# Reengagement Opportunity Grants (ROG)

# End-of-Year Reengagement Data Reporting

## Data Reports Due

### What Reengagement Data Reports are Due for Quarter 4 Reporting?

Please complete the Program Data Report and the Participant Data Report as follows:

1. **Program Data Report** (the Excel file online) due July 15, 2022:

   ☐ Complete Quarter 4 Column on the Program Data Report. (Numbers of Youth Served in the months of April, May, and June), and
   ☐ Complete Annual Column on the Program Data Report. (Unduplicated numbers from July 1, 2021, through June 30, 2022, which is the 1st program year of the biennium grant period.)

| Q4 | Annual: |
|---|---|
| April 1 – June 30, 2022 | Unduplicated counts during reporting year. The reporting year runs from July 1, 2021 (or the ROG program start date) through June 30, 2022. |

2. **Participant Data Report** (the SmartSheet Gov file online) due July 15, 2022:
   ☐ Complete the Participant Data Spreadsheet (in SmartSheet Gov).

   Important notes:
   - After you submit the Participant Data Report, your grant manager will check the report for completeness and consistency.  Please respond promptly to any action items emailed to you.  *To receive approval (reimbursement) for Quarter 4 reporting, the Participant Data Spreadsheet must be approved by your grant manager.*
   - To allow programs to validate certain data points, such as (a) obtain credits numbers and credential completions from transcripts/official records and (b) verify youth exit status, Grantees can correct / validate data points in the spreadsheet during a validation window. *To receive reimbursement for Quarter 5 reporting (due Oct 15, 2022), all required Quarterly Reporting must be approved by your grant manager first, including the validated Year 1 Reengagement Participant Data Report.*

## End Dating Participant Data Report

### Do continuing students need an Exit Date and Exit Status for end-of-year reporting?

Yes, each program year, the Individual-Level Participant Data Spreadsheet needs to be "end dated" and all exit column information must be provided.

The Data Reporting for Q4 serves as the Year 1 Annual Data Report and as such takes on increased significance. To this end we would like to provide tips and reminders on how to successfully complete the Annual (Q4) Data Report.

### Annual (Q4) Data Report

1. The Annual Data Report is the name given to the Data Report submitted in Quarter 4.
2. What is unique to the Annual Data Report is that all youth <u>actively</u> receiving grant related services (i.e., they have not previously been given a Program End Date (or "Reengagement Program Exit Date") at the end of Quarter 4 will be given a Program End (or "Exit") Date equal to the last day of the quarter (06/30/22).
   a. Note: The assigning of a Program End (or "Exit") Date to active youth at the end of Q4 does not override existing Program End (or "Exit") Dates. That is, assign the Program End (or "Exit") Date as would be typical, when a youth stops receiving services, if the cessation of services happens before June 30, 2022. For all youth that are still actively receiving services at the end of Q4, use the Program End Date (or "Reengagement Program Exit Date") of 06/30/2022.

These scenarios illustrate these guidelines:

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**Scenarios:**

**Question**: Our program ends on June 15, 2022, and will pick up again on September 1, 2022. The youth are expected to return. What is the Exit Date and Exit Status?

**Answer**:

- Write "June 15" for the end of year wrap-up Exit Date.
- Write "ACTIVE in Program" for the end-of-year wrap-up Exit Date. ==(If the youth does not return, you can update this information during the validation period.)==

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**Question**: Our program runs year-round, so we have youth working with case managers as of 6/30/2022 and they will continue to be working with the same case managers as of 7/1/2022. What is the Exit Date and Exit Status?

**Answer:**

- Write "June 30" for the end-of -year wrap-up Exit Date.
- Write "ACTIVE in Program" for the end-of-year wrap-up Exit Date.

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## End-of-Year Participant Data Report Resources & Tools

## Are there additional resources?

## Q&A Sessions
Reengagement Grant Managers will have a live Data Demonstration and Q&A Sessions on Reengagement Data Reporting as follows:

**What?** Live Data Demonstration and Q&A (for Reengagement)
**When?** Thursday, July 7, 2022 at 11AM.

## Resources
Also see YDD Website with Participant Data Manual, Program Data Guide, and other posted Data FAQs.

Direct link to manual located on the YDD Technical Assistance Website: ROG Participant Data Report Quick Start Guide and Data Manual  (Posted 11/17/2021)

# End-of-Year Reengagement Participant Data Report Checklist

## Checklist
Use the following checklist to verify accuracy in reporting:

Eligibility:
☐ Have I verified that I selected the correct "Eligibility Code" for each participant?
☐ Have I verified the youth did not earn a high school credential before July 1, 2021?
☐ Have I checked maximum/minimum age requirements and age requirements by the eligibility code selected?

> *Age Requirements from Data Manual Page 11:*
>  [A] reengaged youth…[m]ust be at least 14 years and <u>under 21 years of age on the first day of the school year</u> or, if unknown, on September 1 (September 1, 2021, for year 1 and September 1, 2022, for year 2).
> a. If the youth's eligibility is based on Criterion D, they must not be younger than 16 years at Reengagement Program enrollment.

• To check minimum age, ensure that all youth were born on or before 9/1/2007.
• To check maximum age, ensure that all youth were born on or after 9/1/2000.
• If eligibility Criterion D is selected, youth was at least 16 years old on Reengagement program entry date.

General:
☐ If a youth exited Reengagement program and later returned, have I started a *new row* for this individual?
☐ Are all cells completely filled in (except where the column is marked "Optional")?
☐ Was the data I submitted for "HS Entry Cohort School Year, Special Education, and Section 504" all taken from official school records only?  (If not, follow instructions to record "Unknown".)

Credits/GED Tests:
☐ At Exit, have I collected and verified information *from official school/GED records* for "Number of Credits Earned during Reengagement" and/or "Number of Official GED Tests Passed during Reengagement"?
☐ Were all credits or tests passed recorded on the spreadsheet earned during enrollment in Reengagement Services?

Interviews:
- ☐ Have I conducted the appropriate intake and exit interviews to determine all necessary information (e.g., I have spoken with youth about reasons for disengagement, why they enrolled in my program, about next step plans, etc.)?

End-of-Year Reporting:
- ☐ Have I provided an exit date for all students?
- ☐ Have I provided a program exit status for all students?

# Start of Program Year Two Reporting

## Data Reporting for Program Year 2: July 1, 2022 through June 30, 2023

### What changes will there be in Year Two of Data Reporting?
You will continue to use the same data reporting templates for the biennium.

### How do I enter continuing students in the Participant Data Sheet for Program Year 2?
For youth that have periods of enrollment in both Program Year 1 (7/1/21-6/30/22) and Year 2 (7/1/22-6/30/23), you will have at least **two rows** on the Participant Data Report for each youth, one for Program Year 1 and one for Program Year 2. For youth with enrollment in both Program Year 1 and Program Year 2, use the following guidelines in program year 2.

| | |
|---|---|
| **Legal Last Name** | Copy Original ("Copy Original"=copy Program Year 1 row) |
| **Legal First Name** | Copy Original |
| **Legal Middle Name** | Copy Original |
| **Suffix** | Copy Original |
| **Youth's District/ Local Student ID #** | Copy Original |
| **Youth's Secure Student Identifier (SSID)** | Copy Original |
| **Date of Birth** | Copy Original |
| **Gender** | Copy Original |
| **Hispanic or Latino/a/x** | Copy Original |
| **Race/s** | Copy Original |
| **Additional Race/Ethnicity Information** | Copy Original |
| **Native/Indigenous Identity/Identities** | Copy Original |

| | |
|---|---|
| **Current Grade (if seeking Diploma), GED, or AHSD** | Copy Original |
| **High School Entry Cohort School Year** | Copy Original |
| **Special Education** | Copy Original |
| **Section 504** | Copy Original |
| **Economic Disadvantage** | Copy Original |
| **Last School Code Enrolled Prior to Reengagement** | Copy Original |
| **Current School/Program of Educational Services after Reconnection** | Copy Original |
| **Reengagement Begin Date** | 7/1/2022, or<br>1st day of reengagement programming for 2nd year of grant, or<br>1st day youth's enrollment in 2nd year of the grant. |
| **Eligibility Code** | Copy Original |
| **Reengagement Program Entry Status** | Select "Returning Student" |
| **How Youth Heard about the Program** | Select "Returning Student" |
| **Living Situation** | Snapshot at beginning of program year 2 enrollment. |
| **Reasons for Disengagement** | Copy Original |
| **Reasons for Entering** | Copy Original |
| **Number of Credits Earned during Reengagement** | Program Year 2<br>(This will be completed with the total earned credits during second program year (7/1/2022-6/30/2023) during youth's period of enrollment with the reengagement program) |
| **Number of Official GED Tests Passed during Reengagement** | Program Year 2<br>(This will be completed with the total number of official tests passed during second program year (7/1/2022-6/30/2023) during youth's period of enrollment with the reengagement program) |
| **High School Credential Earned** | Program Year 2 |
| **Date High School Credential Earned** | Program Year 2 |
| **Follow-up Services** | Program Year 2 |
| **Employed** | Program Year 2 |
| **Reengagement Program Exit Status** | Program Year 2 |
| **Reengagement Program Exit Date** | Program Year 2 |