

# 2020-21 Programmatic Implementation & Data Reporting Expectations

These expectations will be in place during M-DCPS Stages I and II

see [M-DCPS reopening plan](#) for details

The Children's Trust appreciates the flexibility of funded providers during the COVID-19 pandemic. You have shown dedication and creativity in supporting Miami-Dade children and families during this uncertain time. We look forward to continuing to partner with you to ensure enriching programming for children and youth this fall. In the context of M-DCPS safe opening stages, which includes My School Online (virtual only) for all students during Stage I, The Children's Trust's programmatic expectations are outlined below.

The continuously changing landscape produced by the pandemic limits our ability to set precise contractual performance expectations and requirements for the year at this time. Performance metrics will be analyzed at mid-year and at the end of the year. At those time points, **we will determine each contract's overall program performance based on agreed upon modified service plans and expectations.**

MODALITY	IMPLEMENTATION GUIDANCE AND EXPECTATIONS
<b>ALL</b>	<ul style="list-style-type: none"> <li>▪ Approved modified service plans must be in alignment with service delivery expectations and 20-21 invoice guidelines.</li> <li>▪ Approved plans may not be modified without advanced approval from The Children's Trust.</li> <li>▪ 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.</li> <li>▪ Academic supports should be individualized to meet the specific needs of participants.</li> <li>▪ For 6-12 programs, services must include project-based activities for high school youth, a teaching method in which students learn by actively engaging in real-world and personally meaningful projects as they solve real world problems and address complex questions.</li> <li>▪ The Children's Trust has a strong preference for programs to focus on the following after-school enrichment activities during this time: academic support, physical fitness, social emotional learning, and your agency's specific specialized area.</li> </ul>
<b>In-person Full-day</b>	<ul style="list-style-type: none"> <li>▪ Only students from M-DCPS public and charter schools under the jurisdiction of M-DCPS can receive this support.</li> <li>▪ Extracurricular activities that could disrupt online school instruction and engagement may NOT be provided during standard school hours.</li> <li>▪ Providers must adhere to federal, state, local and CDC guidelines for in-person services.</li> <li>▪ Schedule must allow for transition time from school day to after-school activities.</li> <li>▪ Schedule should include free time and after-school enrichment activities.</li> <li>▪ K-5 programs are required to offer services for 10 hours per day.</li> </ul>
<b>In-person After-school</b>	<ul style="list-style-type: none"> <li>▪ Providers must adhere to federal, state, local and CDC guidelines for in-person services.</li> <li>▪ Schedule should include free time and enrichment activities.</li> </ul>
<b>Virtual After-school</b>	<ul style="list-style-type: none"> <li>▪ It is recommended to limit direct services to two hours per day to avoid children and youth spending extended hours in front of a computer screen or on other electronic devices.</li> <li>▪ Planning time: Up to two hours per day may be used to ensure virtual services are well-organized and engaging for participants.</li> <li>▪ The virtual group size should be at least 15 participants, and sessions may be better managed with one additional support staff person when needed.</li> <li>▪ Virtual services for young children who are home alone are prohibited.</li> </ul>

MODALITY				IMPLEMENTATION GUIDANCE AND EXPECTATIONS			
<b>Virtual After-school, with School Day Support</b>				<ul style="list-style-type: none"> <li>▪ These types of activities are allowed for a total of six hours daily as follows:               <ul style="list-style-type: none"> <li>○ Planning: Up to two hours</li> <li>○ School day support: Up to two hours</li> <li>○ After-school services: Up to two hours</li> </ul> </li> <li>▪ The virtual group size should be at least 15 participants, and sessions may be better managed with one additional support staff person when needed.</li> <li>▪ Virtual services for young children who are home alone are prohibited.</li> </ul>			
DATA COLLECTION AND REPORTING GUIDANCE							
CATEGORY		IN-PERSON FULL-DAY SERVICES (school day+AS)		IN-PERSON AFTER-SCHOOL SERVICES (AS only)		VIRTUAL AFTER-SCHOOL SERVICES	
<b>DEMOGRAPHICS &amp; REGISTRATION FORMS</b>		<p>All providers are expected to enter standard demographic information for new participants. <b>Given the expectation that providers will support participants' use of M-DCPS My School Online, 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).</b></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.). For K-5 programs only: Participants attending full-day services must be assigned to the full-day activity.</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 <b>required</b> 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>					
<b>SITES</b>		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.				A <b>"Virtual"</b> site will be added to the SAMIS set-up. <b>Providers will be notified when the site is added, so that groups can be created, and data can be entered.</b>	
<b>CREATING PARTICIPANT GROUPS</b>		<p><b>General guidance on group maintenance:</b> 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 <b>6-12 programs</b>, 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 <b>assigned</b> 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>					
		Create needed new group(s) including <b>"FD COVID 20-21"</b> in the group name. Assign participants participating in this service modality to the group.		Create needed new group(s) including <b>"AS COVID 20-21"</b> in the group name. Assign participants participating in this service modality to the group.		Create needed new group(s) including <b>"20-21 Virtual Services"</b> in the group name. <b>New group(s) should have the "Virtual" site assigned to them.</b>	
<b>ATTENDANCE</b>		<p><b>Attendance should be entered daily</b> using the <b>"FD COVID 20-21"</b> group(s).</p> <p><b>K-5 Full-Day:</b> Enter a <b>1</b> for <b>Full-day attendance</b>. Additionally, providers are required to</p>		<p><b>Attendance should be entered daily</b> using the <b>"AS COVID 20-21"</b> group(s).</p> <p><b>K-5 AS Only:</b> Enter a <b>1</b> for <b>after-school day attendance</b>. Additionally, providers are</p>		<p><b>Attendance should be entered daily</b> using the <b>"20-21 Virtual Services"</b> group(s).</p> <p>This is key as it is the only way The Trust can identify services provided virtually.</p>	

## DATA COLLECTION AND REPORTING GUIDANCE

CATEGORY	IN-PERSON FULL-DAY SERVICES (school day+AS)	IN-PERSON AFTER-SCHOOL SERVICES (AS only)	VIRTUAL AFTER-SCHOOL SERVICES
	<p>enter <b>DLI attendance</b> when delivered.</p> <p><b>6-12 School Day:</b> Enter a <b>7</b> under the <b>Academic Support</b> activity.</p>	<p>required to enter <b>DLI attendance</b> when delivered.</p> <p><b>6-12 After-school:</b> Enter attendance as usual (i.e., the number of hours per activity youth attended).</p>	<p><b>For providers offering school day virtual supports:</b></p> <p><b>K-5:</b> Enter a <b>1</b> for <b>Full-day attendance</b> using the “<b>20-21 Virtual Services</b>” group(s).</p> <p><b>6-12:</b> Enter a <b>7</b> for <b>Academic Supports</b> activity attendance using the “<b>20-21 Virtual Services</b>” group(s).</p>
<p><b>PERFORMANCE MEASURES (PARTICIPANTS OUTCOMES)</b></p>	<p>Participants should be <b>tested using the standard contracted measurement tools</b> listed in the Scope of Services. Performance Measures data must be <b>entered in SAMIS as usual</b>.</p>		<p>Virtual tool administration must be compliant with all relevant participant privacy regulations.</p> <p><b>K-5:</b></p> <ul style="list-style-type: none"> <li>• <b>Collect and enter individual ORF and Maze pre-tests</b> through the virtual modality. Project RISE will provide instruction on virtual collection protocols. Make note when entering in the SAMIS Performance Measure admin point that the test was modified to be administered virtually.</li> <li>• <b>Postpone PACER pre-test</b> administration and reporting during Stage I.</li> <li>• <b>Collect and enter social-emotional learning measures</b> as usual using a secure methodology to send and receive surveys to/from participants.</li> </ul> <p><b>6-12: Collect and enter all standard contracted measurement tools.</b> 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>
<p><b>GROWTH PLAN</b></p>	<p>No changes. Providers are expected to work with their Program Manager to create/update their growth plans as usual.</p>		
<p><b>CAT VISITS</b></p>	<p>Will NOT be conducted during the first six months of the contract year.</p>		

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<b>ADMINISTRATIVE &amp; SAFETY COMPLIANCE</b>	Will be conducted through desk reviews and self-assessment with an attestation of compliance by providers.		
<b>PROGRAM OBSERVATIONS</b>	Program observations will be completed during the first six months of the contract year. 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 fall after-school 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.

SAMIS Add New Home / SAMIS / Participants

Agencies Programs Cases PARTICIPANTS Fiscal Positions Reports Import Admin Options

Click Here for Coronavirus Provider Updates  
New: Update and improvements to grids. For quick video tutorial Click Here.

SCHOOL ID CHECK  
This can be used to check the quality of school id entries.

Grid Views

Advanced Search 0 Keyword Search... 0 370.112

Schoolid x

Schoolid	Program Name	Case Code	Client Last Name...	Participant ID...	Client First Name...
zzzzzzzzz (1)		Sum: 40256		Sum: 51609	
▶ ZD112612 (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	

Page 1 of 371 Records per page: 1000 Displaying 1 to 1000 of 370112 items.

Annotations:  
- Red box around 'zzzzzzzzz (1)' with arrow pointing to 'Click arrow to display all numbers identified'.  
- Red box around 'Program Name' header with arrow pointing to 'Enter program name'.

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

Updated 11/02/20