

EBB Data Collection & Accountability Checklist

Registration

- Forms are turned into the designated Site EBB Mailbox
- Forms are checked onsite for signatures and complete demographic information by appropriate personnel.
 - Incomplete forms will be returned to student and/or calls are placed to the family
- Forms are date stamped after the deadline period
- Referral registrations are put into ETO first - tagged or identified as “priority”
- All registration information is put into ETO before class enrollment period begins

Activity Enrollment / Sign Up

- Designated Data staff enters student class preferences
- Designated Data staff manages class capacity and maintains activity wait lists (utilizing time/date stamp information)
- Initial rosters are reviewed by Site Coordinators and Recreation Specialists for provider distribution
- Wait lists are generated for each relevant class

Initial 2 Weeks of Session

- If a student shows up without a registration form one day, they are allowed to stay at the program, but are sent home with a registration form that day.
 - A student may not be placed into just any activity without the consultation of providers & staff prior to the session. This requires a discussion with each provider prior to the session to determine what they are capable of accommodating (last minute).
 - Before calling the parent staff must check wait lists & allowable class capacity (maximum) in order to inform student/parent of placement options. A call is then made to their parents. We can't guarantee activity placement of choice.
- Rec Data person must verify the number of students in each class (as a result of current attendance). Must confirm with the provider attendance records and identify any discrepancies.
- Rec Data person must share this information with the Site Coordinator and Recreation Specialist to confirm/determine if a class will continue.
- A Class will be cancelled if it does not have a minimum of 8 kids attending by Week Three (i.e., if fewer than 8 youth appear at week 2, the class will be cancelled)
- When a class is cancelled, the students must be reassigned to a new class. Be mindful of wait lists and Classes capacity limits in order to present viable placement options before calling parents.
- Once parents confirm new placement is suitable (time, day, activity etc...) the Rec Data person must reassign students in ETO. A new roster for the provider must be generated before the start of the third week.
- New placements must be done during week 2.
- Recreation Specialist must inform Cheryl Jenkins (MCCC Data Manager) when a class will be cancelled in order to disable it in ETO

Attendance

- Providers are responsible for taking attendance and maintaining their own attendance records; this information must be shared with the EBB Rec Data person.
- Rec Data person is responsible for daily attendance data entry and checking for discrepancies across the site.
- Rec Data person will review attendance records daily for the following purposes:
 - Quickly identify students who are absent-but-not-absent-from-school to
 - follow up with parents and/or MCPS Administration regarding their whereabouts
 - identify if they are simply in another activity
 - Check on students who are present-but-not-on-the-roster to
 - confirm we have student's completed registration
 - ensure their parent's consent to participate
 - Under both circumstances - the Rec Data person must consult with the ASL & SC.
 - Be mindful of class capacity limits and wait lists as you enroll students & make changes
 - All discrepancies must be rectified and rosters updated in ETO (preferably On Site)
- If a student has missed 2 consecutive classes, follow up is required using one or all of the below strategies:
 - Check lists to rule out discrepancy or placement error
 - Discuss with MCPS Administration to determine if there is a reasonable excuse or extenuating circumstances
 - Inform and discuss with parent
 - Especially if there is a waitlist for the class, EBB Team must discuss removal options for student
 - If there are changes, Rec Data person must update ETO immediately and generate a new roster for provider

Data Entry & ETO Requirements

- A complete list of approved ETO users for registration input **ONLY** should be provided to Cheryl
- A complete list of identified Rec Data staff should be provided to Cheryl
- **ETO passwords are NOT to be shared among staff**
- Data entry requirements:
 - Signature must be on form **BEFORE** entering
 - All demographics on sheet must be completed and entered - MCPS ID is important
 - Note must be made in ETO regarding data sharing permission
 - Must identify the best contact method for communication
 - Activity assignment - check for conflicts or incompleteness

Rosters

- The Rec Data person will generate rosters and send them to providers before the start of the program Session. Although provider outreach efforts are encouraged, there is no guarantee that rosters will be generated sooner than the week prior to the program's start.
- The Rec Data person will maintain all roster information, updates in ETO and then communicate all participant changes to providers
- The Rec Data person will furnish new rosters for providers as needed throughout the session

Accountability

- A designated staff member will check all EBB registration forms against ETO for discrepancies
- The Recreation Specialist will operate as the primary point of contact on data and ETO issues for Cheryl Jenkins
- Emily McDonnell, Youth Development Supervisor will ensure that the above protocols are executed properly and efficiently

Communication - Options in ETO

- Emails can go to past participants about sign-up when the information is ready to go with links to the online forms.
- Need to communicate to parents regarding the communication from the info@excelbeyondthebell.org account so they check their junk mail accounts
- Possible parent communications at start:
 - Email parents the student schedule
 - Email from a provider that needs to send out special info
- Feedback on the reports that can be generated from ETO:
 - Summary enrollment counts to monitor registration (at scheduled intervals)
 - Roster of participants with names and contact information
 - Attendance sheets for recording attendance (preferred format)
 - Attendance reports to monitor participation levels and individual absences (in addition: absence only report with phone numbers for calling)
 - ***ETO also has a mechanism for tracking referrals to the program from counselors etc.***