



21st Century Community Learning Centers
Profile and Performance Information Collection System

Annual Performance Report Completion Timeline

In accordance with the terms and conditions of your 21st Century Community Learning Centers (21st CCLC) grant award, subgrantees must comply with required reporting requirements - this includes program information collected through the 21st CCLC Profile and Performance Information Collection System (PPICS). PPICS is a web-based data collection system funded by the U.S. Department of Education and designed to collect comprehensive information on program characteristics, services, and performance data across a broad range of outcomes from state-administered 21st CCLC programs. Data is collected in order to monitor how the program is operating under state administration, and to provide the U.S. Department of Education with the capacity to respond to Congressional, Office of Management and Budget (OMB), and other Departmental inquiries about the program. PPICS provides system-generated reports to help all system users to understand the attributes of programs in their state and nationwide, to assess grantee performance relative to the performance indicators for the program, and to obtain information that will inform monitoring, evaluation, and program improvement efforts.

In order to ensure the timely submission of the 21st Century Community Learning Centers Annual Performance Report (APR), the Office of the State Superintendent of Education (OSSE) is establishing the following **mandatory** schedule for completion of subgrantee entries. On each date indicated, OSSE will review the data that has been entered into the PPICS system. Additionally, all subgrantees are asked to refrain from certifying data entries until receiving notification from OSSE. Certifying data prior to this notification will close the system for subgrantees to make any additional changes to their APR.

Friday, June 15, 2012	Teacher Surveys should be distributed and collected, and data aggregated for input into the APR. <i>Please note that you cannot actually put this information in the system until you have completed the attendance module in the Centers Section. However the survey must be collected prior to the closing of school.</i>
Friday, June 29, 2012	Grantee Profile should be updated. This includes the following sections under the Grantee Profile Tab: Basic Information, Objectives, Partners, and Centers.
Friday, July 20, 2012	APR Tab: Objectives Section should be completed.
Friday, July 20, 2012	APR Tab: Partners Section should be completed.
Monday, August 20, 2012	APR Tab: Centers Section should be completed. <i>Please note that this is the section that includes all attendance, assessment, and teacher survey data. THIS IS THE DEADLINE FOR THE SUBMISSION OF ALL INFORMATION INTO PPICS. OCTOBER 29, 2012 IS WHEN OSSE WILL SUBMIT TO THE US DEPARTMENT OF EDUCATION NOT YOUR DEADLINE FOR LOADING INFORMATION INTO PPICS.</i>
Thursday, August 23 – Thursday, September 27, 2012	OSSE conducts reviews of all APR submissions.
Friday, September 28 – Friday, October 12, 2012	Any necessary revisions are made by the subgrantee
Monday, October 15 – Friday, October 26, 2012	OSSE conducts final reviews.
Monday, October 29, 2012	OSSE certifies the APR for submission to the Department of Education.



The web address for the online APR is <http://ppics.learningpt.org>. User names and passwords have been emailed to the lead fiduciary agent and/or Project Director currently on file with the OSSE. **Additionally, please be reminded that the lead fiduciary agent and/or Project Director will be the individual who receives all correspondence regarding the APR and PPICS. It is the sole responsibility of the lead fiduciary agent and/or Project Director to ensure any individual who has been delegated data entry/reporting duties receive updates as necessary.**

A number of resources are available to both new and experienced grantees that explain the PPICS data entry process. PPICS has included video tutorials that provide narrated video demonstrations on how to enter data into the Grantee Profile and the APR sections. If you are a new 21st CCLC grant recipient, these tutorials constitute a very good way to begin learning about the system. It is recommended that tutorials be viewed in order by accessing the following link:

- <http://ppics.learningpt.org/PPICSNet/public/supportTutorials.aspx>.

If you experience any difficulties in viewing the video tutorials, section-by-section user guides covering data entry for both the Grantee Profile and the APR are available at:

- <http://ppics.learningpt.org/PPICSNet/public/supportUserGuides.aspx>.

Web conferences that describe PPICS and how to enter data are also available at:

- <http://ppics.learningpt.org/PPICSNet/public/supportWebConferences.aspx>.

The Teacher Survey can be downloaded once you log into your account. Click the Home/Help tab and scroll down until you see "Teacher Survey." A copy of the survey can also be found on OSSE's 21st CCLC webpage at <http://osse.dc.gov/publication/21st-century-community-learning-centers-teacher-survey-template>

Should you have any concern or difficulty in accessing or completing the APR, **if you have not received a user name or password to access PPICS or your PPICS point of contact is incorrect**, please contact:

Myles Cliff
21stcclc.info@dc.gov OR **Learning Point Associates Help Desk**
(202) 442-3255 **21stcclc@contact.learningpt.org**
(866) 356-2711

Please ensure that all pertinent representatives of your organization receive this information.