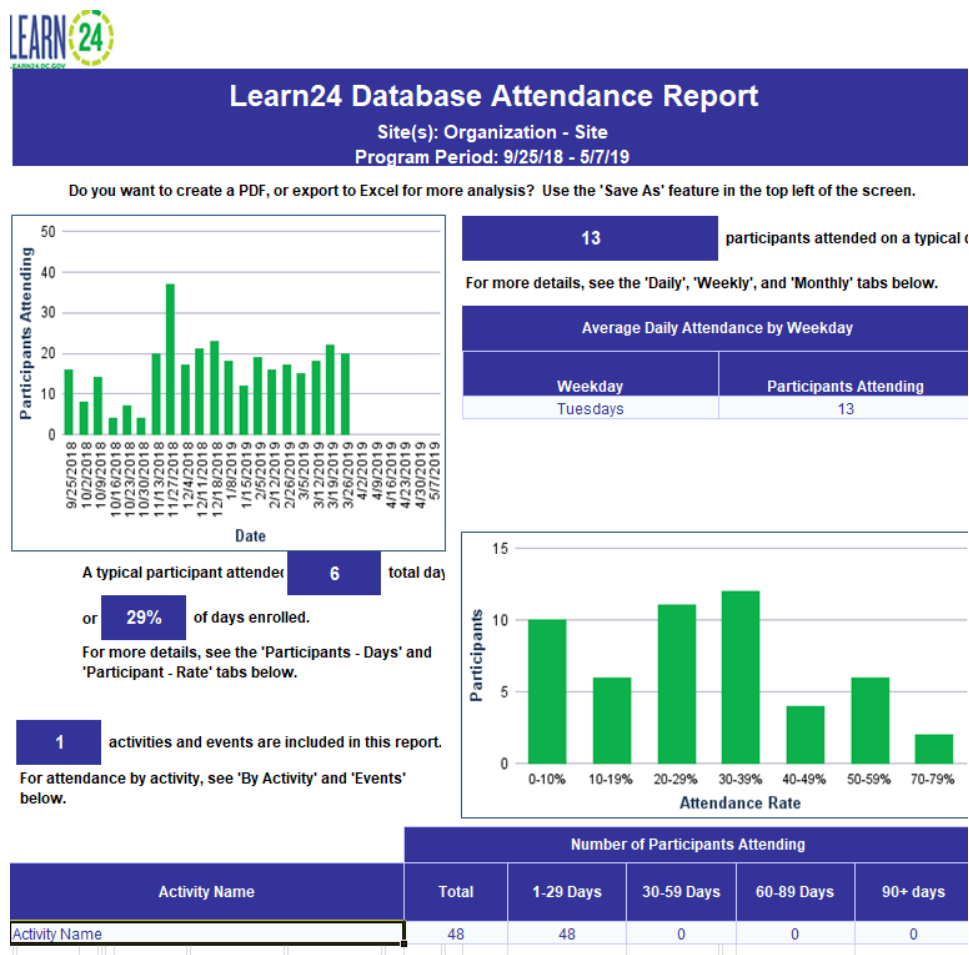


4. Then select the site and activity.

- Then select whether the report should be a PDF file or Excel document.

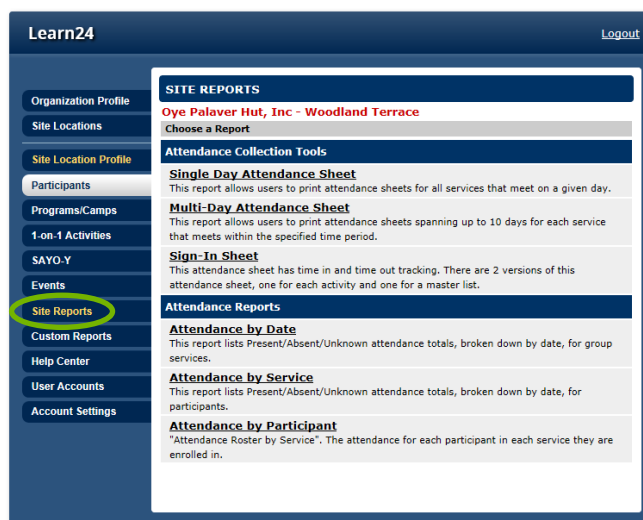
- Then click Generate.
- Please note that this document will contain student information in terms of their name, Participant ID and Grade, **so do not share publicly**. Prior to sharing delete the worksheets with student level information.

Here is the first page of the report:



## Attendance Sheets

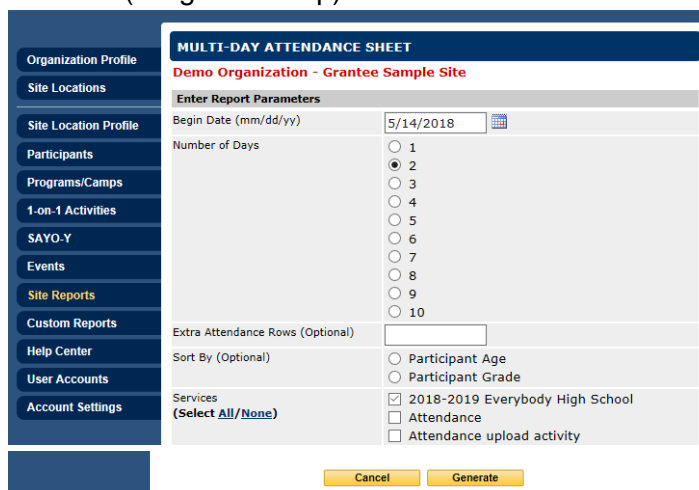
There is also a separate module/button on left Site Reports



The attendance reports are somewhat redundant given the Attendance Report under the Custom Reports tab.

One useful report could be the Attendance Sheets. Once participants are enrolled with a program, attendance sheets can be generated. These attendance sheets can be filled out by program staff, and then the information is entered into the database.

1. To generate the report just click on the Attendance sheet, either single day or multi-day.
2. Then enter the program schedule date for the attendance sheet, the number of scheduled days that is to be tracked and then select how the report will be sorted, by Participant Age or Grade. *If both are left blank, then it will sort by Name.*
3. Then select the Service (Program/Camp) and click Generate.



There are also reports available under the Program section. To access these, click on the Program/Camp and then enter in the required information for the various reports.

Learn24

Logout

Program Info

Enrollment

Attendance

Reports

Program List

Organization Profile

Site Locations

Site Location Profile

Participants

Programs/Camps

1-on-1 Activities

SAYO-Y

Events

Site Reports

Custom Reports

Help Center

User Accounts

Account Settings

REPORTS

2018-2019 Everybody High School

Choose a Report

Reports

Schedule

Lists all scheduled sessions.

Enrollment

Lists all currently enrolled participants, with their grade, parent name, and phone number(s).

Attendance

Prints an attendance sheet, which can be used to take attendance or review entered attendance records.

Multi-Day Attendance Sheet

This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period.

Single Day Attendance Sheet

This report allows users to print attendance sheets for all services that meet on a given day.

## Appendix B. SAYO-Y Survey User Guide

Programs that are funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office) will have access to, and will sometimes be required to, administer the Survey of Academic & Youth Outcomes-Youth Survey (SAYO-Y). The SAYO-Y is comprised of three brief survey sections that are completed by youth participants to measure their program experiences, future expectations, and sense of competence. Research suggests that certain youth experiences and outcomes are critical to future success, and SAYO-Y can show where programs are succeeding or in need of extra attention within these areas. The survey was developed by the National Institute on Out-of-School Time (NIOST).<sup>i</sup> The OST Office has edited the master version of the survey to create a shorter version which Learn24 grantees will use for their Learn24 program sites.

### Survey Length

The OST Office version of the SAYO has **26 multiple choice questions for the School Year and 13 in the Summer.**<sup>ii</sup> It is expected to take approximately **10 minutes** for a participant to complete. **Only those in grades 4 and above should answer the SAYO.** The survey asks students questions such as “Is there an adult here who is interested in what you think about things?” and the response options include a short scale with response options including *No/Mostly No/Mostly Yes/* and *Yes*. An additional 3 retrospective questions are included when the SAYO-Y is administered near the end of the program. **The survey is available in 7 languages:** English, Spanish, Amharic, Chinese, Korean, French, and Vietnamese.

### HOW the SAYO-Y is Administered

The SAYO-Y is answered through the Learn24 Cityspan database, where providers can search for students and then students can anonymously enter responses directly into the database. *Database users can log into **multiple computers** at once to administer the SAYO-Y on multiple computers.* More detailed instructions are included below, under “Process to administer the assessment by computer”.

*In some circumstances program sites **can also administer the SAYO-Y on paper**, but to do so they need to contact the OST Office (learn24@dc.gov) for more detailed instructions to protect confidentiality. Paper administration would be for sites where programming does not primarily occur in a fixed indoor location, for programs without computers on site, or small organizations receiving Community Based or Small Nonprofit Grants.*

### WHO needs to take the survey?

- **Learn24 funded participants in grades 4 and above:** These are program participants whose programming is being supported by Learn24 grants. It'll be left to the discretion of the organization to make that determination. These participants are at the sites in the Learn24 database and should be registered in the database.
  - The SAYO-Y is designed for programs that meet as a group regularly (at least 2 hours a week), therefore programs whose focus is on *1-on-1 activities, such as mentoring programs, won't be asked to administer the SAYO-Y.*<sup>iii</sup>
- **Number of Learn24 funded participants in grades 4 and above:**
  - **Less than 10:**

- The program will **not** need to administer the SAYO-Y, however they can if they would like to.
- **Less than 30:**
  - If a program site has less than 30 participants in grades 4-12, then all participants who are present during the days of SAYO-Y administration should take the survey.
- **More than 30:**
  - If a program has more than 30 participants at a site, then only 30 participants need to take the SAYO-Y. The list of those taking the survey should be chosen randomly. Meaning the administrator should randomly choose participants to take the survey until they have reached the required number of responses.
  - ***Programs with more than 3 sites can spread the 30 required responses across multiple sites, as long as they get at least 10 responses per site or at least 50% of participants at the site, whichever is the fewer number of responses.***

#### **WHEN should the assessment be administered?**

- **School year programs:**
  - **If program is more than 5 months in length:**
    - Participants who have not taken the SAYO-Y before should take the Pre version of the SAYO-Y within **the first 4 weeks** of programming. A report, **“Completed SAYO's”** can be generated at the site levels which lists the participants who have taken the survey before.
    - All participants (or a sufficient sample) should take the Post version of the SAYO-Y **within the last 3 weeks** of programming.
  - **If program is less than 5 months in length:**
    - Once **within the last 3 weeks** of programming. This would be a Post version of the survey.
- **Summer programs:**
  - Once **within the last 2 weeks** of programming. This would be the Summer version of the survey.

#### **Process to administer the assessment by computer:**

1. Provider will let the OST Office know who will administer the survey. If no name is provided to the OST Office, then the OST Office will assume it's the same individuals who are the database users.
  - a. Only one person from each organization, who will be present during SAYO-Y administration, need watch the online webinar.  
 This SAYO-Y administrator will receive an email providing them with access to the SAYO-Y online training. The email will come from [system@litmos.com](mailto:system@litmos.com) (alias name is NIOST) with the subject line "NIOST Online Training - Login Information". This email will contain a link to complete the registration process where you will create your own password. Please record your password for future reference. Once this step is complete you will find your courses on your Home page. If you do not see the email in your inbox, please check your spam folder. The online trainings are available to you 24/7 for one-year. To return to the NIOST online training login page, go to: <https://niost.litmos.com>

- c. [You will need have flash enable on your browser to view this.](#) If you run into trouble, please email [Learn24@dc.gov](mailto:Learn24@dc.gov) for more instructions.
2. Program will give out the NIOST Passive Consent forms, unless they have incorporated the required SAYO-Y language into their consent form per guidance. ***These passive consent forms only need to be returned if the guardian does not want the youth to take the assessment.***
3. The administrator will schedule a time slot (a few days) during which the students will take the survey, this time slot should be during typical program day (so not a special day or field trip, etc.)
4. The administrator will read the script below and **ask for youth's verbal assent.**
  - a. "Today, we need your help with something. We are interested in hearing what you think about our program. The information from this survey lets us find out what you really think about our program so we can do an even better job. In just a minute we'd like you to take this online survey, but first let me explain a little more about it.  
This is not a test, whatever you answer is the 'right answer'. However, the results of this survey are important. Your answers to this survey will be kept private. No one will see how you answered the survey. Don't worry if it takes you a little longer to answer than someone else."

**Gain youths' verbal consent: Ask "Is everyone OK and ready to take the survey?"** Be sure to pause and wait for all youth to give a sign of agreement. ***If anyone refuses to take the survey, you must allow them to do something else. No youth should be forced to answer the survey.***
5. The administrator will prepare a laptop (or multiple) to pass around to students to take the assessment or designate a desktop(s) to take the assessment on. **Before administering the SAYO-Y you will need to have the participants registered to the site location in the database.**
6. **Log into the Learn24 database through the regular login:**
  - a. *Note: You can log into your Learn24 database account on multiple computers at once.*
  - b. Click on the **site location** where you are administering the SAYO-Y.
  - c. Then at the left you should see the SAYO-Y menu, click on that:

The screenshot shows the 'Learn24' database interface. On the left is a sidebar menu with options: Organization Profile, Site Locations, Site Location Profile, Participants, Programs/Camps, 1-on-1 Activities, SAYO-Y (highlighted with a yellow circle), and Events. The main area displays the 'SITE LOCATION PROFILE' form. At the top right of the form are 'Save' and 'Submit' buttons. The form is titled 'Training Site' and contains the following fields:

Site Director			
First Name	Last Name	Email	Phone
Dave	Doe	johndoe@gmail.com	312-145-2345

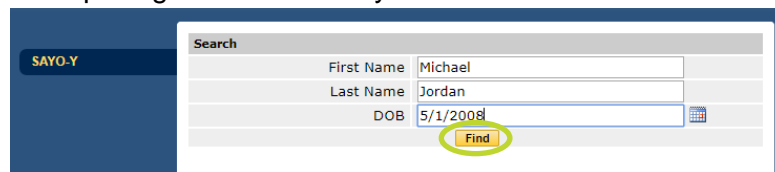
Below the Site Director section is the 'Address Lookup' section with a dropdown menu showing '1301 Pennsylvania Ave SE'. Below that is the 'Address' section with the text '1301 Pennsylvania Ave SE'. To the right of the address is the 'Zip Code' section with the text '20003'. Below the address is the 'Program Site Ward' section with a dropdown menu showing '1'. To the right of the ward is the 'Program Site PSA' section with the text '555'.

- d. A new browser window should then open up.
- e. **\*Once the new window opens, please CLOSE the previous tab with the other database menus/modules so that the participant cannot access the**

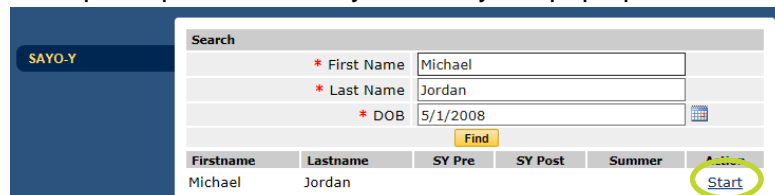


full database. You won't need this old window to add more participant responses.

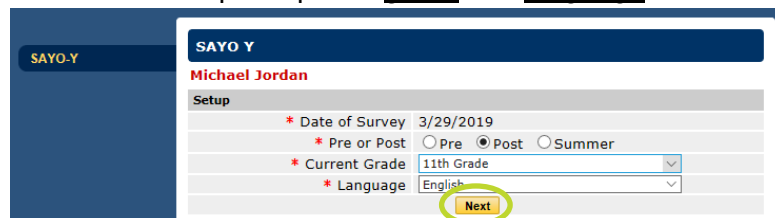
- f. Enter in the first name, last name, and DOB for the participant who is responding. The spelling needs to exactly match.



- g. Then click **Find**
- h. If the participant is in the system they will pop up below.



- i. Then click **Start** to start the SAYO-Y.
- j. At the top then select whether it's a Pre, Post, or Summer version. A Pre survey is for new participants who have not answer the SAYO-Y survey previously.
- k. Then select the participant's grade and language.



- l. Once those required fields are selected click **Next**
- m. Then the participant can answer all the questions.
- i. Most questions are multiple choice with drop down menus and one is open response where they type their response. **All questions are optional.**
- n. **Once the participant is finished they should just click** **Finish**
- o. The browser should then return to the participant search page where you can enter in the next respondent's information so they can take the SAYO-Y.
- p. When done with all of the responses simply logout and close the window.

### How to use the results

The OST Office will send providers reports that summarize the responses. Individual responses will not be available to programs. NIOST warns that the SAYO-Y alone should not be used to make definitive judgments on programs or individual youth. Additional caution should be taken in interpreting results from **less than 30 participant responses**.

### Versions

There are three versions of the assessment, one for those in grades 4-5, one for grades 6-8, and one for grades 9-12. These three versions then have three additional questions when

administered as a Post survey near the end of a program. The Summer version will be approximately half the length and focus on their experience with the Summer program.

### **SAYO-Y User Agreement**

- The SAYO-Y user agreement is considered signed once the 30 minute webinar is completed.
- **A site may NOT distribute the SAYO-Y to any other site or organization.** Distribution for any purpose other than internal program evaluation may result in termination of that site's license to use the SAYO-Y. Any changes to the SAYO-Y not described in the SAYO-Y training are prohibited without prior permission from NIOST and the Massachusetts Department of Elementary and Secondary Education (MADESE) and may also result in termination of a site's license to use the tool.

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<sup>i</sup> NIOST is located at Wellesley College. The SAYO-Y is owned by the Massachusetts Department of Elementary and Secondary Education (MADESE).

<sup>ii</sup> There are slight variations in questions based on respondent's grade

<sup>iii</sup> Only programs that have at least 2 hours a week of group programming will be asked to administer the SAYO-Y. <https://www.niost.org/Training-Descriptions/survey-of-afterschool-youth-outcomes-youth-survey-sayo-y>