



# Youth Development 6-12 Reporting

## ATTENDANCE

### Creating Groups

- Groups should **expedite the data entry process**.
- This is something to consider while deciding how you will name and structure your groups. Use the groups to make data entry efficient for entering attendance.
- As a reminder, attendance will be recorded at the **activity level**.

### Assigning Participants To Groups

- Depending on how you have structured groups for your program, make sure participants are assigned to each appropriately. This will be used to enter attendance.

### Entering Attendance

- Attendance for participants will be recorded at the **activity level** by the **amount of time** participants spent in each activity.
- It is recommended that you collect the following information on your program's attendance:
  - Name of the activities offered that day using the name in your scope of services
  - Number of hours that are offered in the activity per day
  - Site name
  - Group name in SAMIS
  - Dates and activities each participant attended
- When entering attendance, you will enter the number of hours at the date level.
  - The screenshot shows the UOS: Input screen.

- Arts Education is selected as the activity.
- The number entered in the attendance column for 9/19/2018 for students who attended that day is 2 because students spent 2 hours in this activity on 9/19/18.
- In the attendance column for 9/21/18, 1.5 is entered in this column for students who attended because they spent 1.5 hours in this activity on that day.

		After Sc	Arts Educat	Keywords	09/19/2018	09/26/2018				
	Active	Last Name	First Name	Date Of Birth	CSC Case Code	Wed 9/19/18	Thu 9/20/18	Fri 9/21/18	9/2	
1	<input checked="" type="checkbox"/>					2.00		1.50		
2	<input checked="" type="checkbox"/>					2.00				
3	<input checked="" type="checkbox"/>					2.00			1.50	
4	<input checked="" type="checkbox"/>								1.50	
5	<input checked="" type="checkbox"/>								1.50	
6	<input checked="" type="checkbox"/>					2.00				
7	<input checked="" type="checkbox"/>									
8	<input checked="" type="checkbox"/>									
9	<input checked="" type="checkbox"/>					2.00				
10	<input checked="" type="checkbox"/>									
11	<input checked="" type="checkbox"/>									
12	<input checked="" type="checkbox"/>									

- Any attendance hours entered for field trips related to activities should only include hours participants were actively engaged and learning. The hours spent traveling or dedicated to meal time **should NOT be included** in the hours entered in SAMIS.

# PARTICIPANT OUTCOME ASSESSMENTS

## Measurement Tools

- Programs should choose **one** of the two Social Emotional Learning assessments
  - **Youth and Program Strengths Survey (YAPS)**
    - Programs will need to purchase this assessment. [This link](#) will show providers the order form they need to complete.
  - **Positive Youth Development Inventory**
    - This is a **retrospective assessment**. This means the pre- and post-assessment are administered on the same day at the end of the program.
    - You will enter the **pre-test data** under the **pre-test admin point**.

Performance Measure: Improve Social-Emotional Learning (SY)

Admin Points: Positive Youth Development Inventory Retrospective: 2018-2019 Pre-test

Show only Participants Missing Selected Admin Point

Search

Results 27 | Download | Save Pending Changes

### Mult. Participant Admin Point Entry

	Last Name	First Name	Date Of Birth	CSC Case Cod	Episode Open Dat	Episode Close Dat	Uncollected	AP Date	1. I am a good student	2. I like to take part in activities	3. I like to learn
1							Select One		Select	Select	Select
2							Select One		Select	Select	Select
3							Select One		Select	Select	Select
4							Select One		Select	Select	Select
5							Select One		Select	Select	Select
6							Select One		Select	Select	Select

- You will enter the **post-test data** under the **post-test admin point**.

Performance Measure: Improve Social-Emotional Learning (SY)

Admin Points: Positive Youth Development Inventory Retrospective: 2018-2019 Post-test

Show only Participants Missing Selected Admin Point

Search

Results 28 | Download | Save Pending Changes

Changes Pending! Your changes are not complete until you click the Save button above

### Mult. Participant Admin Point Entry

	Last Name	First Name	Date Of Birth	CSC Case Cod	Episode Open Dat	Episode Close Dat	Uncollected	AP Date	1. I am a good st	2. I take part in a	3. I like to learn	4
1							Select One		Select	Select	Select	S
2							Select One		Select	Select	Select	S
3							Select One		Strongly Agree	Select	Select	S
4							Select One		Agree	Select	Select	S
5							Select One		Disagree	Select	Select	S
							Select One		Strongly Disagree	Select	Select	S

- Your AP date should be the same for both the pre- and post-test as they are administered on the same day.

## Alternative Assessments

- Alternative assessments must be pre-approved and added to the outcomes section of providers' scopes. In SAMIS, these performance measures will be entered as "met" or "not met" in accordance with the meaningful improvement and scoring specifications.

**\* Although [this link](#) shows a video was intended to assist Summer 2018 programs with their data entry, it is still relevant to data entry for current 6-12 youth development programs.**