



Youth Development K-5 Reporting

ATTENDANCE

CREATING GROUPS

1. The Youth Development K-5 initiative requires programs to report attendance in two ways:
 - o Timeframe: School Year/ Summer
 - o Differentiated Learning Instruction
2. You may want to consider naming your groups to match the activity you need to take attendance for, but be sure to include the fiscal year at the end:
 - o School Year Attendance 2018-2019
 - o Summer Attendance 2018-2019
 - o Differentiated Learning Instruction Attendance 2018-2019
3. This will allow you to easily select which group you are entering attendance for on the UOS input screen.

ASSIGNING PARTICIPANTS TO GROUPS

- Keep in mind that K-5 programs are responsible for taking attendance not only for the **Timeframe** (School Year/ Summer), but also for **Differentiated Learning Instruction** (DLI).
- Be sure to only add Differentiated Learning Instruction as an activity for students that are receiving DLI.

Activity Services

* Primary Summer Camp

Secondary

Type To Filter

Care Coordination

Differentiated Literacy Instruction (DLI)

After School Day

School Year Full Day

Summer Camp

ENTERING ATTENDANCE

- If a student **was** in attendance, enter a “**1**”
- If a student **was not** in attendance, leave the cell **blank**.
- Again, readers of all abilities benefit from differentiated learning instruction, providers are **required** to provide differentiated learning instruction for students identified at **the frustrational level** using the appropriate literacy tool (ORF or MAZE) and **required to enter attendance** for students receiving differentiated learning instruction
 - This is important to remember when creating new participants or transferring participants from an old contract. Only participants **receiving** differentiated learning instruction should have this selected as an activity.

MEASUREMENT TOOL TRAINING

- All staff administering participant outcome assessments need to be trained to administer the assessments.
 - Project RISE offers live trainings as well as online trainings for these tools.

- Providers using alternative measures are responsible for ensuring all assessors are trained and reliable (if applicable) in the tool used.

MEASUREMENT TOOLS

- As a reminder, the assessments required for the Literacy and Social Emotional Learning Outcomes are separated by age group.
 - Literacy:
 - **K-3:** One Minute Oral Reading Fluency (ORF) Assessment
 - **4-5:** iSTEEP Maze Assessment
 - Social Emotional Learning:
 - **K-2:** Child Trends Teacher Survey
 - **3-5:** Child Trends Teacher Survey AND Student Survey
- For the School Year Pre-test, Youth should be assessed within the first 30 days of attendance.
- For the School Year Mid-test, Youth should be assessed between December 1st and January 15th.
- For the School Year Post-test, Youth should be assessed between May 1st and the end of the school year.
- For the Summer Pre-test, Youth should be assessed within the first 14 days of attendance.
- For the Summer Post-test, Youth should be assessed during the final 14 days of the summer program.

ALTERNATIVE ASSESSMENTS

- For student in 3rd-5th grade who are unable to complete the Child Trends Student Survey due to a disability, only the Teacher Survey will be administered.
- 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.