

Building Quality in Afterschool



Profile and Performance Information Collection System (PPICS) Fact Sheet

Information for the 21st Century Community Learning Centers (21st CCLC) is collected in the Profile and Performance Information Collection System (PPICS). There are two main sections to PPICS: Grantee Profile and Annual Performance Report (APR). The Grantee Profile is open all year long while the APR opens each April. Here are some guidelines on information you will need to collect to complete the Grantee Profile and APR.

Grantee Profile

The Grantee Profile is open all year long. We recommend that the program manager **update the information every fall** when the program begins and then review it again once the APR opens to make sure the information is accurate and up-to-date since some of the information recorded in the Grantee Profile is also in the APR. There are four sections to be completed in the Grantee Profile:

- Basic Info
- Objectives
- Partners
- Centers

It is essential that the contact information is up-to-date in PPICS as this is who receives important messages regarding data collection. Even if you inform the state of any changes, you also need to keep a record in PPICS. The information you record in the Grantee Profile is the “way the world will know you” so you want to make sure it reflects your current program.

Attendance Data

Keeping good attendance records is key to PPICS. You want to know the number of days each child or youth attended and demographic information about that child or youth. The following is a list of information collected in PPICS regarding the students and adults served in your program:

- Number of all students served
- Number of all adults served
- Number of days students attended (Most data in PPICS are collected only on regular attendees. A regular attendee is someone who has attended the program **30** or more days. For some of the other PPICS data, you will also need to know which students have attended between **30 and 59 days**, **60 and 89 days**, and **more than 90 days**).
- Race/Ethnicity
- Gender
- Limited English Proficiency
- Free or Reduced Lunch
- Special Needs or Disabilities
- Grade Level
- Activities Attended (see activities section below)

Student Assessment Scores

Student assessment scores in Math and Reading are needed for **regular attendees**. PPICS asks you to indicate how many students are in each of the following categories on the state assessment: Exceeds Standards, Meets Standards, Below Standards, and Academic Warning.

ISAT/PSAE/SIS Identification

Students need to be properly identified in the schools' ISAT/PSAE files and on ISBE's Student Identification System to allow for disaggregation of the scores of the 21st CCLC attendees more easily. These files are being finalized at this time, so this is a task to do immediately.

Classroom Grades

Student classroom grades in Math and Reading are needed for **regular attendees**. You need to know the students' **first** and **fourth** marking period grades because PPICS asks how many students showed an increase, remained the same, or showed a decrease over the course of the year. You will also need to know which students belong in the **30 to 59 days**, **60 to 89 days**, and **more than 90 days** groups.

Teacher Surveys

Classroom teachers are asked to fill out a 10-item survey for individual students who are regular attendees. You will also need to know which students belong in the **30 to 59 days**, **60 to 89 days**, and **more than 90 day** groups. Teacher surveys can be downloaded off the PPICS homepage.

We recommend that you meet with building administrators and/or teachers now so that you can reach an agreement about how this data will be collected and shared. Since the teacher survey asks teachers to indicate how students' improved over the course of a year, you will want to tell teachers about the survey so they know what will be asked of them in the spring. The teacher survey is how student behavioral change is measured and reported on for 21st CCLC in PPICS so it is essential that this information is collected at each center (site) in order to inform national policy makers about the impacts of 21st CCLC. Your conversation with teachers should reflect this and indicate that the survey is not an indication of their teaching practice but of how the student has fared over the course of a year. Teacher surveys are another piece of information that can inform your local evaluations.

Feeder School(s)

PPICS asks for the percentage of **regular attendees** who attend the feeder school for both the school year and summer program. **A feeder school is any school that provided students to the center (the site where the 21st CCLC program happens).** Every center must have at least one feeder school associated with it.

Staffing

Provide the number of your paid and volunteer staff and what their classification is (e.g., school day teacher, parent, youth development worker, etc.).

Activities

Keep a calendar or listing of all your activities and attendance records for each activity. The following information is needed for activities:

- Total number of weeks provided
- Typical number of days per week provided
- Typical number of hours per day provided
- Number of participants

Partners

Record your community partners and/or subcontractors in PPICS along with the estimated monetary value of their contribution and how they contributed (e.g., programming, goods or materials, staffing, etc.).

Objectives

Understand your program objectives/goals and be able to indicate the progress made towards them. If objectives have been added at the Grantee Profile level, then those objectives will also appear in the APR and you only need to indicate the progress made for each objective. If your program has new objectives or goals for the program, you may add them at the APR level, and you may also deactivate any objectives that are no longer current. The objectives should align with the goals you set in your proposal. If changes have been made, PPICS gives you the opportunity to explain why changes were made. Classifying the objectives helps us understand what you hope to accomplish with your current objectives.

Questions or Problems?

If you have any problems or concerns, please contact:

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