



Cityspan Database Workshop

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- Your commitments as a grantee
 - Use of the data
 - How the database works
 - Database demonstration
 - Adding programs
 - Enrolling attendees
 - Tracking attendance
 - Staff clearances
 - Generating reports
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- Grantee commits to securely:
 - Register participant information
 - Track program attendance
 - Track staff clearances
- Grantee commits to secure data transmission -> *Not over email*



- Who is a Learn24 participant?
 - Only required to track Learn24 participants
 - Programming funded/enabled by the grant
 - Served by grant from grant agreement
- Demographic information
 - Grade, Address and Gender will be required
 - To confirm DC residency and match with OSSE



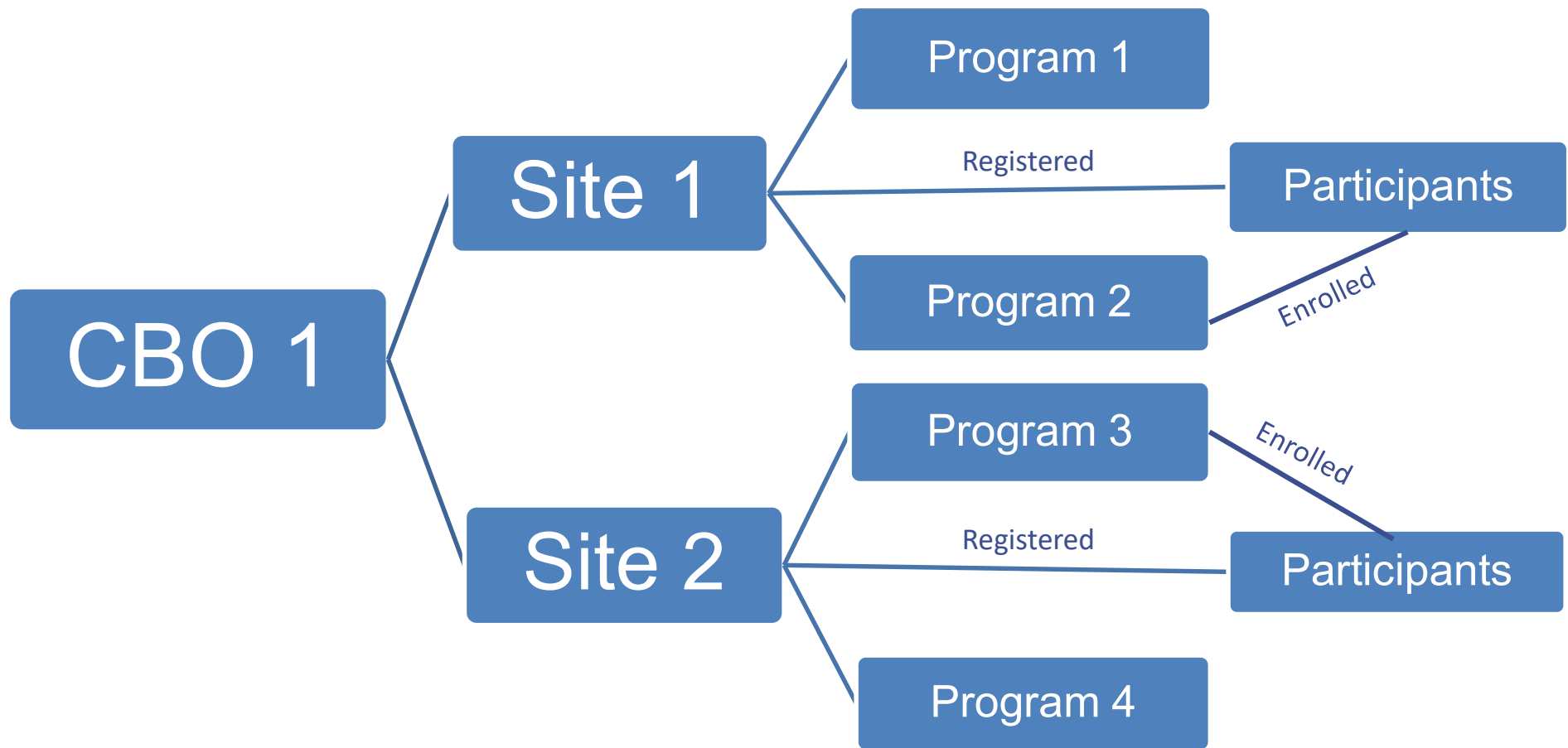
SAYO-Y Youth Survey

- Grantees will administer a youth program survey, the SAYO-Y, through database
- Responses from a minimum of 30 youth who are in 4th grade and above
 - *N/A if program serves younger students*
- Information will be coming later regarding virtual administration

- Grantee will get access to some educational indicators
 - In school attendance
 - Data will be used to improve and report citywide and program outcomes
 - In progress
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Cityspan Database Structure

- Information in the database is organized at different levels



Data must be entered in the correct **order**:

1. Enter organization information: **data team, then you**
 2. Enter site information: **data team, then you**
 3. Create the program/activity at the correct site location: **you**
 4. Enter the participants into the database at their site (only needs to be done once): **you**
 5. Enroll the participants into the program/activity: **you**
 6. Track their attendance at the program: **you**
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Cityspan Database

- To create new database accounts, or add site locations, email learn24data@dc.gov
- Grantees enter:
 - Program information
 - (or upload) Participant and attendance information once programs start
- Programs are for specific periods of time
 - Example: Your Summer 2021 Program from 6/20/2021-8/10/2021. Align with specific grants
- Grantees can also enter staff information and track staff clearances



- **Entry versus upload**
 - To register participants and track attendance you can either upload the information or enter directly into browser/database
 - *Upload using excel is not required*
 - *Uploading easier for larger CBOs*
 - In the database you can generate attendance **reports**
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Cityspan Database Demonstration