

Summer 2021 Programmatic Implementation & Data Reporting Expectations

K-5 & 6-12 & EEI Summer Camp



The continuously changing landscape produced by the pandemic limits our ability to set precise contractual performance expectations and requirements for the summer at this time. Performance metrics will be analyzed at end of Summer. At that time point, **we will determine each contract's overall program performance based on agreed upon modified service plans and expectations.** The Children's Trust's programmatic expectations are outlined below.

MODALITY	IMPLEMENTATION GUIDANCE AND EXPECTATIONS
ALL	<ul style="list-style-type: none"> Approved modified service plans must be in alignment with service delivery expectations and 20-21 invoice guidelines. Approved plans may not be modified without advanced approval from The Children's Trust. All programming must be inclusive of children and youth with disabilities, with the understanding that the specific accommodation needs may vary for the in-person and virtual modalities. All programs are expected to deliver contracted services
In-person Programming	<ul style="list-style-type: none"> Providers must adhere to federal, state, local and CDC guidelines for in-person services. Schedule should include free time and enrichment activities. Enhanced Academic Supports will be provided in partnership with MDCPS, and it is recommended for all participants.
Limited-Virtual Programming	<ul style="list-style-type: none"> For K-5 and EEI programs, services are limited to a maximum of three hours per day to avoid children and youth spending extended hours in front of a computer screen or on other electronic devices. For 6-12 programs, services are limited to maximum of four hours per day avoid children and youth spending extended hours in front of a computer screen or on other electronic devices. Planning time: Up to 1 hour per day may be used to ensure virtual services are well-organized and engaging for participants. The virtual group size should be at least 15 participants, and sessions may be better managed with one additional support staff person when needed. Virtual services for young children who are home alone are prohibited.
Hybrid Programming	<ul style="list-style-type: none"> Program is considered hybrid when a distinct group of participants are served in-person and virtual. Refer to each modality above for guidance. Program must follow criteria for limited-virtual programming and in-person programming for participants.

DATA COLLECTION AND REPORTING GUIDANCE

CATEGORY	IN-PERSON Programming	LIMITED VIRTUAL PROGRAMMING
DEMOGRAPHICS & REGISTRATION FORMS	<p>All providers are expected to enter standard demographic information for new participants. It is expected that the M-DCPS Student ID field will be entered accurately for ALL participants (instructions to check your Student ID data quality are included at the end of this document).</p> <p>For existing participants, demographics should be validated and updated as needed (e.g., new grade, school, address, updating a formerly missing student ID, etc.)..</p>	

	<p>Registration forms may be collected electronically or in-person and must include all demographic fields typically required by The Trust and the program. Parent's signature is required and can be obtained in person or using an E-signature (an electronic sound, symbol or process attached to a document and executed by a person with the intent to sign the record).</p> <p>Note: We ask all demographic information to be entered within 3 business days of receiving the registration form.</p>	
SITES	<p>Changes to sites made after the contract was executed will be processed internally. Providers will be notified when new sites are added to the system.</p>	<p>A “Virtual” site will be added to the SAMIS set-up. Providers will be notified when the site is added, so that groups can be created, and data can be entered.</p>
CREATING PARTICIPANT GROUPS	<p>General guidance on group maintenance: Create new group(s) for every contract year (e.g., 20-21, 21-22) and service period (e.g., school year, summer). Groups can also be created per classroom, site location, lead staff person, and the like to organize participants and facilitate data entry (For 6-12 programs, to avoid confusion in data entry and review, we strongly caution against creating groups by activity).</p> <p>Existing participants do not need to be re-entered. They only need to be assigned to the new group. Be sure to enter attendance under these new groups so that it will be correctly reflected. Unused groups or incorrectly created groups can be marked as inactive to avoid confusion.</p>	
	<p>Create needed new group(s) including “SM 20-21” in the group name. Assign participants participating in this service modality to the group WITHIN 3 DAYS OF RECEIVING THE REGISTRATION FORM.</p>	<p>Create needed new group(s) including “SM 20-21 Virtual Services” in the group name. New group(s) should have the “Virtual” site assigned to them.</p>
ATTENDANCE	<p>Attendance should be entered daily using the “SM 20-21” group(s).</p> <p>EEl: Enter attendance as usual .Enter a 1 for Summer attendance.</p> <p>K-5: Enter attendance as usual .Enter a 1 for Summer attendance. Additionally, providers are required to enter DLI attendance when delivered.</p> <p>6-12: Enter attendance as usual (i.e., the number of hours per activity youth attended).</p> <p>6-12 Enhanced Academic Support (provided by MDCPS): Enter number of hours dedicated to enhanced academic support under the focus area activity. For example, if youth participate in 1 hour of enhanced academic support and their focus area is college readiness/STEM/Fitness/etc., enter that 1 hour under that activity. If a participant participates in multiple focus area, select one to enter the Enhanced Academic Support under.</p>	<p>Attendance should be entered daily using the “SM 20-21 Virtual Services” group(s).</p> <p>This is key as it is the only way The Trust can identify services provided virtually.</p> <p>EEl: Enter attendance as usual .Enter a 1 for Summer attendance.</p> <p>K-5: Enter attendance as usual .Enter a 1 for Summer attendance. Additionally, providers are required to enter DLI attendance when delivered.</p> <p>6-12: Enter attendance as usual (i.e., the number of hours per activity youth attended).</p>
PERFORMANCE MEASURES (PARTICIPANTS OUTCOMES)	<p>Participants should be tested using the standard contracted measurement tools listed in the Scope of Services. Performance Measures data must be entered in SAMIS as usual.</p>	<p>Virtual tool administration must be compliant with all relevant participant privacy regulations.</p>

		<p>EEl Summer:</p> <ul style="list-style-type: none"> • For guidance on Performance Measures contact your program manager to determine virtual tool delivery. Approval from The Trust is required on performance measures. <p>K-5:</p> <ul style="list-style-type: none"> • Collect and enter individual ORF and Maze pre-tests through the virtual modality. Project RISE courses on virtual administration are provided in Trust Academy. Make note when entering in the SAMIS Performance Measure admin point that the test was modified to be administered virtually. • PACER cannot be administered virtually, and it is not expected as this time. • Collect and enter social-emotional learning measures as usual using a secure methodology to send and receive surveys to/from participants. <p>6-12: Collect and enter all standard contracted measurement tools. Be sure to use a secure methodology to send and receive surveys to/from participants with the exception of the PACER. Administration of the PACER should be completed once in-person services resume.</p>
GROWTH PLAN	No changes. Providers are expected to work with their Program Manager to create/update their growth plans as usual.	
CAT VISITS	Will NOT be conducted this summer.	
ADMINISTRATIVE & SAFETY COMPLIANCE	Summer-Only Programs: Will be conducted through desk reviews and self-assessment with an attestation of compliance by providers.	
PROGRAM OBSERVATIONS	Program observations will be completed during the month of July. Providers will receive communication on how observations will be conducted and the timeline.	

Here are some helpful links to help you get started with your data:

[Programmatic Data Entry Instructions](#)

[Youth Development Reporting K-5](#)

[Youth Development Reporting 6-12](#)

To access **Participant Forms and Incident Reporting** you must first log in to the Trust [website](#) : Go to the "Providers" section and click on "Programmatic".

To access **Growth Planning Guidance** you must first log in to the Trust [website](#): Go to "Program Metrics" U.S. Overview of Electronic Signature Law

School ID Data Quality Check

School ID Data Entry Guidance

Youth participant's Miami-Dade County Public School ID number must be entered.

This is a 7-digit number assigned by the school system to each child/youth enrolled in the school system.

This number is unique and never changes for a student, even if they transfer schools and can be found on a student's school ID card, user email account, report card, or portal login.

If the participant attends a private school, does not have a MDCPS student ID number, or the information is missing, only enter a **9**.

Data Quality Check Instructions

Please use this link to access the [School ID Quality Checks](#).

The link above will display a specific grid format that facilitates checking school ids.

- ✓ The grid will display all youth. Filter by the Program Name to identify youth in a specific program.
- ✓ The grid will group school Ids to identify common ids to update quickly. Any school Id number with a number other than 1 in parenthesis should be reviewed.
- ✓ Click on the arrow to open the list displaying all numbers in the group to check.
- ✓ Please check all entries that: do not have a 7-digit number, show blank school Ids, and include letters.
- ✓ Sort and re-sort by the School Id column to easily identify those that need attention.

Schoolid	Program Name	Case Code	Client Last Name	Participant ID	Client First Name
zzzzzzzz (1)		Sum: 40256		Sum: 51609	
ZD1178012 (1)		Sum: 412092		Sum: 481443	
z99 (1)		Sum: 47493		Sum: 59619	
Z93 (1)		Sum: 47993		Sum: 60275	
Z9 (1)		Sum: 2563		Sum: 38115	
Z8 (1)		Sum: 2563		Sum: 38114	
Z780 (1)		Sum: 37843		Sum: 48688	
Z7 (1)		Sum: 2563		Sum: 38113	

Videos are available for [guidance navigating grids](#).

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