PROGRAM INFORMATION FORM FY25

Open for digital submission May 1 – May 31, 2025

*Please note: This is NOT the annual report for either DWS-OCC or USBE funded programs.
*This form is not your Program Information submission. This form may be utilized to collect information in advance that will be utilized in completing your digital submission of the Program Information Form on our website.

Introduction

The Program Information Form provides a pathway for out of school time programs to collect high quality, intentional programmatic data. Such data can provide programs with valuable information to improve program quality, including current program offerings, youth and family demographics, representation of staff demographics as they relate to youth demographics, program strengths, and areas for improvement. Please use the data collected in this Program Information Form for your benefit: to assess program quality, develop and strengthen relationships with your partnering schools and districts, and demonstrate the impact of your program to your community, potential funders, and policy makers (Afterschool Alliance, 2014, pg. 2).

The Program Information Form also provides the Utah Afterschool Network with vital information on the overall climate and makeup of afterschool programs throughout the state of Utah. The Utah Afterschool Network will apply the information you provide to assess growth and utilization of programs, identify gaps in afterschool coverage around the state, and inform our afterschool advocacy and education efforts. The information you provide is vital to our efforts to identify program successes and needs and may be utilized in future *State of Afterschool* reports. The Utah State Board of Education, Department of Workforce Services – Office of Childcare, and Utah Education Policy Center may also use the information you provide in this Form.

Finally, the Program Information Form is used to annually update the Find A Program Map on our website.

Best Practices for Submission

Access the Program Information Form early in the year and make sure that you are gathering the information required in the Form from the beginning of the 2024-25 school year.

At the end of April/early May, download and complete the fillable PDF version of the Program Information Form. You can do this on a computer (using Adobe) or print a paper copy and fill in by hand. This copy is formatted exactly like the digital submission. It allows you to scribble, crunch numbers, ask questions, and draft responses in your own time. We estimate that the PDF copy will take about 1 hour to complete.

Submitting the Program Information Form is easier when you have collected all data and information in advance, and then use the completed PDF as your guide to complete your online submission. Using your draft copy of the form, open the digital submission link and type your answers into the Qualtrics entry form, all the way through to completion. Although you are allowed by Qualtrics to come back to the form, it isn't always reliable. With your draft copy in hand, the submission shouldn't take more than 10-15 minutes. Don't forget to submit!

If you do not have data to answer a question, please enter a 0 for numeric answers or N/A for written answers.

Glossary of Terms

Organization: The administrative afterschool provider. The organization may oversee one or more afterschool programs.

Program: The program is a part of the organization and generally serves a specific age group, geographic area, or audience. Several programs may exist in a single organization.

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

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.).

Youth with Disabilities: Students receiving special education and related services throughout Utah public schools and communities, such as an Individual Education Plan (IEP) or Section 504 Plan.

English Language Learners (ELLs): Students who are unable 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.

Regional Network: A group of out-of-school time providers and youth-serving community organizations who convene, connect, and coordinate regularly to expand out-of-school learning opportunities for K-12 youth in Utah: https://utahafterschool.org/what-we-do/regional-networks

Thank you!
We appreciate your time and effort to collect and submit this information and for all you do to serve youth and families throughout the state!

References:
Afterschool Alliance. (2014). *Looking at Data: Afterschool Programs Using Data to Better Serve Students*.
        MetLife Foundation. https://afterschoolalliance.org/documents/issue_briefs/issue_using_data_66.pdf

PROGRAM INFORMATION FORM

Please provide the **7-digit Program ID** of the afterschool program for which you are submitting this report.

If you do not know or are unsure about your Program ID number, DO NOT CONTINUE. Incorrect entries will result in misfiled reports. This 7-digit number should have been provided to your organization's primary contact (typically the Director or Grant Administrator) in an email from your UAN Out of School Time (OST) Specialist. If you have not received this number, please contact your supervisor. They may redirect you to your OST Specialist for further assistance.

If the program does not have funding from the Department of Workforce Services – Office of Child Care or the Utah State Board of Education, please contact UAN to be assigned a Program ID number.

Program ID Number: _____

SUBMITTER INFORMATION:
Please provide your contact information. Please complete all fields.
First Name: _____
Last Name: _____
Title: _____
Email: _____
Office Phone: _____
Mobile Phone: _____

Please provide the following information about your program:
Organization Name (ex. Davis School District, Promise South Salt Lake, Boys and Girls Club of Utah County, etc.):
_____

Program Name (ex. Antelope Elementary, Historic Scott School, Cyprus High School, etc.):
_____

Street Address: _____
City: _____
Zip Code: _____
Program/Organization Website: _____

GENERAL PROGRAM INFORMATION QUESTIONS:
What is your program's facility type? Select all that apply.
- o School
- o Recreation Center (state, city, or county recreation facilities)
- o Community-Based Center (stand-alone building located within a community – ex. Boys & Girls Club)
- o Licensed Child Care Center
- o Faith-Based Center
- o Library
- o Other (Please Specify): _____

What county/counties does this program serve?

- Beaver
- Box Elder
- Cache
- Carbon
- Daggett
- Davis
- Duchesne
- Emery
- Garfield
- Grand
- Iron
- Juab
- Kane
- Millard
- Morgan
- Piute
- Rich
- Salt Lake
- San Juan
- Sanpete
- Sevier
- Summit
- Tooele
- Uintah
- Utah
- Wasatch
- Washington
- Wayne
- Weber

What school district(s) does this program serve?

- Alpine
- Beaver
- Box Elder
- Cache
- Canyons
- Carbon
- Daggett
- Davis
- Duchesne
- Emery
- Garfield
- Grand
- Granite
- Iron
- Jordan
- Juab
- Kane
- Logan
- Millard
- Morgan
- Murray
- Nebo
- North Sanpete
- North Summit
- Ogden
- Park City
- Piute
- Provo
- Rich
- Salt Lake
- San Juan
- Sevier
- South Sanpete
- South Summit
- Tintic
- Tooele
- Uintah
- Wasatch
- Washington
- Wayne
- Weber

Please select all funding sources that apply.
If you are unsure of your funding sources, please check with your supervisor before submitting.

- 21st Century Community Learning Centers (CCLC)
- Career Pathways Grant
- Child Care Quality System (CCQS)
- Corporate/Business
- Foundations/Philanthropic Organizations
- Local Government City Funds
- Local Government County Funds
- Non-monetary support/In-kind support (i.e. AmeriCorps Vista)
- Parent Fees/Tuition
- School-Age Quality Grant (SAQ)
- Teen Afterschool Prevention Grant (TAP)
- Title 1 Funds
- United Way
- Other (Please Specify): _____

SCHOOL YEAR PROGRAMMING INFORMATION (August 2024 – May 2025)

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

Staff:

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 an onsite coordinator/manager/director that directly oversees daily operations?
- o Yes
- o No

If so, are they full-time or part-time?
- o Full-time
- o Part-time

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

The following section (school year staff demographics) is optional but recommended. UAN will use the aggregated data received for advocacy efforts. The breakdown of each demographic category might be different depending on your data collection method or source. Do your best to fill in each category, according to your records. If you do not have data to answer a question, please enter a 0 for numeric answers or N/A for written answers.

Number of staff in each racial/ethnic population:

African American: _____   Hispanic/Latinx/Spanish: _____

Asian: _____   Middle Eastern: _____

Asian American: _____   Multi-Racial: _____

Black: _____   Native American/Alaskan Native: _____

Caucasian/White: _____   Pacific Islander: _____

Unknown: _____

Number of staff with a disability/disabilities (refer to glossary for definition): _____

Number of staff who are English Language Learners (refer to glossary for definition): _____

Number of staff with refugee status: _____

To the best of your knowledge, enter the number of staff at each education level:

Some high school: _____   Bachelor's Degree: _____

High School Diploma or GED: _____   Master's Degree: _____

Associate's Degree: _____   Doctorate or PhD: _____

Other (please specify): _____

Program/Youth:

What grades does the program serve? Select all that apply:

- o Pre-K
- o K – 6
- o 7 – 12

Number of youth with a disability/disabilities (refer to glossary for definition): _____

Number of youth who are English Language Learners (refer to glossary for definition): _____

Number of youth with refugee status: _____

Number of youth in each racial/ethnic population:

African American: _____   Hispanic/Latinx/Spanish: _____

Asian: _____   Middle Eastern: _____

Asian American: _____   Multi-Racial: _____

Black: _____   Native American/Alaskan Native: _____

Caucasian/White: _____   Pacific Islander: _____

Unknown: _____

Number of youth in program by gender/sex:

Cisgender Women: _____

Cisgender Men: _____

Transgender Men: _____

Transgender Women: _____

Non-binary/non-conforming: _____

Choose not to disclose: _____

Unduplicated number of youth registered for school year (refer to glossary for definition): _____

Average Daily Attendance (ADA): _____

Number of unduplicated youth that have attended the program 30 days or more this school year: _____

What strategies have been effective in encouraging youth to attend more than 30 days?:

_____

_____

_____

_____

_____

_____

Activity Offerings:
What types of activities are offered and/or intentionally implemented? Select all that apply:

- o Tutoring and Homework Assistance
- o Targeted Academic Remediation
- o Literacy and reading
- o Visual and Performing arts/Fine Arts
- o Career and Job Exploration
- o Financial Literacy
- o Sports and Recreation
- o Health and Wellness
- o Healthy Relationships
- o Character Education
- o Mentoring

- o Cultural Enrichment and Diversity
- o Civic Engagement and Community Service
- o Family and Parent Activities
- o Addition Prevention
- o Pregnancy and STI Prevention
- o Suicide Prevention
- o Programming Supporting Inclusive Practices
- o STEM (Science, Technology, Engineering, and Mathematics)
- o Entrepreneurship
- o Other activities: _____

Partnerships:
What types of partnerships do you utilize in your program? Select all that apply:

- o LEA (Local Education Agency/school)
- o Non-profit Organization
- o Private Business
- o Municipality or County
- o Federal Agency
- o Faith-Based Organization

- o Higher Education
- o State or Local Government Agency
- o Foundation/Philanthropic Organization
- o Local Health or Mental Health Care Organization
- o Law Enforcement
- o Other: _____

Number of partnerships: _____

Tuition:
Does the program charge tuition?

- o Yes
- o No

If yes, how frequently do you charge tuition?

- o Drop-in Fee
- o Weekly
- o Monthly
- o Quarterly
- o Annually

Tuition fee: _____

Programming Details:
Does the program serve students before school?

- o Yes
- o No

Total number of days program was offered during the 2024-25 school year: _____

Days of operation (select all that apply):
- o Monday
- o Tuesday
- o Wednesday
- o Thursday
- o Friday
- o Weekends

Hours of operation (include before school programming hours):
- o Monday: _____
- o Tuesday: _____
- o Wednesday: _____
- o Thursday: _____
- o Friday: _____
- o Weekends: _____

Will your days of operation change during the 2025-26 school year?
- o Yes
- o No

If so, what will your days of operation be?
- o Monday
- o Tuesday
- o Wednesday
- o Thursday
- o Friday
- o Weekends

If so, what will your hours of operation be during the 2025-26 school year?
- o Monday: _____
- o Tuesday: _____
- o Wednesday: _____
- o Thursday: _____
- o Friday: _____
- o Weekends: _____

Transportation:
Does your program provide transportation?
- o Yes
- o No

If no, why is transportation not provided?: _____

Details:
Does your program have a waiting list? UAN uses this data in their advocacy work to highlight the need for out of school time programs, specifically providing data to how many youth are underserved in the state.
- o Yes
- o No

If yes, how many youth are typically on the waiting list?: _____

Does the program offer a snack?
- o Yes
- o No

Does the program offer dinner?
- o Yes
- o No

SUMMER PROGRAMMING INFORMATION (June – August 2024, if applicable)
Staff:
Number of staff working full-time (30 or more hours/week) in the summer program: _____
Number of staff working part-time (29 hours or less/week) in the summer program: _____

The following section (school year staff demographics) is optional but recommended. UAN will use the aggregated data received for advocacy efforts. The breakdown of each demographic category might be different depending on your data collection method or source. Do your best to fill in each category, according to your records. If you do not have data to answer a question, please enter a 0 for numeric answers or N/A for written answers.

Number of staff in each racial/ethnic population:

African American: _____   Hispanic/Latinx/Spanish: _____

Asian: _____   Middle Eastern: _____

Asian American: _____   Multi-Racial: _____

Black: _____   Native American/Alaskan Native: _____

Caucasian/White: _____   Pacific Islander: _____

Unknown: _____

Number of staff with a disability/disabilities (refer to glossary for definition): _____

Number of staff who are English Language Learners (refer to glossary for definition): _____

Number of staff with refugee status: _____

Program/Youth:
Unduplicated number of youth registered for summer program (refer to glossary for definition): _____

Average Daily Attendance (ADA): _____

Number of unduplicated youth that attended summer program 30 days or more: _____

What strategies have been effective in encouraging youth to attend more than 30 days?:
_____
_____
_____

Number of youth in each racial/ethnic population:

African American: _____   Hispanic/Latinx/Spanish: _____

Asian: _____   Middle Eastern: _____

Asian American: _____   Multi-Racial: _____

Black: _____   Native American/Alaskan Native: _____

Caucasian/White: _____   Pacific Islander: _____

Unknown: _____

Number of youth with a disability/disabilities (refer to glossary for definition): _____

Number of youth who are English Language Learners (refer to glossary for definition): _____

Number of youth with refugee status: _____

Number of youth in program by gender/sex:

Cisgender Women: _____

Cisgender Men: _____

Transgender Men: _____

Transgender Women: _____

Non-binary/non-conforming: _____

Choose not to disclose: _____

Activity Offerings:
What types of activities were offered and/or intentionally implemented? Select all that apply:

- o Tutoring and Homework Assistance
- o Targeted Academic Remediation
- o Literacy and reading
- o Visual and Performing arts/Fine Arts
- o Career and Job Exploration
- o Financial Literacy
- o Sports and Recreation
- o Health and Wellness
- o Healthy Relationships
- o Character Education
- o Mentoring
- o Cultural Enrichment and Diversity
- o Civic Engagement and Community Service
- o Family and Parent Activities
- o Addition Prevention
- o Pregnancy and STI Prevention
- o Suicide Prevention
- o Programming Supporting Inclusive Practices
- o STEM (Science, Technology, Engineering, and Mathematics)
- o Entrepreneurship
- o Digital Literacy/Computer Training
- o Other activities: _____

Partnerships:

What types of partnerships did you utilize in your program? Select all that apply:

- o LEA (Local Education Agency/school)
- o Non-profit Organization
- o Private Business
- o Municipality or County
- o Federal Agency
- o Faith-Based Organization
- o Higher Education
- o State or Local Government Agency
- o Foundation/Philanthropic Organization
- o Local Health or Mental Health Care Organization
- o Law Enforcement
- o Other: _____

Number of partnerships: _____

Tuition:

Did the program charge tuition?

- o Yes
- o No

If yes, how frequently did you charge tuition?

- o Drop-in Fee
- o Weekly
- o Monthly
- o Quarterly
- o Annually

Tuition fee: _____

Programming Details:

Total number of days program was offered during the summer: _____

Months of operation (select all that apply):

- o June
- o July
- o August

Hours of operation (include before school programming hours):

- o Full-Day
- o Half-Day

Transportation:

Did your summer program provide transportation?

- o Yes
- o No

If no, please explain why transportation is not provided: _____

Details:

Did the summer program offer a snack?
- o Yes
- o No

Did the summer program offer lunch?
- o Yes
- o No

Did the summer program offer dinner?
- o Yes
- o No

DATA COLLECTION PRACTICES

Which of the following academic sources is the program tracking and/or utilizing for academic program improvement and/or outcomes? Check all that apply:

- o Grades
- o RISE Scores
- o SHARP Surveys (Student Health and Risk Prevention)
- o Sage Scores
- o DIBELS Scores
- o Homework completion
- o Dropout rates
- o Graduation rates
- o SAT/ACT scores
- o School-day attendance
- o FAFSA completions
- o Do not have access to information (please explain): _____
- o Other academic data (please specify): _____

What data platform do you utilize to track programmatic data (ex. youth attendance, activity participation, etc.)? Check all that apply:

- o Kidtrax
- o Salesforce
- o Excel
- o Google Sheets
- o Other: _____

Are you interested in learning more about Salesforce, a statewide system that UAN provides to track programmatic data (ex. youth attendance, activity participation, etc.)?
- o Yes
- o No
- o Maybe

Do you track behavioral data?
- o Yes
- o No

If so, what behavioral data is being tracked? _____

What tools are used to track behavioral data? _____

Do you track social and emotional outcomes?
- o Yes
- o No

If so, what social and emotional outcomes are being tracked?

_____

What tools are used to track social and emotional outcomes? _____

Do you track family engagement efforts?

- o Yes
- o No

If so, what family engagement efforts are being tracked?

_____

What tools are used to track family engagement efforts? _____

What types of surveys do you conduct? Check all that apply:

- o Youth Surveys
- o Parent/Family Surveys
- o Staff Surveys
- o Classroom Teacher Surveys

- o Community Surveys
- o Staff Exit Surveys
- o Not currently conducting surveys
- o Other (please specify):
  _____

To what extent do you agree or disagree with the following statements:
We utilize data to drive our ongoing quality improvement efforts:
- o Strongly Disagree
- o Disagree

- o Neutral
- o Agree
- o Strongly Agree

We utilize data to identify staff professional development needs:
- o Strongly Disagree
- o Disagree

- o Neutral
- o Agree
- o Strongly Agree

All program staff understand why and how all data is collected:
- o Strongly Disagree
- o Disagree

- o Neutral
- o Agree
- o Strongly Agree

All data collected is reflective of current objectives and goals:
- o Strongly Disagree

- o Disagree

- Neutral
- Agree
- Strongly Agree

Please provide a brief success story or specific outcome measure that highlights the impact your program has had on the youth and families you serve. For example, 85% of youth attending 30 days or more (100 youth) increased their school-day attendance.

_____

_____

_____

UTAH AFTERSCHOOL NETWORK TOOLS

Quality Tool & Action Plan:

Did the implementation of the Quality Tool Self-Assessment Tool help increase program quality?

- Yes
- No

Did your program complete an Action Plan for the 2024-25 school year?

- Yes
- No

If so, please complete the narrative section describing the program's progress on goals:

_____

_____

_____

UAN Support:

Did the program receive support from an Out of School Time (OST) Specialist throughout the year?

- Yes
- No

Who is your OST Specialist? _____

What type of support did the program receive from an OST Specialist? Check all that apply:

- In-person Support
- Program Observation
- Training or Presentation
- Resources or Curriculum Support
- Email Resources
- UAN Newsletter
- Coaching
- Social Media
- Other: _____

Did the resources and/or support received from your OST Specialist help increase program quality?

- Yes

o   No

Please provide a narrative to describe the resources and support you received and how they were or were not effective in supporting your quality improvement.

_____

_____

_____

Professional Learning:

Did one or more staff from the program participate in a UAN Professional Learning event or training this year?

o   Yes

o   No

Which event(s) did you and/or your staff participate in?

o   Jump Start Conference

o   Southern Recharge Workshop

o   Northern Recharge Workshop

o   Well-Being Institute

o   UAN eLearning Institute

Did participation in one or more UAN Professional Learning events enhance professional growth for you and/or your staff?

o   Strongly Disagree

o   Disagree

o   Neutral

o   Agree

o   Strongly Agree

Please provide a narrative about why UAN Professional Learning events did or did not increase program quality.

_____

_____

_____

Did participation in one or more UAN Professional Learning events deepen personal and/or staff reflection and self-assessment of exemplary program quality?

o   Strongly Disagree

o   Disagree

o   Neutral

o   Agree

o   Strongly Agree

What training(s) or strategies would have been most useful to you during this school year?

_____

_____

_____

Regional Networks:

Did one or more staff from the program participate in a Regional Network this past year? Select all that apply.

- o Yes
- o No
- o I don't know what a Regional Network is.
- o I want to learn more about how I can participate.

If so, did participating in a Regional Network help increase program quality?

- o Yes
- o No

Please provide a narrative about why participating in a Regional Network this year did or did not increase program quality.

_____

_____

_____

School Day Alignment:

Did the program complete the Align for Success: Out of School Time Partnership Rubric for the 2024-25 school year?

- o Yes
- o No

Please provide a description of the progress the program has made with the goals set in the Align for Success: Out of School Time Partnership Rubric between the school day and afterschool teams.

_____

_____

_____

Did completing the Align for Success: Out of School Time Partnership Rubric help increase program quality?

- o Yes
- o No

Please provide a narrative about why completing the Align for Success: Out of School Time Partnership Rubric this year did or did not increase program quality.

_____

_____

_____

Did utilizing school day and afterschool alignment resources on the UAN website help increase program quality?

- o Yes
- o No

Please provide a narrative about why utilizing the alignment resources this year did or did not increase program quality.

_____

_____

_____

Resources:

Did utilizing the resource library on the UAN website help increase program quality?

- o Yes
- o No

Please provide a narrative about why utilizing the alignment resources this year did or did not increase program quality.

_____

_____

_____

Advocacy:

What advocacy events did your program participate in this year?

- o Advocacy 101
- o Afterschool Day on the Hill
- o Lights on Afterschool
- o National Summer Learning Week
- o Utilized UAN Day on the Hill materials
- o Invited your legislator(s) or local leaders to your program
- o Sent messages to your legislators
- o Invited UAN to your Lights On event

Are you interested in getting more involved in municipal, state, and federal advocacy efforts?

- o Yes
- o No
- o Maybe