

**2018-2019
21st CCLC BASELINE DATA DELIVERABLE
REPORTING REQUIREMENTS
(November 2018 Reporting Periods)**

Baseline Data Reporting Requirements

Baseline Data is a deliverable for the **November 2018 reporting period due on December 15, 2018**. Baseline data must be submitted using the ***Student-Level Data Reporting Tool*** and must be in compliance with the subgrant requirements, by the December 15th due date.

Submit the completed ***Student-Level Data Reporting Tool***. A completed tool is one that includes baseline data for each of the approved objectives, for each student enrolled in the agency's 21st CCLC program. You **must** tailor the Student-Level Data spreadsheet to align with the program objectives and assessment periods; however, **the student characteristic columns (Columns A-F) should not be altered and must be reported for all participating students**.

Students must be identified with a unique numerical/alpha code, commonly referred to as a unique identifier. **Do not upload full names or social security numbers**. There are several ways to accomplish this and the Research and Evaluation Unit (REU) can provide technical assistance in this area. A common process is to assign a participant number to each student during enrollment. The program office must maintain a list linking the unique identifier and the participating student.

Data submitted should be specific to, and aligned with, the approved grant objectives and objective assessment plan. For example, the assessment plan may require the examination of change from the beginning to the end of the program year on physical fitness for students served by the 21st CCLC Program. In this case, baseline data included within the spreadsheet for that objective would be assessment scores collected at the beginning of the 2018-2019 program year for each participating student (ideally within two weeks of enrollment into the 21st CCLC program).

Program enrollment typically occurs on a rolling basis with students entering the program at different times throughout the program year. Baseline (initial) data must be collected for all enrolled students within two weeks of their entering the program regardless of when they begin participating.

Key Notes

To expedite the deliverable approval and invoicing process, be sure that:

- **Baseline data collection deliverables are submitted by November 30, 2018**. This will allow time to review and comment before the deliverable due date.

- Each unique participant's data is distinguishable (e.g., it is clear that Row 4 includes Student A's data).
- A brief codebook or key describing the data is included within the data file. Subrecipients may elect to tailor the codebook spreadsheet to align with the program's objectives and data or create a new codebook spreadsheet that better illustrates the included data.
- The objective associated with each piece of data is clear and as described in the approved application.
- Reading and mathematics grades (1st Quarter/1st Trimester) baseline data are provided for each student (as appropriate). Baseline data for these subject areas are federal requirements for all 21st CCLC subrecipients and must be included in the Baseline Data deliverables.
- In cases where the student does not have a baseline grade or FSA/SSA score for **a justifiable reason**, use the following identifiers in the data file(s):
 - For students who are not graded at their school, indicate **Not Graded**.
 - For students who were not assessed on the last FSA/SSA because they were not in a grade that is administered the FSA/SSA (e.g., kindergarten through second grade), indicate **Not FSA/SSA Grade Level**.
 - For students who were not assessed on the FSA/SSA for some other or unknown reason indicate, **Not FSA/SSA Other**.

NOTE: Difficulty obtaining existing data from the source or not collecting data is NOT a justifiable reason for not providing baseline data.