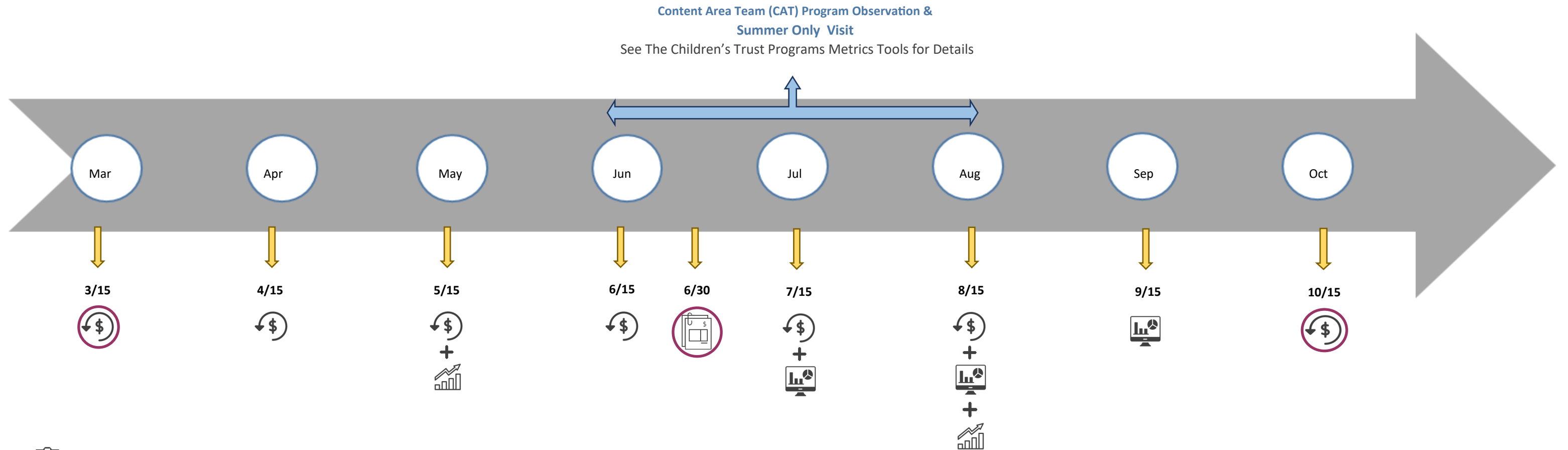




Youth Development K-5 Summer Programs At-A-Glance Timeline



Participant registration for summer programming begins in the months prior to programming and is ongoing.

Legend

- *Pay special attention.
- Attendance & Outcome Data
- Growth Plan
- Invoice
- Last Day to Submit Budget Amendments
- Participant's Registration

Updated as of 1/29/2020

Differentiated Literacy Instruction Attendance

Attendance must be reported separately under Differentiated Literacy Instruction as a Secondary Activity. Details on how to enter are under the Programmatic Data Entry Instructions.

SAMIS Reimbursements

Please note that reimbursements are due the 15th of every month with the exception of the final reimbursement which is due by October 15th.

Growth Plan

- May 15 plan should address areas of focus for improvement during the current summer timeframe.
- Aug 15 plan should reflect on services and action plans for next summer.
- Growth plans are drafted in collaboration with your program manager.

Disclaimer: For all contractual obligations, please refer to the contract and solicitation. Additional deadlines will be included in the Weekly Provider Bulletin.

Attendance

Returning Participants: Do not copy participants if they attended the program in the previous summer. Use the same SAMIS participant and update pertinent school grade and demographic information. If participant was previously expired, create a new episode.

Service Utilization calculates the actual average number of slots used over a time period compared to the contracted number of slots over the contracted time period.

Site Amendment: If there is a site amendment, ensure SAMIS group(s) are linked to new site(s) to facilitate data entry.

Outcome Administration Deadlines

Pretest: Within or prior to the first 14 days of attendance.

Posttest: Prior to the last day of participant attending the program.

Admin Point Dates: The date of the admin point is to be the date the participant was tested, **not** the date that the score was entered into SAMIS.

Evidence-based Program (EBP) Instructions: When administering outcome testing and entering in SAMIS, please refer to the contract and solicitation for the specific instructions for the Program's selected EBP(s).