Quality Tool Program Information FY16

This worksheet is designed to help identify the information needed for the program’s Quality Self Assessment Tool submission. Please fill out the worksheet and have the recommended information ready before you begin the submission process.

Below is a glossary of terms that are used in this worksheet to help clarify what the Utah Afterschool Network is asking for.

**Glossary**

**Average Daily Attendance (ADA):** ADA is calculated by adding total attendance for each day (54+38+14+16) = total (122). Divide total youth served per year by the number of days your program is in operation (122/4 = 30.5). ADA = 30.5

**Youth With Disabilities (IEP):** Students receiving special education and related services throughout Utah public schools and communities.

**Unduplicated Number of Students:** Count each student only once for their attendance during the school year, regardless of the number of programs or activities they may have participated in throughout each day (before school, afterschool, etc.)

**Economically Disadvantaged Backgrounds:** Low-income background, free/reduced lunch, sliding fee scale, tuition assistance, etc.

**English Learners (ELs):** Students who are learning to communicate fluently or learn effectively in English, who often come from non-English speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses.
Program Information

Facility Type:
- School
- Recreation Center
- Community Center
- Other (Please Specify) _________________________
- Licensed Child Care Center
- Faith-Based Center
- Library

What County/Counties do you serve? ______________________________________________________

What School District(s) do you serve? ____________________________________________________

Funding Sources:
- 21st Century Community Learning Centers (CCLC)
- After School Quality Improvement Grant (ASQI)
- CCDF Match Partnership I
- CCDF Match Partnership II
- Child Care Subsidy
- Community Development Block Grant (CDBG)
- Community Reinvestment Act (CRA)
- Children’s Trust Funds
- Corporate/Business Support (i.e. AmeriCorps Vista)
- Foundations/Philanthropic Organizations
- High School Youth Support
- Intergenerational Poverty Grant (IGP)
- Juvenile Justice & Delinquency Prevention Block Grant
- Kindergarten Match
- Local Government City Funds
- Local Government County Funds
- Non Monetary Support/In Kind
- Parent Fees/Tuition
- School Age Quality Improvement (SAQI)
- Safe Passages 2013
- STEMLink
- Social Services Block Grant
- Title 1 Funds
- Trust Lands
- United Way of Salt Lake
- Other (Please Specify): ________________________________________________________________

Before School Programming Information

Does the program serve students before school?
- Yes
- No

Afterschool Programming Information

Number of staff working full-time (30 or more hours/week) in the program: ______________________

Number of staff working part-time (29 hours or less/week) in the program: ______________________

Does the program have a coordinator/manager/director that directly oversees the daily operations?
- Yes
- No

If yes, are they part-time or full-time? ______________________
Does the program coordinator/manager/director oversee multiple programs?
  o Yes  o No

Does the program coordinator/manager/director receive benefits?
  o Yes  o No

What grades does the program serve? ____________________________

What types of activities are offered and/or intentionally implemented?
  o Tutoring/homework assistance
  o Targeted Academic remediation
  o Literacy and Reading
  o Science, Technology, Engineering, and Math (STEM)
  o Visual and Performing Arts or Fine arts (dance, choir, visual arts, theatre/drama, film, photography, etc.)
  o Other activities_____________________

Does the program charge tuition?
  o Yes  o No

If yes, how often (include description about the full amount and fee scale):
  o Weekly  o Monthly  o Quarterly  o Annually

Tuition fee: ______________

Does the program offer a sliding fee scale?
  o Yes  o No

If yes, be prepared with the programs sliding fee scale for Quality Tool Submission.

Total number of days the program will be offered during the school year: ______________

Days of operation: _________________________________

Hours of operation (include before school programming hours): __________________________

Number of unduplicated youth that have attended the program this school year: ______________

Average daily attendance (unduplicated): ______________

Does the program provide transportation?
  o Yes  o No

If no, provide a narrative as to why transportation is not provided.
Does the program have a waiting list?
- Yes
- No
  If yes, how many are on the waiting list: ______

Number of economically disadvantaged youth (refer to glossary for definition): __________

Number of youth with disabilities (refer to glossary for definition): __________

Number of youth with limited English proficiency (English Learners): ______

Number of youth served in each racial/ethnic population:
- American Indian/Alaskan Native: ______
- Asian/Pacific Islander: ______
- Black/African American: ______
- Hispanic or Latino: ______
- White: ______
- Other: ______
- Multi-racial: ______
- Not Known: ______

Number of youth enrolled in program by gender:
- Female: ______
- Male: ______
- Other: ______

**Summer Programming Information (if applicable)**

Number of staff working full-time (30 or more hours/week) in the program: ______

Number of staff working part-time (29 hours or less/week) in the program: ______

Does the program have a coordinator/manager/director that directly oversees the daily operations?
- Yes
- No
  If yes, are they part-time or full-time? ______

Does the program coordinator/manager/director oversee multiple programs?
- Yes
- No

Does the program coordinator/manager/director receive benefits?
- Yes
- No

What grades does the program serve? ____________________________
What types of activities are offered and/or intentionally implemented?

- Tutoring/homework assistance
- Targeted Academic remediation
- Literacy and Reading
- Science, Technology, Engineering, and Math (STEM)
- Visual and Performing Arts or Fine arts (dance, choir, visual arts, theatre/drama, film, photography, etc)
- Career and Job exploration
- Financial Literacy
- Sports and Recreation
- Health and Wellness
- Healthy Relationships
- Character Education
- Mentoring
- Cultural Enrichment and Diversity
- Civic Engagement and Community Service
- Family and Parent Activities
- Addiction Prevention
- Pregnancy and STI Prevention
- Youth Violence and Gang Prevention
- Suicide Prevention
- Programming supporting special needs or inclusive practices
- Other activities_____________________

Does the program charge tuition?

- Yes
- No

If yes, how often (include description about the full amount and fee scale):

- Weekly
- Monthly
- Quarterly
- Annually

Tuition fee: ________________

Does the program offer a sliding fee scale?

- Yes
- No

If yes, be prepared with the programs sliding fee scale for Quality Tool Submission.

Total number of days the program will be offered during the school year: ________________

Days of operation: ________________________________

Hours of operation (include before school programming hours): ________________________________

Number of unduplicated youth that attended Summer 2015: ________________

Average daily attendance (unduplicated): ________________

Does the program provide transportation?

- Yes
- No

If no, provide a narrative as to why transportation is not provided.

Does the program have a waiting list?

- Yes
- No

If yes, how many are on the waiting list: _________

Number of economically disadvantaged youth (refer to glossary for definition): ________________

Number of youth with disabilities (refer to glossary for definition): ________________
Number of youth with limited English proficiency (English Learners): __________

Number of youth served in each racial/ethnic population:
- American Indian/Alaskan Native: __________
- Asian/Pacific Islander: __________
- Black/African American: __________
- Hispanic or Latino: __________
- White: __________
- Other: __________
- Multi-racial: __________
- Not Known: __________

Number of youth enrolled in program by gender:
- Female: ______
- Male: ______
- Other: ______

Data Collection Practices

Which of the following sources is the program tracking and/or utilizing for academic program improvement and/or outcomes?
- End of term grades
- SAGE Scores
- DIBELS Scores
- Do not have access to information (Please explain): _________________________________
- Other academic data (Please specify): __________________

Does the program track behavioral data?
- Yes
- No

If yes, what behavioral data is tracked? __________________
If yes, what tools are used to track behavioral data? __________________

Does the program track social and emotional outcomes?
- Yes
- No

If yes, what outcomes are tracked? __________________
If yes, what tracking tools are used? __________________

What types of surveys does the program conduct?
- Youth Surveys
- Parent/Family Surveys
- Afterschool Staff Surveys
- Classroom Teacher Surveys
- Does not currently conduct surveys
- Other (Please Specify): __________
Did the program complete a Plan for Improvement for the 2015-2016 School year?
  o  Yes  o  No
If yes, please complete the narrative section describing the program’s progress on goals.

Did the implementation of the Quality Tool Self Assessment and the Plan for Improvement help increase program quality?
  o  Yes  o  No
Be ready to provide a narrative why it did or did not increase program quality.