

FY21-22 Cityspan Guidance for Comprehensive Afterschool Programs

This past year due to COVID-19 virtual programming, comprehensive afterschool programs could record in Cityspan any point of contact with a youth, whether during school day or afterschool with a simple check mark, regardless of length of service contact. Attendance was also entered through a weekly interface. Additionally, Community impact activities like food, technology and supply distribution were being tracked in Events in Cityspan.

With schools planning to return to in-person classes in the upcoming school year 2021-2022, OFCY and OUSD is requiring Comprehensive Afterschool Programs strategy to revert back to the previous method of tracking in-person afterschool participation through the use of a single Master Sign-In activity.

- Do **NOT** create multiple Master Sign-In group activities segmented by grade or class.
- There will be no Events to create and track community impact activities in FY21-22.

Create only one Master Sign-In Group Activity for FY21-22

Each afterschool program should create only one Master Sign-In group activity by going through the normal steps of creating a group activity. Remember to **choose “Master Sign-In” in the Activity Category list**. Follow the steps outlined in green in the screenshot below.

ADD ACTIVITY		Save & Proceed
Activity Name		
Master Sign-In	1) Name the Activity "Master Sign-In"	
Location		
Each activity must be linked to a specific location. If you do the same activity at multiple locations, you must create separate activities for each location. You must create locations under the LOCATIONS tab in order to see them in your drop down list.		
<div style="display: flex; align-items: center;"> <div style="flex: 1; border-bottom: 1px solid black;"></div> <div style="font-size: 0.8em; margin-left: 5px;">▼</div> </div>	2) Link the Activity to the school location	
Activity Category		
<ul style="list-style-type: none"> <input type="radio"/> Academics <input type="radio"/> Arts, Dance, Music and Culture <input type="radio"/> College and Career Readiness <input type="radio"/> Community Building <input type="radio"/> Early Learning <input type="radio"/> Family Engagement & Parent Education <input type="radio"/> Field Trips <input type="radio"/> Health Education & Wellness <input type="radio"/> Leadership and Civic Engagement <input checked="" type="radio"/> Master Sign-In <input type="radio"/> Sports & Recreation <input type="radio"/> Supportive Services 		
3) Select "Master Sign-In" as Activity Category		
Projections		
Summer Grantees – Q1:June-Aug; mark 0 for Q2, Q3, Q4		
Projected # of Youth Participants per Session	4) Enter the projected ADA	
# of Sessions (Qtr 1: Jul – Sep)	5) Enter the number of school days in Q1	
# of Sessions (Qtr 2: Oct – Dec)	6) Enter the number of school days in Q2	
# of Sessions (Qtr 3: Jan – Mar)	7) Enter the number of school days in Q3	
# of Sessions (Qtr 4: Apr – Jun)	8) Enter the number of school days in Q4	
Projected Hours per Session (e.g. 30 minutes = 0.5)	9) Enter the Average Daily Hours that your program operates	

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You will still have to project out these Master Sign-In activities by:

4) Projected # of Youth Participants per Session: Enter the Average Daily Attendance you expect. This ADA number does not have to be based on your state and if applicable 21st CCLC awards because CDE has waived all Average Daily Attendance targets for 21-22 school year.

5-8) Number of Sessions by Quarter: Enter the number of school days in each quarter that your program will operate. The sum total should be between 177-180 since all programs are contracted to operate 180 school days with the discretion to close program for up to three days for professional development.

9) Projected Hours per Session: Take the sum total for an average week's total service hours and divide by 5 days. To keep projections simple, you do not have to factor in minimum weeks that your school site may have over the course of the school year. However, your schedule on which you track participation should reflect all minimum days.

Entering Actual Attendance in FY21-22

Charter schools – the process for creating participants, enrolling into Master Sign-In activity, and entering attendance on a daily basis will remain the same.

OUSD schools – OUSD will direct lead agencies to enter attendance directly into ARIES starting in 21-22 school year. The plan is to migrate this data on a quarterly basis into Cityspan for OFCY purposes. There should be no need to enroll or create a schedule in Cityspan Master Sign-In group activity as this data will be migrated directly from ARIES into Cityspan. You will receive further guidance once the details are finalized.