

# **OST OFFICE: Grants Management System User Guide**

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UPDATED SEPTEMBER 2025



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## INTRODUCTION

Welcome to the Office of Out of School Time Grants and Youth Outcomes' (OST Office) Grants Management System (Cityspan) User Guide! This data management system is used by the OST Office to streamline and to manage all grant-related information for OST Office grant competition applicants and grantees. There are two Cityspan web-based applications used by the OST Office: the Request for Applications portal (RFA portal) and the Grants Management System (Cityspan GMS). This User Guide includes a summary of the RFA portal and provides in-depth guidance on how to navigate and use the Cityspan GMS. It also includes step-by-step guidance related to setting up and managing programs in the Cityspan GMS, and a section for Frequently Asked Questions (FAQ). Click on the buttons below to navigate to the corresponding section in this document.

**RFA  
Portal**

**GMS  
Overview**

**Using  
Cityspan**

**FAQ**

In addition to this User Guide, the OST Office has other published resources and video tutorials, and it provides regular, virtual office hours to support its grantees in navigating the Cityspan GMS and the RFA portal.

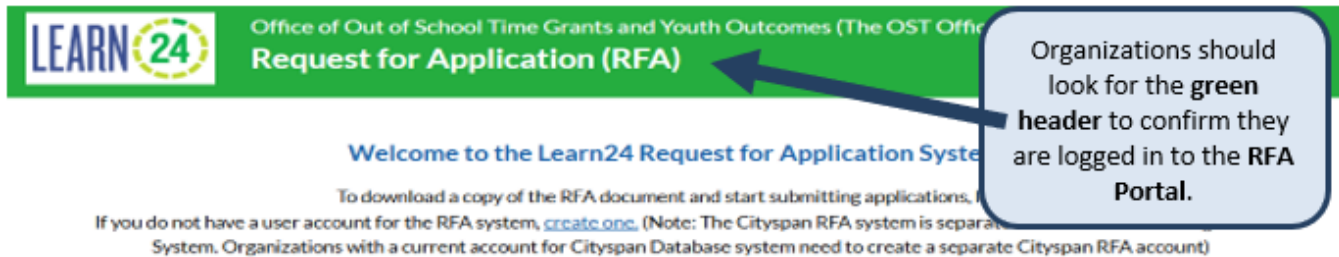
Links to video tutorials are included in this document and can be accessed by clicking the orange speech bubbles located throughout the document, as shown to the right.

To request additional support or access additional resources, visit the [OST Office Data Hub](#), or contact the organization's assigned Grant Manager. The OST Office Hosts Technical Support Office Hours every Tuesday and Thursday from 12PM to 1 PM. The link to join those sessions is [HERE](#).

**Learn24  
YouTube  
Page**

## REQUEST FOR APPLICATIONS (RFA) PORTAL

All organizations seeking funding from the OST Office must apply through the Request for Application (RFA) portal. The RFA portal is where organizations submit their applications, including required eligibility documents, and it is where applications are reviewed and scored by independent reviewers. The RFA portal operates independently from the Cityspan GMS and requires separate login credentials. The RFA portal has a green header that differentiates it from the Cityspan GMS, as shown below.



### To access the RFA portal:

- ✓ Go to: <https://learn24rfa.cityspan.com/> and log in using assigned credentials.
- ✓ If the organization is a first-time applicant, the organization user must create a new profile. This can be done here: <https://learn24rfa.cityspan.com/Web/sms3/Site.asp>.
- ✓ Once the new profile is created in the RFA portal, the user will then be able to apply for any open OST Office grant competitions.

### All open grant competitions are posted publicly on the [Learn24 website](#).

Scoring rubrics are posted along with RFA instructions during open competitions to ensure that applicants are aware of how their grant application will be scored.

Applicants must complete each required section to access subsequent sections of the grant application. This includes uploading all required documents on the Organization Uploads page within the RFA portal.

Grant applications must be submitted via the RFA portal by or before the stated application deadline to be considered for eligibility for OST Office grant funding.

Once submitted, applications are reviewed and scored by a panel of vetted, independent reviewers. Scoring and feedback from the reviewers is viewable within the RFA portal following the public announcement of grant awards.

After grant competition award decisions are announced, data for all organizations that accept OST Office grant funding will transfer from the RFA portal to the Cityspan GMS.

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**All questions related to an open OST Office RFA must be directed to the following email address: [Learn24RFA@dc.gov](mailto:Learn24RFA@dc.gov). Responses are published publicly on the OST Office website in accordance with DC regulations.**

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## OVERVIEW OF THE GRANTS MANAGEMENT SYSTEM

The Cityspan Grants Management System (Cityspan GMS) operates independently from the RFA portal and requires separate login credentials. The Cityspan GMS's blue header color differentiates it from the [RFA portal](#), as shown below.



All OST-funded organizations must use Cityspan GMS to capture and document all program data related to their OST Office funded grant(s). Some organizational data transfers automatically from the RFA Portal to the Cityspan GMS, but organizations are responsible for completing other required information including inputting staff information, program dates/times, youth participant information, participant attendance and progress reports throughout the grant cycle.

### To access the Cityspan GMS:

- ✓ Go to: <https://learn24.cityspan.com/> and log in using assigned credentials.
- ✓ If the organization is a first-time user, the grant administrator for the organization can create additional user profiles using the instructions [HERE](#).
- ✓ If no one from the organization has access to the Cityspan GMS, contact the OST Office at: [Learn24data@dc.gov](mailto:Learn24data@dc.gov) to request a new user profile.

This User Guide outlines the key features available for organization users in Cityspan. For additional information, see the [OST Data Hub](#). For technical support, contact the organization's assigned Grant Manager or contact the OST Office Data Management team at: [Learn24data@dc.gov](mailto:Learn24data@dc.gov).

## ORGANIZATION PROFILE

The Organization Profile section includes basic information about the organization. The data on this page transfers from the grant application submitted in the [RFA portal](#). If updates are needed, notify the organization's assigned Grant Manager to "**Unlock**" this page. Once updates have been made, resubmit the page by clicking the "**Submit**" button located at the top right of the page.

## ORGANIZATION GRANTS

The Organization Grants section includes all components of an organization's OST grant(s) for each grant competition. Once an organization is awarded a grant, information from the grant application will populate the components of the Organization Grants section with information about their grant-funded program. Organizations must complete these sections in sequential order and submit them once all sections are complete. Once submitted, the grant agreement is reviewed and executed by the OST Office.

The Organization Grants section is also where program data is entered, including participant registration and enrollment, activities, attendance, and progress reports. This process is outlined below.

## Components of Organization Grants Section

Component	Completed By	Key Details
Grant Admin	N/A	<ul style="list-style-type: none"> <li>Includes key administrative information about the grant.</li> <li>This section is auto-populated and cannot be modified.</li> </ul>
Program Description	Organization	<ul style="list-style-type: none"> <li>Includes information about the funded program’s goals, target population, and expected outcomes from the RFA portal.</li> <li><b>Target populations and measurable objectives from this section populate the <a href="#">Progress Reports</a>.</b></li> </ul>
Program Sites	Organization	<ul style="list-style-type: none"> <li>Includes all locations where grant-funded activities take place, including physical addresses and site types.</li> <li><b>Site information, including the name, program days and hours from this section populate the <a href="#">Progress Reports</a>.</b></li> <li>See <a href="#">HERE</a> for how to set up and manage activities at program sites.</li> </ul>
Support & Sustainability	N/A	<ul style="list-style-type: none"> <li>Describes how the program will be supported.</li> <li>Information is transferred from RFA portal and cannot be modified.</li> </ul>
Budget Narrative	Organization	<ul style="list-style-type: none"> <li>Provides details on how grant funds will be allocated.</li> <li>Budget must comply with all regulations and requirements included in the <a href="#">Grantee Guidebook</a>.</li> </ul>
Application Signoff	Organization	<ul style="list-style-type: none"> <li>Formal acknowledgement from the organization that the information is accurate and consistent with OST Office requirements for the applicable grant competition.</li> </ul>
Grant Manager Approval	Grant Manager	<ul style="list-style-type: none"> <li>Review and approval by the assigned Grant Manager.</li> <li>Submission will be “rejected” if revisions are needed. A rejection reopens previously submitted sections, allowing organization to make updates and resubmit.</li> </ul>
Final Approval	OST Office Executive Director	<ul style="list-style-type: none"> <li>Official authorization from OST Office leadership required to fully execute (sign) the grant agreement.</li> <li>When a grant agreement is initially executed, data from the grant agreement populates other portions of the Organization Grants section, including: Sites, Activities, and Progress Reports.</li> </ul>

## ORGANIZATION UPLOADS

The Organization Uploads section is where OST Office funded organizations upload documents required as part of the grantmaking process. These documents are initially uploaded to the RFA portal as part of the grant application. Once grants are awarded, these documents transfer to the Cityspan GMS where they can be updated as needed.

The list below includes the required documents that must be uploaded to this page. Documents marked with an asterisk (\*) are those that will need to be replaced or updated on a regular basis. Microsoft Word, Excel or PDF are the only file types accepted for Organization Uploads.

If a document expires during the grant year (i.e., Basic Business License), the organization must submit the required document to the assigned Grant Manager who will review and approve the document before uploading it to the Cityspan GMS.

- Current fiscal year board approved organization annual budget \*
- Current fiscal year balance sheet, including profit loss statement\*
- IRS Determination Letter of 501(c)(3) Non-profit Organization

- Department of Licensing and Consumer Protections (DLCP) Basic Business License
- DLCP Certificate of Good Standing
- Office of Tax and Revenue (OTR) Clean Hands Certificate
- Bullying Prevention Policy
- Office of Human Rights (OHR) Approval of Bullying Prevention Policy
- Audit or financial review<sup>1\*</sup>
- Two most recent years' 990 Forms\*

Once all documents are uploaded, click the “**Submit**” button to lock it.

**Failure to upload documents or submit this page will prevent the organization from executing a grant agreement.**

## ORGANIZATION USERS

The Organizations Users page is where organizations can create, edit, or remove users from their Cityspan GMS and RFA portal profiles. Organizations will need to first create a username, add the staff person’s email, first name, last name, and identify the user role.

User roles determine the level of access each staff member has within the organization’s profile. Organizations should identify the “role” of each staff member based on how that person will be using the Cityspan GMS. There are four user roles:

1. **Agency Admin:** Highest level of access and should be limited to grant administrator who is involved in the oversight of grant compliance.
2. **Program Admin (Grants & Services):** Allows access to all grant program data ([Organization Staff](#), [Sites](#), and [Participants](#)). This role can be further modified and customized by clicking “**Assign**” and selecting the specific site(s) or section(s) of the organization’s grant that Program Admin users may access.
3. **Program User (Services Only):** Limited access to program data ([Sites](#) and [Participants](#) only). These accounts can be further modified and customized by clicking “**Assign**” and selecting specific site(s) or section(s) of the organization’s grant that Program Users may access.
4. **Inactive:** No access. This person is no longer using or accessing the system. Staff who are no longer with the organization should be made inactive immediately to ensure FERPA compliance.

### Adding and Updating Users

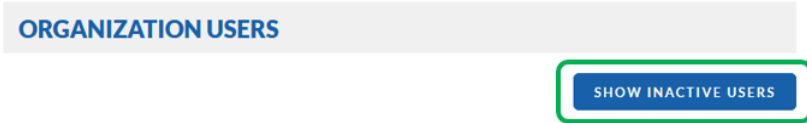
To add a new user, go to the Organization Users page and complete the fields in the “**Create A New User**” section. This requires creating a username, and then entering the email, first name, last name, and “role” of the new user. See above for the four “role” types.

CREATE A NEW USER				
User Name	Email	First Name	Last Name	Role
NewUser	youth.tutor@grant.org	New	User	Program Admin (Gran ▾)

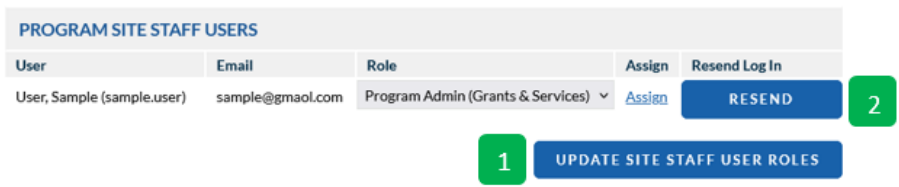
[CREATE A NEW USER](#)

<sup>1</sup> The overall organizational budget determines whether an audit or financial review is required. See the [Grantee Guidebook](#) or contact the OST Office to confirm which is required for the organization.

This page defaults to only show “active” users. To view previous users, click on the “**Show Inactive Users**” button. This may be helpful if a staff member leaves and then returns to the organization. A new account will not need to be created for the individual.



Once created, user information (name, email, role) can be accessed and updated on this page. To make changes, go to the Organization Users page and find their user information. After making changes, click on the “**Update Site Staff User Roles**” button (see #1 below). If a staff member loses or forgets their log in information (username and email), an Agency Admin can resend it by clicking the “**Resend**” button located to the right of their staff user information (see #2 below).



## ORGANIZATION STAFF – UPDATED OCTOBER 2025

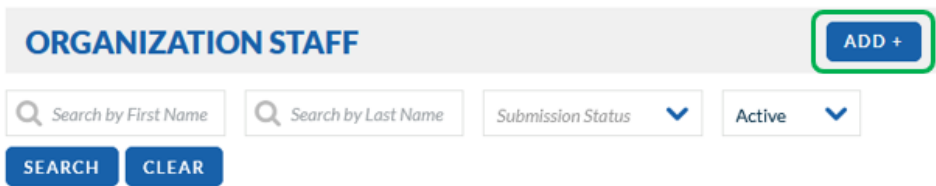
The Organization Staff is where OST Office funded organizations must create and update staff profiles for all adults (18 and older) who interact with youth in their funded programs. **All adult staff, contractors, and volunteers who interact with youth must have an active organization staff profile.**

The following changes have been implemented in Organization Staff:

1. A separate Metropolitan Police Department (MPD) screening is NOT required for background checks completed independently (i.e., through private vendor or payroll company).
2. The list of background clearance types has been updated to include two options: DCHR/DCPS/OSSE/Federal Security Clearance **or** FBI/NSO Security Clearance.
3. Users can now upload more than one special population training certificate to staff profiles. This is to align with the FY26 compliance requirement that OST Office-funded organizations must complete TWO trainings related to supporting special populations youth during the FY26 program period.

### *Adding New Staff*

To add a new staff member, click “**Add +**” located at the top right of the Organization Staff landing page.



After entering the first name, last name, and birthdate, the user will receive a notification if there is already a staff person with the same information and provide the option to edit the existing profile. If the name does not match an existing profile, the user will be able to create a new profile for the staff person. The table below outlines the

fields included in the staff registration form.

### Staff Registration Form Fields

Staff Profile Field	Required	Notes
<b>Status</b>	Yes	<ul style="list-style-type: none"> <li>“Active” – Staff is currently working with the OST-funded program.</li> <li>“Inactive” – Staff is <b>not</b> currently working with the OST program.</li> </ul>
<b>First Name</b>	Yes	
<b>Middle Initial</b>		
<b>Last Name</b>	Yes	
<b>Date of Birth</b>	Yes	
<b>Interaction with Youth</b>	Yes	<ul style="list-style-type: none"> <li><b>Yes (Unsupervised)</b> – Staff has an active, valid clearance and does not require supervision</li> <li><b>Yes (Supervised)</b> – Staff has a pending clearance or is younger than 18 and must be supervised by an adult staff who has an active valid clearance.</li> <li><b>No</b> – Staff does not interact with youth. A clearance is not required.</li> </ul>
<b>Employment Type</b>	Yes	<ul style="list-style-type: none"> <li>Employment type (paid or volunteer) will affect the clearance requirements for staff who are cleared through DCPS.</li> </ul>

Once the staff form is completed, organizations must upload clearance and other documents to staff profiles. The table below includes the documents that must be uploaded for each organization and staff member. For each document upload, **the organization must enter the date included on the document** (clearance letter, certification, training certificate). See [HERE](#) for more information about the background clearance types accepted by the OST Office.

### Background Clearance Document Uploads

Clearance Document	Expiration Period	Notes
<b>Clearance letter(s) or background check documents</b>	2 years	<b>Required for all adult (18+) staff every two years.</b> For example, a clearance issued on 8/25/24 would expire and need to be replaced by 8/25/26. See <a href="#">HERE</a> for more information about the different types of clearances accepted by the OST Office.
<b>Affidavit</b>	1 year	<b>Required for all adult (18+) staff one year after clearance is issued.</b> For example, if a clearance is issued on 8/25/24, an affidavit is due 8/25/25.
<b>Mandated Reporter Training Certificate</b>	N/A	One <b>staff person per site</b> must complete this training and have the training certificate uploaded to their profile. The training can be completed online <a href="#">HERE</a> .  It is recommended that organizations have more than one identified mandated reporter to ensure coverage if staff are out.
<b>First Aid/CPR Certificate Training Certificate</b>	2 years	One <b>staff person per site</b> must complete this training and have the training certificate uploaded to their profile.  It is recommended that organizations have more than one First Aid/CPR certified staff to ensure coverage if staff are out.
<b>Special</b>	End of	<b>Starting in FY26, each organization that provides school-year or year-</b>

Clearance Document	Expiration Period	Notes
Populations Training Certificate	grant program period	<b>round programming must complete two training courses</b> per grant year that focus on working with special population youth. This requirement may be met by the same staff member or different staff members each attending eligible trainings.

### Background Clearances

Every adult (18 years and older) who interacts with youth (supervised or unsupervised) must have valid, unexpired background clearance documents uploaded to the Organization Staff section. **Background clearances must be completed before working with youth during the grant period, and the clearance must remain valid throughout the grant period.** On the Organization Staff page, the summary table provides an overview of all active staff and volunteers. OST grant-funded organizations are responsible for ensuring compliance with all background clearance requirements.<sup>2</sup>

The Organization Staff landing page includes a table that summarizes the background clearance status of all active staff, including the clearance status for each staff member. The clearance statuses are “Met” or “Not Met.” See the [Grantee Guidebook](#) for additional information regarding background clearance requirements. When uploading a new clearance document, organizations must identify the clearance type by clicking the radio buttons (outlined in green below). There are two clearance options (listed and shown below):

- DCHR/DCPS/OSSE/Federal Security Clearance
- FBI/NSO Security Clearance

Once an organization selects the type of clearance, a form will open to allow for entry of clearance information and document upload. The table below outlines the clearance types accepted by the OST Office.

### Background Clearance Types

Type	Issuing Agency	Notes Regarding Clearance
Government Issued Security Clearance	DCHR	<ul style="list-style-type: none"> <li>• Submitted to DCHR via OST Office at no cost to organization</li> <li>• To initiate this clearance, email: <a href="mailto:backgroundcheck.learn24@dc.gov">backgroundcheck.learn24@dc.gov</a>, and provide the staff person’s full legal name and email address.</li> <li>• Clearance includes two documents: DCHR clearance letter and National Sex Offender database (NSO) letter. Both documents must be uploaded.</li> </ul>
	DCPS <sup>3</sup>	<ul style="list-style-type: none"> <li>• Submitted to DCPS by organization</li> <li>• Complete the online clearance application <a href="#">HERE</a>.</li> </ul>

<sup>2</sup> Staff Clearance information can be found in greater detail in the [Grantee Guidebook](#).

<sup>3</sup> See [HERE](#) for more information about the DCPS partner and volunteer clearance process.

Type	Issuing Agency	Notes Regarding Clearance
		<ul style="list-style-type: none"> <li>• Clearance includes one document that must be uploaded.</li> <li>• Organizations operating at DCPS sites must submit clearances through DCPS.</li> </ul>
	OSSE	<ul style="list-style-type: none"> <li>• Completed by OSSE for childcare providers and employees.</li> <li>• See <a href="#">HERE</a> for more about the OSSE clearance process.</li> <li>• Clearance includes one document that must be uploaded.</li> </ul>
	Federal	<ul style="list-style-type: none"> <li>• Completed by the Office of Personnel Management (OPM) for Federal Government employees and contractors.</li> </ul>
<b>FBI/NSO Security Clearance</b>	Varies	<ul style="list-style-type: none"> <li>• Source varies but typically completed by private vendor. Must include FBI and NSO search.</li> <li>• Effective Summer 2025, a separate MPD clearance is no longer required.</li> <li>• NSO searches may be independently completed <a href="#">HERE</a>.</li> <li>• If the same clearance document includes both FBI and NSO search, upload the same document for both fields in Cityspan.</li> </ul>

OST Office staff review and verify that all uploaded documents align with existing staff records. If the submission includes any errors or incorrectly uploaded documents, OST Office staff will “reject” the submission. Only “verified” submissions will display as “Met” status on the Organization Staff landing page.

### *Background Clearance Notifications*

[Admin level](#) Cityspan users receive monthly automated emails related to any staff clearances or affidavits expiring within the next 30 days. It is imperative that organizations submit background clearances as soon as they are notified to ensure that staff clearances do not lapse during the program period. Notify the organization’s assigned Grant Manager to report any issues with these automated notifications including: notices for inactive staff, notices for staff who have an updated clearance uploaded to the Cityspan GMS, notices that do not align to information in the Cityspan GMS.

## SITE VISITS – UPDATED OCTOBER 2025

Effective Fall 2025, OST Office staff will complete and submit site visit information directly in Cityspan. When a site visit is completed, Admin User level organization staff will receive an automated email message that includes an attached PDF copy of the site visit summary form. The email will also include the name and email address for the staff member who completed the visit. Please contact that person directly to schedule a debrief session or for any questions related to the site visit.

## SETTING UP AND MANAGING OST PROGRAMS

Setting up and managing OST Office grant-funded programs in the Cityspan GMS is essential to ensure that program data are accurately captured and reported to the OST Office. The sections below provide step-by-step guidance for each step of the set-up process. To navigate to a specific section, select one of the buttons below.

Activities

Registration

Enrollment

Attendance

### ABOUT SITE ACTIVITIES

Creating activities within each program site is an essential first step to document grant-funded program data. **Each active program site must have at least one activity.** The site activity(ies) must align with the dosage type and schedule proposed in the grant agreement. The steps below outline how to [create new activities](#) and [modify site activities](#).

Sites can only be removed via a grant amendment. Contact the assigned Grant Manager if an amendment is needed to remove an inactive program site.

Starting with the 2025-26 program year, the following changes will be implemented in “**Site Activities**”:

- 1. Initial activity creation will require approval from the OST Office.** This initial approval is to help ensure that activities meet the dosage required by their grant and align with the program days and hours proposed in their grant agreement to ensure that program data are reflected accurately in your Progress Reports.
  - a. See [HERE](#) for the new activity creation and approval workflow.
  - b. See **Appendix B** for more information about the dosage types.
  - c. See **Appendix C** for school year calendar dates for SY2025-26.
  - d. See [HERE](#) for additional information on Progress Reports.
- 2. Additional information is required when setting up activities.** To ensure that activity information is available for public reporting, organizations must complete additional required fields when setting up activities.

## CREATING NEW SITE ACTIVITIES- UPDATED OCTOBER 2025

1. Log in to the Cityspan GMS and select **“Sites”** from the left-side navigation panel (#1 below). Then, click on a specific site where the activity occurs (#2 below).



Creating Activities

2. Once inside the selected site, click on the **“ADD +”** located at the top right of the page.
3. **Enter activity information.** Complete the required fields (marked with a red asterisk \*) and then click **“Save & Return”** located at the top of the page. Effective FY26, there are additional required fields that organizations must complete when
4. **Create the schedule.** From the Activities Info page, click on the activity to create the schedule for the activity. **Schedule** is located midway down the page on **“Activity Info”** and can be edited by clicking on the pencil icon (outlined in green below).



Select **“Add Dates +”** located at the top of the screen, and then select either to add one day or multiple days.

- Select **“Multiple Dates”** for **regularly occurring programming**: sessions that occur weekly at the same time
- Select **“Single Date”** for **one-day events or field trips**: additional programming provided on an irregular schedule beyond regularly occurring programming

In the screenshot to the right, the activity starts on August 26, 2024, and runs through December 31, 2024, on Tuesdays, Wednesdays, and Thursdays from 3:00PM to 6:00PM. Once an activity is defined, click the **“Add Date(s)”** button located at the bottom right. The activity schedule will then populate based on what has been entered on this page.

**ADD DATE(S) TO SCHEDULE** ⊖

# of Occurrences  Single Date  Multiple Dates

Begin/End Dates

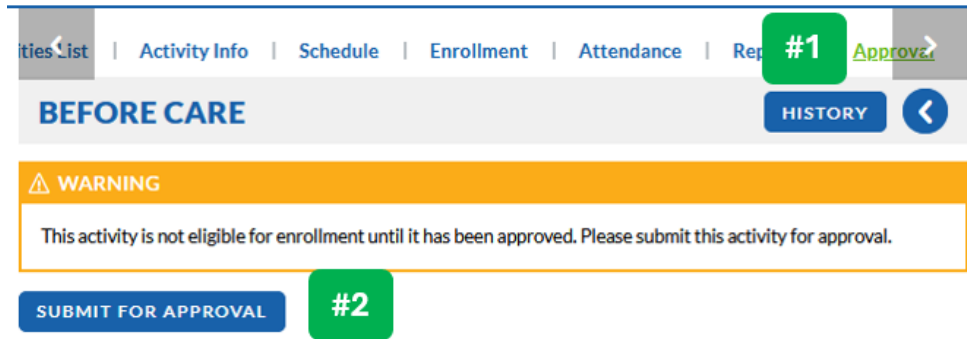
**Select Days & Times**

Repeats Weekly On:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Tuesdays	<input type="text" value="3:00 PM"/>	to	<input type="text" value="6:00 PM"/>	
Wednesdays	<input type="text" value="3:00 PM"/>	to	<input type="text" value="6:00 PM"/>	
Thursdays	<input type="text" value="3:00 PM"/>	to	<input type="text" value="6:00 PM"/>	

ADD DATE(S)

5. **Submit for Approval.** Once you have created the activity schedule, go to the new “Approval” tab located in the top-row navigation menu (#1 below). Click on the “Submit for Approval” button located under the warning box (#2 below). This will trigger an automated message to the assigned Grants Management Specialist who must review and approve the submission.



Once the Grants Management Specialist has reviewed the activity information and schedule, organizations will receive a message indicating whether the activity is approved as is or rejected. A rejection means that the organization must edit the activity to align the activity information and schedule with information in the grant agreement and then resubmit it for approval. **Organizations cannot proceed with participant enrollment until the activity has been approved by the OST Office. Please contact the assigned Grants Management Specialist with any questions regarding the activity approval process.**

## MODIFYING EXISTING SITE ACTIVITIES

There are many reasons why an organization may need to modify site activities. Modifications can include adjusting activity information, changing the number of participants, or adding or removing days.

**Any changes made to site activities may affect how the program days and hours are captured on an organization’s progress report. Although approval is not required for changes to activities, the OST Office strongly recommends that organizations contact the assigned Grant Manager to ensure that any modifications align to what is in the executed grant agreement.**

### *Updating Activity Information*

The program information displayed in the MOST-DC portal for OST Office funded programs is pulled from the Sites and Activities information in the Cityspan GMS. Therefore, it is important that program components are accurately reflected in the “**Activity Info**” section. Activity information will automatically populate based on the information entered in the Program Sites page of the Grant Agreement. This information will be editable within activities if changes need to be made.

### *Adding Program Days*

1. Click on the activity where date(s) needs to be added.

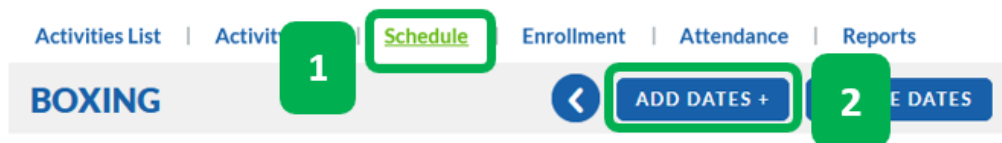
Activities | 1-on-1 Activities | Events

**ACTIVITIES** ADD +

Search by Name 08/26/24 06/30/25 SEARCH CLEAR

NAME	LOCATION	BEGIN	END
Book Club Fall 2024	Sample Site 1	8/27/24	12/31/24
Boxing	Sample Site 1	7/2/24	9/19/24
Camp OST Site	Sample Site 1	10/3/23	10/1/25

- Once in the activity, from the top-row navigation menu, click on **“Schedule”** (see #1 below). From the schedule page, click on the **“Add Dates”** button located in the top right (see #2 below).



- Select either to add one day or multiple days.
  - Select **“Multiple Dates”** for **regularly occurring programming**: sessions that occur weekly at the same time
  - Select **“Single Date”** for **one-day events or field trips**: additional programming provided on an irregular schedule beyond regularly occurring programming

Once the additional date(s) are defined, click the **“Add Date(s)”** button located at the bottom right. The activity schedule will then populate based on what has been entered on this page.

### Removing Program Days

- Click on the activity where date(s) needs to be removed.

Activities | 1-on-1 Activities | Events

**ACTIVITIES** ADD +

Search by Name 08/26/24 06/30/25 SEARCH CLEAR

NAME	LOCATION	BEGIN	END
Book Club Fall 2024	Sample Site 1	8/27/24	12/31/24
Boxing	Sample Site 1	7/2/24	9/19/24
Camp OST Site	Sample Site 1	10/3/23	10/1/25

- Once in the activity, from the top-row navigation menu, click on **“Schedule.”**

Activity Info **Schedule** | Enrollment | Attendance | Reports

**BOOK CLUB FALL 2024** ← 🗑️

Activity ID 5312282

Site ID 92647

- Select the day(s) that needs to be deleted by clicking on the small box to the left of the date on the schedule list (see #1 below). Then select **“Delete Dates”** (see #2) below.

Activity Info | Schedule | Enrollment | Attendance | Reports

**BOOK CLUB FALL 2024** ADD DATES + DELETE DATES

August 27, 2024 - December 31, 2024

DATE (55)	BEGIN	END	TIME
<input type="checkbox"/> Tuesday, August 27, 2024	3:00 PM	6:00 PM	
<input type="checkbox"/> Wednesday, August 28, 2024	3:00 PM	6:00 PM	
<input type="checkbox"/> Thursday, August 29, 2024	3:00 PM	6:00 PM	
<input checked="" type="checkbox"/> Tuesday, September 3, 2024	3:00 PM	6:00 PM	
<input checked="" type="checkbox"/> Wednesday, September 4, 2024	3:00 PM	6:00 PM	

- After selecting **“Delete Dates,”** the user will be prompted to confirm changes and display the “number of present records.” This number should be 0 (as shown below). **To proceed in deleting the selected days, click “Confirm.”** If there are any present records (i.e. the number is greater than 0), click **“Cancel”** to return to the event schedule. **Program days that already have recorded attendance should not be deleted.**

**BOOK CLUB FALL 2024** ←

Delete Scheduled Date(s)

**WARNING**

Below is a summary of records that will be deleted for the listed dates.  
**Data is not recoverable.** To delete these records, click "Confirm."

DATE OF SERVICE	NUMBER OF PRESENT RECORDS
Tuesday, September 3, 2024	0
Wednesday, September 4, 2024	0

CANCEL CONFIRM

## PARTICIPANT REGISTRATION

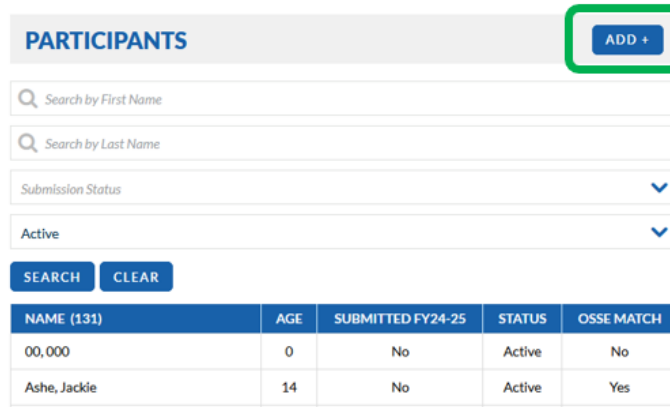
**Organizations must complete registration for all youth participating in the OST Office grant-funded program.** A complete, submitted participant registration profile is required for the organization to enroll that participant in activities and record program attendance. There are two ways to complete registration. Click on the button below to go to directions on how to register participants using each method.

### Registration via Participant Profile

### Registration via Bulk Upload

#### Registering an Individual Participant

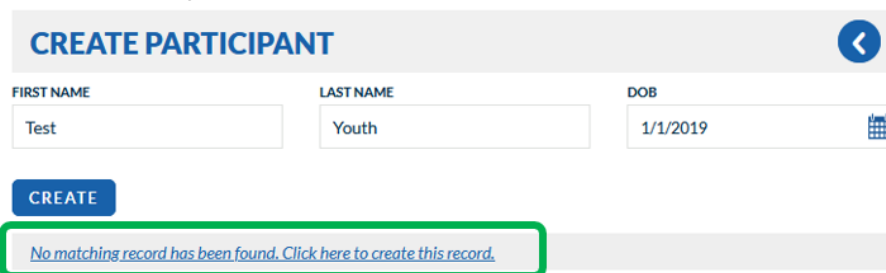
1. Go to the **“Participants”** tab located on the left-side navigation menu and click **“Add +”** located at the top right of the screen.



The screenshot shows the 'PARTICIPANTS' page with a search bar and a table of participants. The 'ADD +' button is highlighted with a green box.

NAME (131)	AGE	SUBMITTED FY24-25	STATUS	OSSE MATCH
00,000	0	No	Active	No
Ashe, Jackie	14	No	Active	Yes

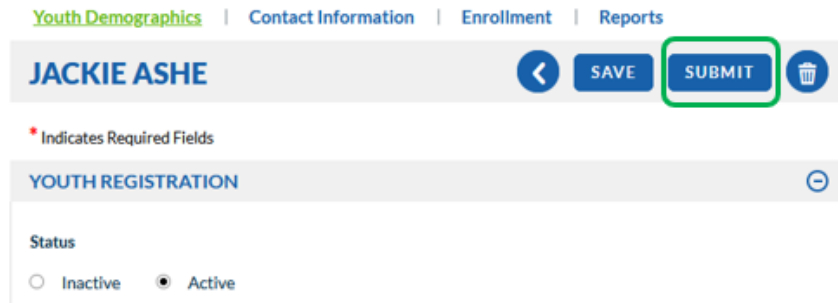
2. The user will be prompted to enter the first name, last name, and date of birth of the participant. This prevents users from creating duplicate youth profiles. Once the information is added, click **“Create.”** As shown below, there is a prompt that appears if a record already exists for this youth participant. If a record already exists for the same participant, update the existing record with any new or missing information. If there is no existing record, click on the link to create a new record (outlined in green below).



The screenshot shows the 'CREATE PARTICIPANT' form with input fields for First Name, Last Name, and DOB. A green box highlights the message: "No matching record has been found. Click here to create this record."

3. **Enter all required information for the new participant.** Required fields include: First Name, Last Name, Date of Birth, Street Address, State, Zip Code, Ward, Gender. Click **“Add +”** located in the top right corner of the screen. All items marked with a red asterisk (\*) are required fields and must be completed to **“Submit”** youth profiles, and to ensure enrollment functions for attendance records. Youth profiles can be unlocked and updated throughout the grant period. To update a youth profile, click the **“Unlock”** button at the top right, update the participant’s information, and then click **“Submit.”**
4. **Enter the registration information for the new participant.** The information entered in Step 3 above will automatically populate this form. See [Appendix A](#) for a table that outlines all fields included on the youth registration form. Once the user has completed all required fields, click **“Submit”** located at the top right

corner of the page. **Failure to submit a youth profile will prevent the user from enrolling that youth into an activity.**



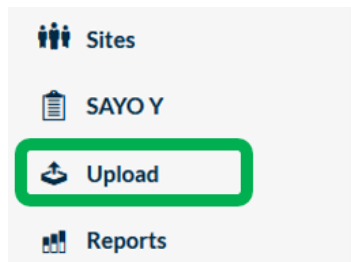
5. Once a participant has been registered and submitted, the user can enroll them into activity(ies). See [HERE](#) for how to enroll youth into activity(ies).

### Registering Multiple Participants

The bulk upload tool allows organizations to review and update registration information for a group of participants at once. Updates may include marking youth inactive, updating youth addresses or other information. The steps below outline how to use the bulk upload tool to modify and add multiple participants at once.

Registration  
Using Bulk  
Upload

1. Select **“Upload”** from the left-side navigation menu. This will automatically open a pop-up window. If this window does not appear, adjust the settings in the internet browser to allow pop-ups.



2. **Generate the Report:** Click on **“Participant Upload File”** (outlined in green below). This will automatically download a file to the user’s computer that includes all participants who have been added to the organization’s profile. This same report can be generated on the **“Reports”** page.

**The Participant and Attendance Template has been updated as of 8/29/2024 to require FY24-25 information. Please be sure to include the FY24-25 data.**

#### To upload Participant data:

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

3. **Prepare and Save the File:** Go to downloads and open the file. Delete the first four rows of the spreadsheet that appear above **“Cityspan PersonID”** (see #1 and #2 below). Name and save the file as an Excel file (.xlsx, .xls).

1

Participant Upload File  
Creation Date: 2/5/2025, 2:06:12 PM (PT)

Delete all rows that appear above "Cityspan PersonID"

Cityspan PersonID	ParticipantID	First Name	Last Name	DOB	Status
63801590		0	0	11/25/2024	Active

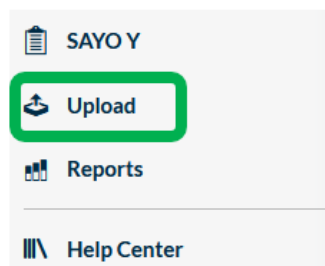
2

Cityspan PersonID	ParticipantID	First Name	Last Name	DOB	Status
63801590		0	0	11/25/2024	Active
63258455	20328179	Jackie	Ashie	8/25/2010	Active
63530883		Artino	Carter	7/13/2011	Active
63538151		Luke	Dude	1/1/2011	Active
63530868		Marcus	Emerson	3/15/2020	Active

4. **Update Participants:** Make all needed changes to the participant list. This includes updating existing participant information or adding new participant information. The table included in [Appendix A](#) includes the youth registration form fields and indicates the required information that must be entered for the upload to be successful. **The OST Office is currently working with Cityspan to incorporate a data dictionary as part of this template and anticipates this update in Fall 2025.**

If there are any youth listed on the participant report who are not currently participating in the grant-funded OST program, the user can update their status to say "Inactive." Marking youth as "Inactive" **will not delete** their information, and if the participant does reenter the OST program, their status can then be changed back to "Active."

5. **Upload the Report:** Log in and navigate to the organization's specific grant in this year's grant cycle.
6. Select "**Upload**" from the left-side navigation menu. Clicking on this button will generate a pop-up window. If nothing happens, turn off the internet browser pop-up blocker.



7. Click on "**Browse**" to attach the Participant Upload file updated in Step 4 above (#1 below). Select "**Participant Upload**" (#2 below) and then click on "**Begin Upload**" (#3 below). If there are rows with empty or incorrectly formatted data, the user will see a message outlining the error(s) in the file and be able to download a file that only includes rows that need to be corrected. Repeat steps 4-7 using this file to address the errors flagged by the system.

Data Upload Tool

File:  No file selected.

Type:  Participant Upload  Attendance Upload

## ENROLLING AND DROPPING PARTICIPANTS – UPDATED OCTOBER 2025

Participants can be enrolled into activities from the Participant Profile or via Activity. Participants must be enrolled in at least one activity and be marked present in that activity to be included in the enrollment count in the progress report. Please note, enrollment cannot be completed if the site activity has not been approved by the OST Office. See [Step 5 in this section](#) for more about the activity approval process.

Click on the button below to navigate to the corresponding section related to enrolling and dropping youth from activities.

Enrollment via  
Participant Profile

Enrollment via  
Activity

Dropping Participants

### Enrollment via Participant Profile

1. Go to the **“Participant”** tab located on the left-side navigation menu, and then click on a youth’s name. From their participant profile, select **“Enrollment”** from the top row navigation menu (as shown below).

The screenshot shows the participant profile for Jackie Ashe. The top navigation menu includes 'Youth Demographics', 'Contact Information', 'Enrollment' (highlighted with a green box), and 'Reports'. Below the name 'JACKIE ASHE', there is a back arrow and an 'UNLOCK' button. A legend indicates that an asterisk (\*) denotes required fields. A 'YOUTH REGISTRATION' section is partially visible at the bottom.

2. If the youth participant is already enrolled in any activities, those activities will display in the table. To enroll the youth in an activity, click the **“Enroll”** button.

The screenshot shows the participant profile for Jackie Ashe with the 'Enrollment' tab selected. It displays two date pickers: '08/26/24' and '06/30/25'. Below these are 'SEARCH' and 'CLEAR' buttons. An 'ACTIVITIES' table is shown with an 'ENROLL' button highlighted in a green box. The table lists two activities: Golf and Track, both with 'Enrolled' status.

	PROGRAMS	BEGIN	END	STATUS
(A)	Golf	8/28/24	12/6/24	Enrolled
(A)	Track	10/1/24	12/19/24	Enrolled

3. **Select the activity(ies).** Select the activities to enroll the youth into by clicking the small boxes next to each activity. Then, click **“Proceed.”**

**JACKIE ASHE** ←

Select Group Activities

	SERVICE NAME	BEGIN	END
<input type="checkbox"/>	2 v2		
<input type="checkbox"/>	Baseball	8/27/2024	11/9/2024
<input checked="" type="checkbox"/>	Book Club Fall 2024	8/27/2024	12/31/2024
<input checked="" type="checkbox"/>	Boxing	7/2/2024	9/19/2024
<input type="checkbox"/>	Camp OST Site	10/3/2023	10/1/2025
<input type="checkbox"/>	test		
<input type="checkbox"/>	test		
<input type="checkbox"/>	Test 2		
<input type="checkbox"/>	test site 3 4th dimension		
<input type="checkbox"/>	testerrv2		
<input type="checkbox"/>	Testing Domain Assignment		
<input type="checkbox"/>	Testing New 2021 Service		
<input type="checkbox"/>	testing new 3		

**PROCEED** >

4. **Set the participant’s start date(s) and submit.** The start date automatically defaults to the first date of the activity. However, the **participant’s start date should be adjusted to align to the participant’s first date of attendance in the activity.** This will prevent the youth from appearing on activity attendance sheets prior to their first date of attendance in that activity.

As shown below, the enrollment date for Book Club Fall 2024 defaulted to 8/27/24, the first date of the activity (#1 below). However, this participant did not begin attending until 10/01/24, so the enrollment date was adjusted accordingly (#2 below). Once the enrollment date(s) are set, click “**Proceed.**”

**JACKIE ASHE** ←

1 Select Begin Enrollment Date(s)

ACTIVITY NAME	ENROLL DATE
Book Club Fall 2024	8/27/2024
Boxing	7/2/2024

**PREVIOUS** **PROCEED** >

**JACKIE ASHE** ←

2 Select Begin Enrollment Date(s)

ACTIVITY NAME	ENROLL DATE
Book Club Fall 2024	10/01/2024
Boxing	7/2/2024

**PREVIOUS** **PROCEED** >

5. **Scheduling Conflicts.** Sometimes the activity program schedules have overlapping days. If there are any overlapping activity days, an alert will notify the user of the number of overlapping days. Effective Fall 2025, organizations will no longer be able to enroll youth in activities that have overlapping schedules. If a youth chooses to leave one activity and enroll in a second, the organization will first need to drop the youth from the first activity *before* enrolling in the second. See [HERE](#) for how to drop youth from activities.

## Enrollment via Activity

1. Select the site and then the activity where participants need to be enrolled. Click on “**Enrollment**” located in the top-row navigation menu.

The screenshot shows a navigation bar with the following items: Activity Info, Schedule, **Enrollment** (highlighted with a green box), Attendance, and Reports. Below the navigation bar, the title 'BOOK CLUB FALL 2024' is displayed with a back arrow and a trash icon. The main content area shows the following details:

Activity ID	5312282
Site ID	92647



2. Click on “**Enroll**” located in the top right of the screen.

The screenshot shows the navigation bar with 'Enrollment' highlighted. The title is 'BOOK CLUB FALL 2024 (1)' with a back arrow, an 'ENROLL' button (highlighted with a green box), and a 'BULK DROP' button. Below is a table with the following data:

NAME	AGE	START DATE	END DATE	STATUS
Ashe, Jackie	14	10/1/24	n/a	Enrolled

3. Search for youth to enroll by name (outlined below) or select “**Show All**” to see a list of all youth who have a participant profile.

The screenshot shows the search interface for 'BOOK CLUB FALL 2024'. A green box highlights the search area with the text 'Enter participant's first and/or last name(s) to select and enroll.' Below this are input fields for 'First Name', 'Last Name', and a dropdown for 'All Grades'. There are 'SEARCH' and 'SHOW ALL' buttons. Below the search area is a table with the following data:

<input type="checkbox"/>	PARTICIPANT NAME	DATE OF BIRTH	GRADE 24-25	SUBMITTED 24-25
<input type="checkbox"/>	0,0	11/25/2024		No
<input type="checkbox"/>	Carter, Antinio	7/13/2011		No

4. Select the youth to enroll by clicking on the check box located to the left of the youth’s name and then select “**Enroll.**” If there is **not** a checkbox next to a youth’s name (as shown below), this means they have an incomplete registration profile, or their youth registration profile has not been submitted yet. Return to the Participant section to review and submit all youth profiles. See [HERE](#) for how to complete registration.

The screenshot shows the search results for 'student'. A green box highlights the checkboxes in the first three rows of the table. The search area shows 'student' entered in the 'First Name' field. The table has the following data:

<input type="checkbox"/>	PARTICIPANT NAME	DATE OF BIRTH	GRADE 24-25	SUBMITTED 24-25
<input type="checkbox"/>	Student A, Student A	1/10/2010	4	No
<input type="checkbox"/>	Student A, Student H	1/10/2010		No
<input type="checkbox"/>	Student B, Student B	2/21/2009		No

## Dropping Participants

There are many reasons why a participant stops attending an OST program. This could include schedule conflicts, competing activities, moving, etc. To ensure that OST grant-funded program data accurately reflects the enrollment status and attendance of all participants, non-attending youth should be dropped from activities.

Dropping participants from activities will prevent them from appearing on attendance sheets and negatively impacting weekly attendance, but all program attendance before the drop date will remain in the Cityspan GMS and be included on Cityspan GMS progress reports.

The steps below outline how to drop youth from activities.

### Identify the last date of attendance

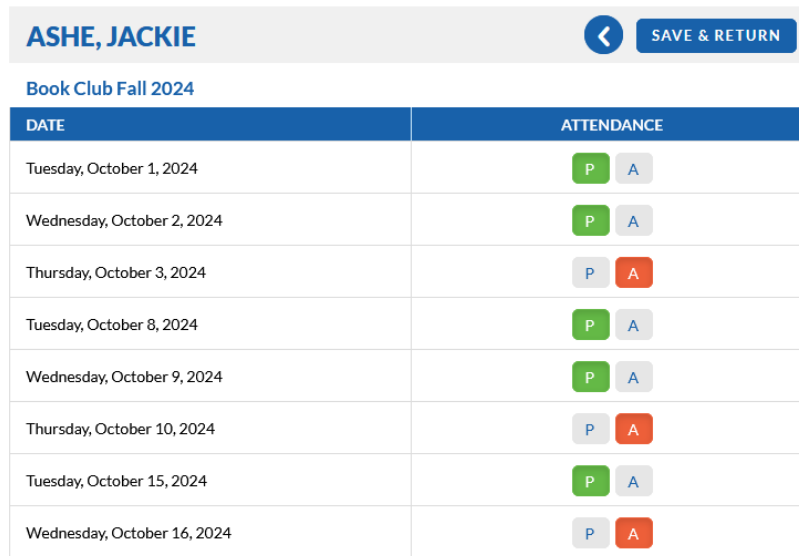
1. Go to the participant profile and select **“Enrollment”** located in the top-row navigation menu. Then, click on the (A) to the left of the activity name (see green arrow).



The screenshot shows the participant profile for Jackie Ashe. The navigation menu includes Youth Demographics, Contact Information, Enrollment (highlighted with a green box), and Reports. Below the name, there are date pickers for 08/26/24 and 06/30/25, along with SEARCH and CLEAR buttons. The ACTIVITIES section has a BULK DROP button and a table with the following data:

	PROGRAMS	BEGIN	END	STATUS
(A)	Book Club Fall 2024	10/1/24	12/31/24	Enrolled
(A)	Boxing	7/2/24	9/19/24	Enrolled
(A)	Golf	8/28/24	12/6/24	Enrolled
(A)	Track	10/1/24	12/19/24	Enrolled

2. Make note of the last date of present attendance. For this youth, it was October 15, 2024.





The screenshot shows the attendance sheet for Jackie Ashe for the Book Club Fall 2024 activity. The table has columns for DATE and ATTENDANCE. The attendance is as follows:

DATE	ATTENDANCE
Tuesday, October 1, 2024	P A
Wednesday, October 2, 2024	P A
Thursday, October 3, 2024	P A
Tuesday, October 8, 2024	P A
Wednesday, October 9, 2024	P A
Thursday, October 10, 2024	P A
Tuesday, October 15, 2024	P A
Wednesday, October 16, 2024	P A

### Adjust the drop date via Activity Enrollment.

1. Go to the site activity and select **“Enrollment”** from the top-row navigation menu.

Activity Info | Schedule | **Enrollment** | Attendance | Reports


**BOOK CLUB FALL 2024**  

Activity ID 5312282

Site ID 92647



- Find and select the participant's name who needs to be dropped from the activity. Add the drop date and drop reason and then click "**Drop**." The drop date should align with the last date the participant attended the program. In the sample below, the drop date is October 15, 2024, which is the date identified in the step above as the last date of attendance.

Unless a participant was enrolled in error and never attended, do **NOT** select "**Option 2: Remove Participant**." Unenrolling a participant will delete all attendance that has been recorded for that participant.

**BOOK CLUB FALL 2024** 


Jackie Ashe

CURRENT ENROLLMENT STATUS: **ENROLLED**

	START DATE	DROP DATE	DROP REASON	
1	10/1/24			 

**DROP OR REMOVE ENROLLMENT**

**Option 1: Drop Participant**  
The participant will no longer attend as of set drop date but attendance prior to drop date is retained.

DROP DATE: 10/15/24  DROP REASON: Moved to Texas **DROP**

**Option 2: Remove Participant**  
The participant will be completely removed from the activity and all recorded attendance will be deleted.

**UNENROLL**

## RECORDING ATTENDANCE

Organizations can record attendance in three different ways. The method an organization uses to record attendance may differ based on the organization’s size, program structure, or other factors. Click on the buttons below to learn more about each method of recording attendance.

Participant

Activity

Bulk Upload

Program attendance must be entered **weekly**. As a best practice, organizations should review attendance records on a regular basis to ensure that attendance is being captured regularly and is accurately reflected in the system. Attendance Reports allow organizations the ability to review attendance data at an organizational or site level. Learn more about Attendance Reports [HERE](#).

### Recording Attendance via the Participant Profile

The steps below outline how to record attendance in a youth’s participant profile. This method is helpful when reviewing or updating one youth profile or a small group. To update/record attendance for multiple youth, record attendance via the [activity](#) or the [bulk upload function](#).

1. Select “**Participants**” from the left-side navigation menu. Search for and select the participant’s name.

NAME (1)	AGE	SUBMITTED FY24-25	ATTEND FY24-25	STATUS	OSSE MATCH
Ashe, Jackie	14	No	Yes	Active	Yes

2. Select “**Enrollment**” from the top-row navigation menu (#1 below), and then select the activity to record attendance for by clicking the “**A**” located to the left of the activity name (#2 below).

	PROGRAMS	BEGIN	END	STATUS
2 (A)	Book Club Fall 2024	10/1/24	12/31/24	Enrolled
(A)	Boxing	7/2/24	9/19/24	Enrolled
(A)	Golf	8/28/24	12/6/24	Enrolled
(A)	Track	10/1/24	12/19/24	Enrolled

3. Record attendance by clicking “**P**” (Present) or “**A**” (Absent) for each day and then click “**Save & Return**” located at the top right of the screen.

ASHE, JACKIE		SAVE & RETURN
Book Club Fall 2024		
DATE	ATTENDANCE	
Tuesday, October 1, 2024	P	A
Wednesday, October 2, 2024	P	A
Thursday, October 3, 2024	P	A
Tuesday, October 8, 2024	P	A
Wednesday, October 9, 2024	P	A

### Recording Attendance via Activity

The steps below outline how to record attendance for all youth enrolled in an activity. This method is more efficient than [recording attendance via the Participant Profile](#). However, the [bulk upload](#) option may be a better option if activities include 100 or more youth or if attendance is being updated for multiple program days.



1. Go to the site activity and select **“Attendance”** from the top-row navigation menu (#1 below). The default view on this page is program days where no attendance has been recorded. Adjust this by using the dropdown menu (#2 below).

	BEGIN	END	PRESENT / TOTAL
	3:00 PM	6:00 PM	0 / 1
	3:00 PM	6:00 PM	0 / 1
Wednesday, October 23, 2024	3:00 PM	6:00 PM	0 / 1

2. Select the program date to record attendance for by clicking on the date. Attendance can be recorded individually (#1 below) or as a group by selecting the **“Mark All Absent”** or **“Mark All Present”** buttons at the top to record attendance for all youth enrolled in that activity (#2 below). For a larger group, it may be easiest to select **“Mark All Present”** and then individually mark youth absent who were not in attendance on that date. When done, click **“Save & Return.”**

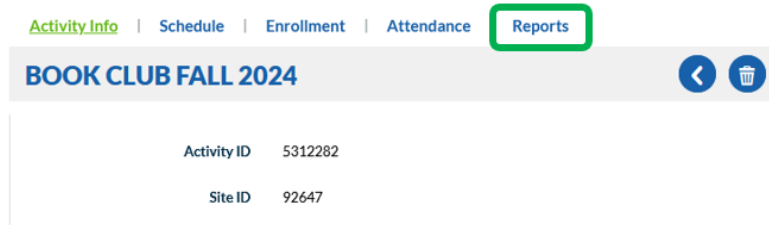
PARTICIPANT NAME	GRADE	ATTENDANCE	BEGIN	END	UPDATE
Ashe, Jackie	9	P A	3:00 PM	6:00 PM	ALL PRESENT ALL ABSENT CLEAR

## Recording Attendance via Bulk Upload

Recording attendance via bulk upload allows users to record attendance for multiple youth across multiple days. The steps below outline how to record attendance using bulk upload.

### Generate a Participant List

1. Go to the site activity and select **“Reports”** located on the top-row navigation menu.



2. Go to the bottom of the reports list and select the **“Activity Participants”** report. Set the report parameters, Active Status: **Active** and then click **“Generate.”** This will automatically trigger a download of current activity participants. The information in this report will be used to complete the Attendance Template.



### Complete and Upload Attendance Template

1. Select **“Upload”** from the left-hand navigation menu. The Data Upload Tool should open as a pop-up window. If this does not occur, adjust browser settings to “allow pop ups from this site,” and try again.

#### To upload Attendance data:

1. After filling out the [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 (Attendance Upload).
4. Select "Begin Upload"
5. All rows that have ProgramID, Cityspan PersonID OR ParticipantID, Attendance Date and Attendance Status will be uploaded. The ProgramID is a Cityspan generated ID that appears as a read-only field at the top of the Program form.

2. Use the information from the Activity Participant report to complete the Attendance Template. The screenshots below demonstrate where some of the information needed on the Attendance Template can be found in the Activity Participant report.

**ACTIVITY PARTICIPANT REPORT**

**Participant Upload File**  
Creation Date: 2/5/2025, 7:02:49 AM (PT)

Activity ID: 24249721 **1**  
Activity Name: Book Club Fall 2024

Cityspan PersonID	ParticipantID	First Name	Last N
63258455 <b>2</b>	20328179 <b>3</b>	Jackie	Ashe

**ATTENDANCE TEMPLATE**

	A	B	C	D	E
1	ActivityID	Cityspan PersonID	ParticipantID	Date	Attendance Status
2	<b>1</b>	<b>2</b>	<b>3</b>		
3					
4					

**Notes on the Attendance Template:**

- **Activity ID** is the same for all youth enrolled in the same activity and can be copied and pasted down the column.
- **Cityspan PersonID** and **ParticipantID** correspond to the ID numbers assigned in the Cityspan GMS to each youth.
- **Date** should be entered in a MM/DD/YYYY format.

3. Once all attendance data has been entered, save the Attendance Template and go back to Cityspan to upload. Select **“Upload”** from the left-hand navigation menu.
4. In the Data Upload Tool, 1. Click **“Browse”** to select the completed Attendance Template file, 2. Select **“Attendance Upload,”** and 3. Click **“Begin Upload.”** The user will receive a prompt if there are any errors in the file that need to be corrected. Make any identified corrections and attempt the upload again.

**Data Upload Tool**

File: **1**  No file selected.

Type:  Participant Upload  Attendance Upload **2**

**3**

## SAYO-Y SURVEY – UPDATED SEPTEMBER 2025

The Survey of Academic and Youth Outcomes - Youth Version (SAYO-Y) is an important tool to get youth feedback regarding OST grant-funded programs, gain insight into the impact of programming, and the areas for improvement. Youth who are enrolled in 4<sup>th</sup> grade and higher are eligible to complete the SAYO-Y survey, although organizations may elect to administer the survey to younger youth. For example, an organization providing summer programming may administer the SAYO-Y survey to youth enrolled in 3<sup>rd</sup> grade who will be entering 4<sup>th</sup> grade in the upcoming school year. The OST Office provides tailored reports to organizations that have 10 or more youth complete the survey during each administration period.

OST Office funded organizations are required to administer the SAYO-Y survey at set times through the grant year. The table below outlines these administration periods and the applicable grant competitions. There are limited circumstances when an organization would be exempt from administering the survey. This requirement (or exemption) is specified in the grant agreement. Contact the assigned Grant Manager for any questions related to SAYO-Y survey compliance requirements.

### SAYO-Y ADMINISTRATION TIMELINE – UPDATED OCTOBER 2025

SAYO-Y Administration	Time Period	Required Grant Competitions
<b>School Year</b>	Within the school year but no later than 6/18/26.	School-Year OST School-Year Small Non-Profit OST Year-Round OST Year-Round Small Non-Profit OST Year-Round Coordinating Entity OST My Afterschool DC (MADC)
<b>Summer</b>	Within the Summer Strong program period, but no later than August 15.	Year-Round OST Year-Round Small Non-Profit OST Year-Round Coordinating Entity OST Summer Strong

### ADMINISTERING THE SAYO-Y SURVEY

For an individualized SAYO-Y link to generate, an organization must ensure that these three steps are completed.

1. Register the participant and indicate “Yes” to confirm signed SAYO-Y consent,
2. Enroll the participant in at least one activity, and
3. Capture at least one day of attendance for that participant.

**Administering  
SAYO-Y**

SAYO-Y survey links can be accessed in two places within an organization’s grant: the SAYO-Y page or the SAYO-Y report. Accessing links via the report may be easier for organizations who have multiple staff supporting the administration of the SAYO-Y survey, or organizations who may send out the survey links via email or text.

#### *Accessing Links from the SAYO-Y Page*

Select "**SAYO-Y**" from the left-side navigation menu. The SAYO-Y survey page includes a table with all SAYO-Y eligible youth within an organization. Users can either search for the youth by name or look for the youth in the table. As shown in the screenshot below, the table includes:

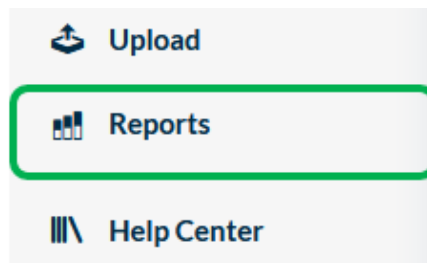
1. Participant’s name,
2. Grade level,
3. Most recent date when they completed the SAYO-Y survey, and
4. Individualized SAYO-Y link.

The SAYO-Y link can be copied and pasted into another browser window for a participant to complete immediately or sent via email to be completed later. The “**Latest SAYO Date**” field updates each time participants complete the survey and can be used to verify when participants completed the survey.

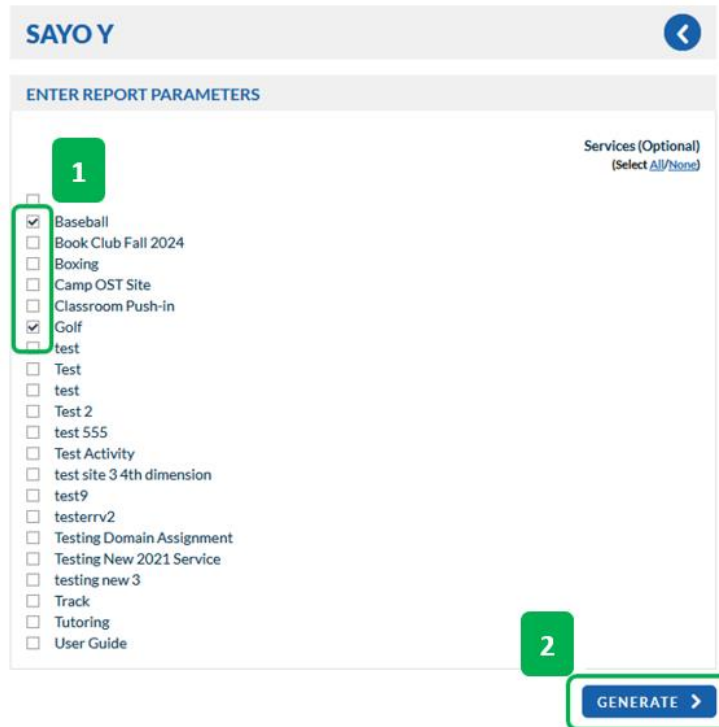
NAME (6)	GRADE	LATEST SAYO DATE	SAYO LINK
1 Ashe, Jackie	2 9	3 12/10/2024	4 <a href="https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=42DE9CB6-57DC-4438-ADBF-51D41D2F1625">https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=42DE9CB6-57DC-4438-ADBF-51D41D2F1625</a>
FrankIII, Julie	3	10/16/2024	<a href="https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=40EE447C-B36F-4BDD-A1EF-18E1233973D8">https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=40EE447C-B36F-4BDD-A1EF-18E1233973D8</a>
Franklin, David	5	10/16/2024	<a href="https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=5AC46EBB-B4D3-48EB-B1B3-C3BFDC9A146F">https://learn24.cityspan.com/web/public/survey3.asp?m=6A22A713&amp;ptkn=5AC46EBB-B4D3-48EB-B1B3-C3BFDC9A146F</a>

### Accessing Links via the SAYO-Y Report

1. Select “**Reports**” from the left-side navigation menu.



2. Scroll to the bottom of the reports list and select “**SAYO-Y.**” Once on the SAYO-Y report page, select the activities to include in the report by clicking on the boxes included to the left of the activity names (#1 in below), and then click generate (#2 in below). This will automatically initiate a download. The downloaded file will include the participant’s Cityspan ID, first and last name, date of birth (DOB), and the survey link. These links can be pasted into an internet browser or copied and pasted into an email/text.



## COMPLETING THE SAYO-Y SURVEY

When the participant opens the link, they will be prompted to confirm their identity (#1 below). The SAYO-Y survey can also be translated to other languages via the drop-down menu located on the top right of the page (#2 below). Once the participant confirms their identity, the survey will automatically open.



Once the participant is done, they must click **“Submit”** located at the bottom of the page for the survey results to be recorded. **Survey results are anonymous and do not include any personally identifying information for the participant.**

## PROGRESS REPORTS

Progress reports are generated three times during the year: Mid-Year, End-of-Year, and Summer. The proposed program information populates from the grant agreement and actual program information populates from the data entered by organization staff during the program period. Youth demographic data received from DCPS or OSSE are available in the progress report and participant profile. Organizations are responsible for manually entering information directly into the progress report during the three submission timeframes. Table 1 and Table 2 outline the data that are included or entered in the progress report.

Once a progress report is submitted, the OST Office will review, provide feedback, and either approve or reject a progress report. If rejected, the organization must resubmit the progress report, including any additional information requested by the OST Office. Organizations and the assigned Grant Manager receive automated email messages each time a progress report is submitted and approved or rejected by the OST Office.

*Table 1: Data that Automatically Populates in Progress Report*

Progress Report Item	Source	Notes
<b>Youth Served*</b>	Grant Agreement (Proposed)	Total of all youth proposed to be served across all sites (including summer)
	Site Activities (Actual)	Youth enrolled in at least one activity who have at least one day of marked attendance
<b>Youth Served by Grade Level</b>	Participant Registration Form	
<b>Youth Served by Ward</b>	Participant Registration Form	
<b>Youth Matched Against OSSE/DCPS Data*</b>	Participant Registration form and OSSE/DCPS student databases	Match rate reflects the percentage of youth with FERPA consent who were matched within the DCPS/OSSE databases.
<b>Target Populations Served**</b>	Grant Agreement (Proposed)	Target populations and percentages of each target population to be served during grant program period
	OSSE/DCPS student databases (Actual)	Percentages are calculated based on the total number of youth who meet the target criteria divided by the total number of youth matched with OSSE/DCPS databases.
<b>Youth Served by Site*</b>	Grant Agreement (Proposed)	Youth proposed for each program site (including summer)
	Site Activities (Actual)	Youth enrolled in at least one site activity who have at least one day of marked attendance
<b>Program Days by Site*</b>	Grant Agreement (Proposed)	Includes proposed program days and hours proposed in program sites
	Site Activities (Actual)	Total program days per site that have at least one youth was marked present.
<b>Program Service Hours by Site*</b>	Grant Agreement (Proposed)	Includes proposed service hours and actual service hours within each site

Progress Report Item	Source	Notes
	Site Activities (Actual)	Total program hours per site that have at least one youth was marked present.
<b>Program Weekly Attendance*</b>	Site Activity(ies)	Aggregate percentage of program attendance across all sites.
<b>Weekly Attendance Rate by Site*</b>	Site Activity(ies)	Percentage calculated by the attendance captured at each site for total youth attending at least one day of programming each week divided by the total number of program days at that site.

\*The Cityspan GMS automatically calculates whether various program elements—marked with an asterisk (\*) in table above—meet or do not meet compliance requirements for that area. Compliance is “Met” if the actual numbers (i.e. program data) meet or exceeds 85% of what was proposed in the grant agreement. Compliance is “Not Met” if the actual numbers are less than 85% of what was proposed.

\*\*Target populations vary by organization and individual grant agreement applications.

*Table 2: Data Entered Manually by Organization*

Data Element	Notes
<b>Program Measurable Objectives</b>	Objectives populate from the program description section of the grant agreement. Organizations must indicate the status: “Met,” “In Progress,” or “Not Met” for each progress reporting period.
<b>Progress Narrative</b>	Organization provides a written response to each of the prompts included in the progress report form. There is a 3,000-character max.  File uploads including photos, document attachments, videos, etc., are not available. Additional documents, including photos or videos, may be submitted directly to the organization’s assigned Grant Manager to supplement the progress report submission.

## CITYSPAN REPORTS

### UPLOAD FILE

**Participant Upload File:** List of all participants registered under an organization. This file can be used to update or add participants using the Bulk Upload tool. See [HERE](#) for instructions on how to use the bulk upload tool to add or update participants.

### ATTENDANCE COLLECTION TOOLS

**Single Day Attendance Sheet:** Prints attendance sheet for a single program day.

**Multi-Day Attendance Sheet:** Prints attendance sheets for multiple days and for multiple activities.

**Sign-in Sheet:** This report generates a sign in/sign out sheet, which would be helpful to track the arrival and departure times of youth and confirm the adult who picked a youth up on a given day.

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**Hard copies of all OST Office grant-funded program attendance sheets must be retained as documentation of program attendance, in addition to what is entered in the Cityspan GMS. See [HERE](#) for more about how to record attendance.**

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### ATTENDANCE REPORTS

**Attendance by Date:** Displays all attendance captured within a set date range. This report is most useful for organizations that only have one site and one activity within that site. For organizations that have multiple sites or multiple activities within each site, the Attendance by Service report will provide more detailed information split up by site and activity. This report is also helpful to identify dates that may need to be removed from activity schedules.

**Attendance by Service:** Displays all attendance captured within a set date range broken up by activity(ies) or site(s). This report also includes enrollment and drop dates for all youth, so it is helpful to use when reviewing enrollment and dropping non-attending youth. See [HERE](#) for more about enrollment and dropping youth.

**Attendance by Participant:** Displays attendance for individual participants within a set date range. This report also includes the total hours of programming that a participant would have received at an individual level and group level.

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**Attendance Reports provide a high-level review of attendance information and are helpful to review on a periodic basis to ensure that program data is entered consistently and accurately.**

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### SAYO-Y ADMINISTRATION

**SAYO-Y:** This report includes a list of all SAYO-Y eligible youth and SAYO-Y links and can be printed for some (or all) activities created for the organization. This report can be used to share SAYO-Y links with youth for them to complete the survey. See [HERE](#) for how to administer the SAYO-Y report using the SAYO-Y report.

## FREQUENTLY ASKED QUESTIONS

### 1. Can a participant be enrolled in multiple activities at the same time?

**YES.** Participants can participate in multiple program activities within the same grant period. The user will be prompted if there are any overlapping days or times when enrolling youth in multiple activities. Users can override this message and enroll the youth in both activities. See [HERE](#) for how to enroll youth in activities.

### 2. Can I make changes to a grant after it has been fully executed?

**YES, with approval from the OST Office.** There are limited circumstances when changes may be necessary to a program's site, services, or grant budget. These changes must be reviewed and approved by the OST Office via a grant amendment.

To request an amendment, email the organization's assigned Grant Manager and provide a written explanation for the request that includes: the section(s) of the agreement that the organization would like to amend and the rationale for the requested change(s). The Grant Manager will respond in writing to confirm whether the requested amendment can be made. If approved, the Grant Manager will generate an amendment, and the organization will receive an automated email from the system. Organization may then complete the approved change(s) and resubmit the amended grant agreement. Once approved by the OST Office, the organization should save a copy of the fully executed agreement ("version") generated in the system. See the [Grantee Guidebook](#) for additional information about the grant amendment process.

### 3. What is preventing me from enrolling a youth into an activity?

The most likely reason is that the youth's profile has not been "submitted." To resolve, select "**Participants**" from the left-hand navigation menu and find the youth's profile. Review to ensure that all required fields have been completed and then click the "**Submit**" button at the top right of the screen. Once submitted, the youth can be enrolled in an activity [via their participant profile](#) or [through the activity](#).

Another reason could be that the activity has not been approved by the OST Office. Effective Fall 2025, all activities must be approved by the OST Office. Youth cannot be enrolled in activities that have not been approved. See [Step 5 HERE](#) for more about the activity approval process.

### 4. Why am I NOT seeing SAYO-Y links for one or more youth participants?

For a SAYO-Y link to generate, an organization must first: 1. register the participant and indicate "Yes" to confirm SAYO-Y consent, 2. enroll the participant in at least one activity, and 3. record at least one day of attendance for that participant. For any youth who do NOT have a SAYO-Y link, review the participant's profile to ensure that they are enrolled in at least one activity, AND they have been marked present for at least one day of programming. See [HERE](#) for how to enroll participants into activities from the participant profile. See [HERE](#) for how to record attendance.

### 5. How do I remove SAYO-Y links for youth who are younger than 4<sup>th</sup> grade?

SAYO-Y links will automatically generate for all youth who have "Yes" marked for SAYO-Y consent in their participant profile and at least one day of attendance in an activity. To ensure that links do not generate for youth younger than 4<sup>th</sup> grade, update SAYO-Y consent status to "No" in their participant profile and resubmit. See [HERE](#) for how to modify the youth participant profile.

### 6. Can a youth be re-enrolled in an activity after they are dropped?

**YES.** There may be circumstances when a youth is dropped from an activity and later needs to re-enroll. To re-enroll a dropped youth, follow the steps outlined [HERE](#).

**7. My activity schedule includes holidays and school closures. Can these be removed?**

**YES.** Dates can be deleted or added to an activity schedule. See [HERE](#) for steps on how to modify the program schedule for an activity. Removing days from the program schedule may affect the number of days or program hours that can be captured in the progress report. Ensure that the modified activity schedules align with what was proposed in the organization’s grant agreement.

**8. Can I use the Cityspan GMS or RFA portal if I am traveling outside of the United States?**

Cityspan only currently accepts web traffic from the United States or Canada. If a user is not located in one of these countries, the user will not be able to access the Cityspan GMS or the RFA portal.

**9. Can I change my activity schedule during the grant year?**

**YES.** There may be situations where an organization needs to adjust an activity schedule mid-way through the grant cycle. These could include staffing changes, requests from a host site, or other programmatic reasons. Adjusting an activity schedule is a two-step process. First, delete any days or dates that are no longer needed. Then, add the new dates that should be included in the activity schedule instead. **All changes must comply with the dosage type included in the organization’s fully executed grant agreement.** See [HERE](#) for how to modify activity schedules.

If there are any questions or uncertainty regarding whether a proposed scheduling change is allowable, contact the organization’s assigned Grant Manager **BEFORE** making any changes in the Cityspan GMS.

**10. Can I add or remove program sites to my grant agreement?**

**YES, in limited circumstances.** Sites may be added or removed via a grant amendment. See question #2 above for more about the amendment process.

**11. Can I use Cityspan on my phone?**

**YES.** The Cityspan GMS and RFA portal can be accessed via the browser on your phone; however, some features may not be fully functional on a mobile device.

**12. Are there any other resources I can access if I need additional support with the Cityspan GMS?**

**YES.** For additional support, check out these additional OST Office resources:

- Cityspan [Youtube tutorial videos](#)
- Attend Cityspan Office Hours hosted virtually every Tuesday and Thursday at 12PM.
- Contact the organization’s assigned Grant Manager
- Request 1:1 assistance from the OST Office Data team: <https://arcg.is/0yivWD>

**APPENDIX A: YOUTH REGISTRATION FORM FIELDS**

Registration Field	Required or Optional	Column on Bulk Upload Spreadsheet	Notes
Status	Required	F	There are two statuses: “Active” and “Inactive.” Participants’ status should be changed to “Inactive” if they are not currently participating in OST programming.
Youth Survey Consent	Required	L	Individualized survey links will automatically generate for any participants who have “Yes” for Youth Survey Consent in their participant profile. For this reason, organizations should ensure that younger youth (Kindergarten – 3 <sup>rd</sup> grade) profiles have “No” for Youth Survey consent.
First Name	Required	C	This field should match the first name included on the youth’s school enrollment paperwork, not a nickname.
Middle Name	Optional	--	
Last Name	Required	D	This field should match the last name included on the youth’s school enrollment paperwork, not a nickname.
Nickname	Optional	--	This field may be helpful for youth who go by another name than the one included on their school enrollment paperwork.
Date of Birth	Required	E	
Street Address	Required	G	Residential street addresses in DC include a direction (NW, NE, SE, SW). Please ensure that the complete street address is included.
Apartment/Room/Suite Number	Optional	--	
City	Required	H	<u>OST grant funds may only be used for youth who are DC residents.</u> Participants who reside outside of DC may not be counted toward enrollment for OST grant(s) except in limited circumstances (e.g., DC youth in foster care placements outside of the District).
State	Required	I	<u>OST grant funds may only be used for youth who are DC residents.</u> Participants who reside outside of DC may not be counted toward enrollment for OST grant(s) except in limited circumstances (e.g., DC youth in foster care placements outside of the District).
Zip Code	Required	J	
Ward	Required	K	Wards can be searched by street address, here: <a href="https://planning.dc.gov/whatsmyward">https://planning.dc.gov/whatsmyward</a>
USI ID	Optional	S	<b>This 10-digit identification number is assigned by OSSE.</b> All students enrolled in a DCPS or public charter school in DC have a USI. It is highly recommended organizations include this ID on the youth participant profile to support the OST Office’s efforts to match the student within DCPS or

Registration Field	Required or Optional	Column on Bulk Upload Spreadsheet	Notes
			OSSE student records.
<b>LEA Student ID</b>	Optional	T	<b>This number is assigned by a participant's DCPS or public charter school.</b> It is highly recommended organizations include this ID on the youth participant profile to support the OST Office's efforts to match the youth within DCPS or OSSE student records.
<b>Type of School</b>	Required	M	
<b>School Name</b>	Required	N	
<b>Grade</b>	Required	O	The grade level should align with the youth's grade level at their attending school. For Summer Strong participants, enter the grade level that the student most recently completed except for rising kindergartners who should be listed as kindergarten.
<b>FERPA Release</b>	Required	P	
<b>FERPA Release Signed Consent</b>	Optional	--	Although optional, organizations who have uploaded copies of the signed FERPA consent forms can receive demographic and academic data received from DCPS and OSSE by the OST Office for any matched youth participants.
<b>Gender</b>	Required	Q	
<b>Student Identifies as LGBTQIA+</b>	Optional	--	
<b>Race</b>	Optional	--	

## APPENDIX B: DOSAGE OVERVIEW

The table below outlines the dosage types currently allowed for OST Office grants. For additional information regarding dosage, refer to the [Grantee Guidebook](#).

When setting up site activity(ies) ensure that the schedule for the activity aligns with the program dosage included in the organization’s executed grant agreement. Misalignment between the executed grant agreement and site activities may lead to compliance issues.

Dosage Type	Programming Period School Year or Summer	Minimum Requirements
<b>Continuous<sup>4</sup></b>	School Year	<ul style="list-style-type: none"> <li>3 days per week</li> <li>8 hours per week</li> <li>25 total weeks</li> <li>200 total hours</li> </ul>
<b>Series</b>	School Year	<ul style="list-style-type: none"> <li>3 6-week blocks of programming OR 2 9-week blocks of programming</li> <li>6 weeks of programming per block</li> <li>6 hours per week</li> <li>18 total weeks</li> <li>108 total hours</li> </ul>
<b>School Closure</b>	School Year	<ul style="list-style-type: none"> <li>At least 3 school breaks</li> <li>6 hours per day</li> <li>15 total days</li> <li>90 total hours</li> </ul>
<b>Continuous 1:1</b>	School Year	<ul style="list-style-type: none"> <li>1-on-1 program services</li> <li>1 day per week</li> <li>2 hours per week</li> <li>25 total weeks</li> <li>50 total hours</li> </ul>
<b>Summer Strong</b>	Summer	<ul style="list-style-type: none"> <li>5 hours per day</li> <li>5 days per week</li> <li>5 total weeks</li> <li>125 total hours</li> </ul>
<b>Summer Strong Intensive<sup>5</sup></b>	Summer	<ul style="list-style-type: none"> <li>8 hours per day</li> <li>5 days per week</li> <li>6 total weeks</li> <li>240 total hours</li> </ul>
<b>Summer Strong 1:1</b>	Summer	<ul style="list-style-type: none"> <li>1-on-1 program services</li> <li>1 day per week</li> <li>2 hours per week</li> <li>5 total weeks</li> <li>10 total hours</li> </ul>

<sup>4</sup> Coordinating Entity grantees are required to use this dosage type for school year programming.

<sup>5</sup> Coordinating Entity grantees are required to use this dosage type for summer programming.

## APPENDIX C: KEY DCPS CALENDAR DATES (SY25-26)

The table below outlines the student days, student weeks, and school closures included in the 2025-26 school year for DCPS. The full DCPS calendar can be found on their website [HERE](#). Review the organization’s OST program’s Activity schedule(s) to ensure that school closure dates are removed if the organization does not plan on running OST grant-funded programming when schools are not in session.

### Key Dates

- First day: **8/25/25**
- Last day: **6/17/26**
- Total student weeks: **36**

### Summary of Days, Weeks, and Closures for SY2025-26

Month	# of Days	# of Weeks in Month	YTD Weeks	School Closures
<b>August</b>	5	1	1	
<b>September</b>	21	4.2	5.2	9/1/2025
<b>October</b>	20	4	9.2	10/9, 10/10, 10/13
<b>November</b>	15	3	12.2	11/11, 11/25, 11/26, 11/27, 11/28
<b>December</b>	15	3	15.2	12/22, 12/23, 12/24, 12/25, 12/26, 12/29, 12/30, 12/31
<b>January</b>	18	3.6	18.8	1/1, 1/2, 1/19, 1/26
<b>February</b>	18	3.6	22.4	2/13, 2/16
<b>March</b>	20	4	26.4	3/12, 3/13
<b>April</b>	16	3.2	29.6	4/6, 4/13, 4/14, 4/15, 4/16, 4/17
<b>May</b>	20	4	33.6	5/25
<b>June</b>	12	2.4	36	6/16

The information included in the table above is based on the DCPS calendar. DC public charter and private school schedules may vary.