

Master Sign-In Group Activity Guidance for Comprehensive Afterschool

In FY19-20, OFCY is requiring programs in the Comprehensive Afterschool Programs strategy to set up a general Master Sign-In group activities to track the full day participation instead of having to create multiple activities differentiated by OFCY activity category.

Example: Your afterschool program operates from 3:00pm-6:00pm M, Tu, Th, F with a minimum day on Wednesday 1:30pm-6pm with an expected ADA of 100 youth. Historically you had to create separate activities by OFCY activity categories to show the different activities offered through the 2:50pm-6:00pm and 1:30pm-6:00pm full day. This created the need to enter attendance in Cityspan in multiple activities per day per youth.

Using the Master Sign-In group activity, programs now can create a single group activity which accounts for the full day's participation and enter attendance once per day per youth.

If you are serving an OFCY funded program operating at an OUSD school, please contact Martha Pena (martha.pena@ousd.org) for additional OUSD Cityspan requirements.

How to create Master Sign-In Group Activities

In order to use the Master Sign-In option, you create group activities as usual but **choose Master Sign-In in the Activity Category drop down list**. You will still have to project out these Master Sign-In activities by:

- **Number of Sessions by quarter:** Enter the number of days in each quarter that your program will operate.
- **Average Session Participant:** Enter the projected Average Daily Attendance for your entire program. Some programs applied and received additional OFCY funds above the base grant to serve an ADA of at least 100 students. Please check your OFCY grant award amount or with your agency director if you are unaware of what your minimum ADA target should be.

Elementary Schools (K-5)

- Base Grant Amount: \$85,000
- Sites Serving 100 students or more on average per day: \$95,000

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Middle Schools (including K-8 schools)

- Base Grant Amount: \$100,000
- Sites Serving 100 students in grades K-8 or more on average per day: \$110,000
- **Average Length of Session:** Take the sum total for an average week's total service hours and divide by 5 days. In the example above, it would be ((3 hours/day x 4 days) + 4.5 hours minimum day) / 5 days = 3.3 hours.
 - To keep projections simple, you do not have to factor in minimum weeks that your school site may have. However, your schedule on which you track participation should reflect all minimum days.
- **Link it to a School Site location:** If you do not see your school in the dropdown list for Location, you will need to create it first in the Locations tab.

Entering Attendance in Master Sign-In Group Activities

You must accurately reflect any youth that leaves the program before the scheduled end time of 6pm in Cityspan when entering attendance.

Example: A youth leaves early at 5:33pm from your program. If a youth is just marked present for the scheduled time, s/he will be counted until the scheduled 6pm end time.

Enter attendance as usual in Cityspan group activity. Once the attendance for a particular day is saved or the **All Present** or **All Absent** button was used, the begin and end times listed next to each participant with a present or absent will become hyperlinks.

ATTENDANCE					Print	Save	Return
Master Sign In			Enter By Name Search				
Mon, Aug 12, 2019				Save & Next Day >			
All Present	All Absent	Clear					
Participant Name	Pres.	Abs.	Begin	End			
Agustin, Marie	<input checked="" type="radio"/>	<input type="radio"/>	3:00 PM ▾	5:35 PM ▾			
Bean, Jelly	<input checked="" type="radio"/>	<input type="radio"/>	3:00 PM	6:00 PM			
bob, bob	<input type="radio"/>	<input type="radio"/>	3:00 PM	6:00 PM			

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By clicking on the hyperlinked begin or end time, you can edit a participant's begin or end time one participant at a time. The dropdown list of time options is listed in five minute increments so you must round to the nearest five minute increment. In the example of a youth leaving at 5:33pm, the end time selected is 5:35pm. Make sure to save your changes before you navigate away from the attendance form.

OPTIONAL: Creating multiple Master Sign-In Group Activities

If your program internally tracks attendance by cohorts, you have the option of creating multiple Master Sign-In activities. Example: Your program serves 100 youth in total but group them in 5 classes of 20 youth each. Each class takes their own attendance daily.

- You can create five Master Sign-In group activities to match how you internally track participation. This way, you only have to look through a roster of 20 names to report daily attendance instead of one long roster of 100 names to mark them present or absent.
- When naming your group activity, consider using the class name to clearly identify the class being reported on.