



CCLC Evaluation Surveys and Reports

Center for Research in Educational Policy (CREP)
Margie King, Project Manager
Margie Stevens, SMS Administrator



THE UNIVERSITY OF
MEMPHIS®

Survey Management System (SMS)

- All reports and surveys are administered via CREP's online Survey Management System (SMS).
- All electronic data is maintained in SMS.

Grantee Monitoring Document (GMD)

- One GMD is completed to include data for all centers/sites for each grant.
- The GMD is not completed until the second year of your grant.
- What is reported in the GMD?
 - Operation information
 - Programs and changes to program
 - Financial management
 - Strategies for improvement
 - Partners

Annual Local Evaluation Report Template (ALERT)

- One ALERT form must be completed for each **center/site** within each grant.
- What is reported in the ALERT?
 - Grant objectives
 - Activities
 - Data sources
 - Results
 - Promising practices
 - Challenges

Annual Local Evaluation Report Template (ALERT)

- Official email notification with instructions and submission deadline will be sent from VDOE in **early spring**.
- You will receive an e-mail from Center for CREP with your user id and password.

Annual Local Evaluation Report Template (ALERT)

- Complete ALERT directly through CREP Survey Management System (SMS).
- Survey is located at www.crepsurveys.net/Survey/

Annual Local Evaluation Report Template (ALERT)

- Enter user ID and password sent to you from CREP.
- Note: Both user ID and password are case sensitive.



Center for Research in Educational Policy
Survey System

Please log in:

User ID:

Password:

[Forget your password?](#)



Annual Local Evaluation Report Template (ALERT)

- Technical Guide for completing the ALERT is available to read/print.
- Click on **Submit Observation Data**.



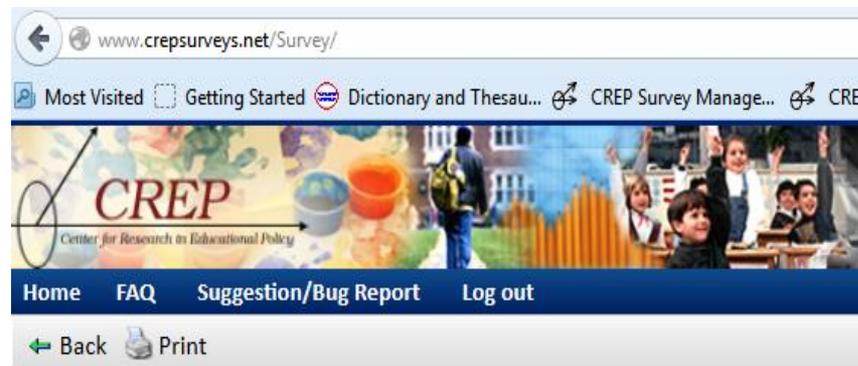
CREP Data Collector Home

Welcome, Fairfa6P

-  [My Check List](#)
-  [Submit Observation Data](#)
-  [View Data Summary Reports](#)
-  [Technical Guide to Completing the ALERT v6.1](#)

Annual Local Evaluation Report (ALERT)

- **Select** the name that corresponds with your **site's name**.
- **Remember:** Complete a separate ALERT for each site.
 - Make sure all active sites are listed. Please notify us if any site is missing.



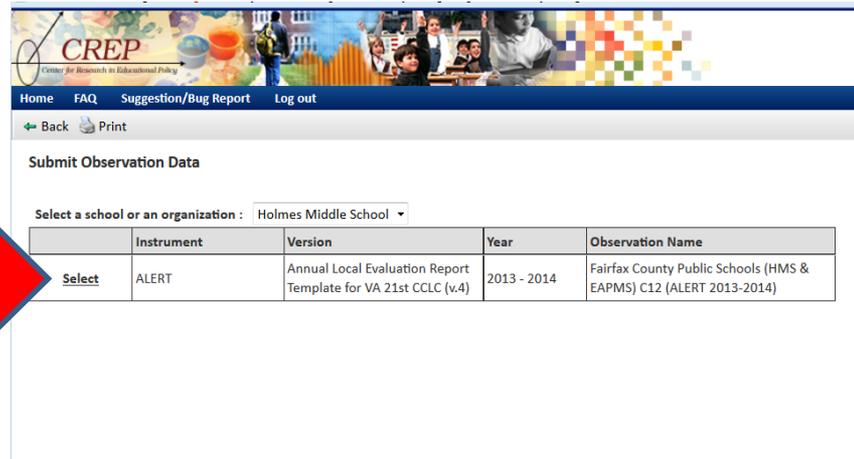
Submit Observation Data

Select a school or an organization :

- Select One --
- Holmes Middle School
- Poe Middle

Annual Local Evaluation Report Template (ALERT)

- Click on **Select** to complete the ALERT.



The screenshot shows the CREP website interface. At the top, there is a navigation bar with links for Home, FAQ, Suggestion/Bug Report, and Log out. Below this is a sub-navigation bar with Back and Print options. The main content area is titled 'Submit Observation Data' and features a dropdown menu for 'Select a school or an organization' currently set to 'Holmes Middle School'. Below the dropdown is a table with the following data:

	Instrument	Version	Year	Observation Name
Select	ALERT	Annual Local Evaluation Report Template for VA 21st CCLC (v.4)	2013 - 2014	Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014)

Annual Local Evaluation Report Template (ALERT)

- Click on the calendar icon.
- Select the date ALERT was completed.



Annual Local Evaluation Report Template

Survey Name: Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014)
School Name: Holmes Middle School
City: Alexandria
State: VA
Today's Date: Oct 03, 2014

Observer Name:
Observation Date: * (MMM dd, yyyy)

Sections 4402(c)(3)(C) and 4403(a)(13) of Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) Grant, of the Elementary and Secondary Education Act (ESEA) requires that state education agencies provide a comprehensive evaluation of the effectiveness of 21st CCLC programs and activities within the state. The Virginia Department of Education uses the information collected in the evaluation process for purposes of decision-making, program refinement, and quality improvement.

If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).

Annual Local Evaluation Report Template (ALERT)

- Enter text into fields.
- Click check boxes to select responses.
- Form expands with questions related to selected responses.

The screenshot displays the 'Annual Local Evaluation Report Template (ALERT)' web form. At the top, there is a header with the CREP logo (Center for Research in Educational Policy) and the University of Memphis logo (Dreamers. Thinkers. Doers.). Navigation links include Home, FAQ, Suggestion/Bug Report, and Log out. A secondary navigation bar contains Back, Preview, Save as Draft, Print, and Spell Check. The form is divided into several sections:

- Identifying Information:** Contains four numbered questions with text input fields:
 1. School(s) Served:
 2. Grades Served:
 3. Total Enrollment during this School Year:
 4. Total Enrollment for the Summer (if applicable):
- Executive Summary (500 words maximum):** Contains one question:
 1. Please summarize the center's program, including its objectives and activities offered.
- Objectives, Activities, Data Sources, and Results:** This section is currently empty.
- OBJECTIVES:** Contains one question:
 1. Which of the following objectives did your program address (Check all that apply):
 - Improve student academic achievement (state mandated)
 - Provide parent education (state mandated)
 - Improve student behavior
 - Provide enrichment opportunities
 - Improve community partnerships
 - Other
- Recommendations:** Contains one question:
 1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e. 1., 2., 3., etc.)

Annual Local Evaluation Report Template (ALERT)

- For security reasons, your session may time out.
- **Print** a paper copy as a back up.
- **Save as draft** to return to it later.
- Click on **Save as Draft**.

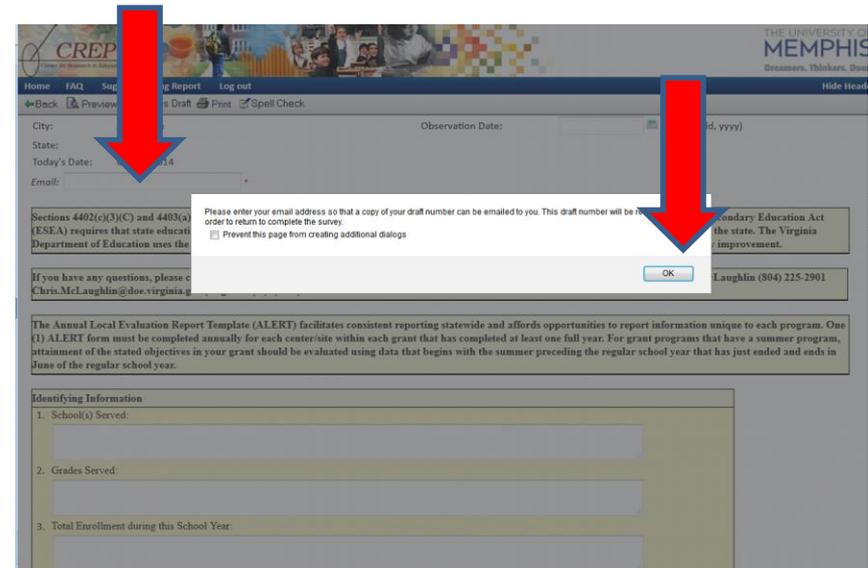
The screenshot shows a web form for the Annual Local Evaluation Report Template. The form is titled "Annual Local Evaluation Report Template (ALERT)" and is hosted by the University of Memphis. The form includes several sections:

- 3. Total Enrollment during this School Year:** A text input field.
- 4. Total Enrollment for the Summer (if applicable):** A text input field.
- Executive Summary (500 words maximum):** A text input field with the instruction "1. Please summarize the center's program, including its objectives and activities offered."
- Objectives, Activities, Data Sources, and Results:** A section containing:
 - OBJECTIVES:** A question "1. Which of the following objectives did your program address (Check all that apply)" with checkboxes for:
 - Improve student academic achievement (state mandated)
 - Provide parent education (state mandated)
 - Improve student behavior
 - Provide enrichment opportunities
 - Improve community partnerships
 - Other
- Recommendations:** A text input field with the instruction "1. Please provide recommendations that might improve the program in the future. Please be specific. Indicate the objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)"

At the bottom of the form, there are buttons for "Back", "Preview", "Save as Draft", "Print", and "Spell Check". Two large red arrows point to the "Save as Draft" and "Print" buttons.

Annual Local Evaluation Report Template (ALERT)

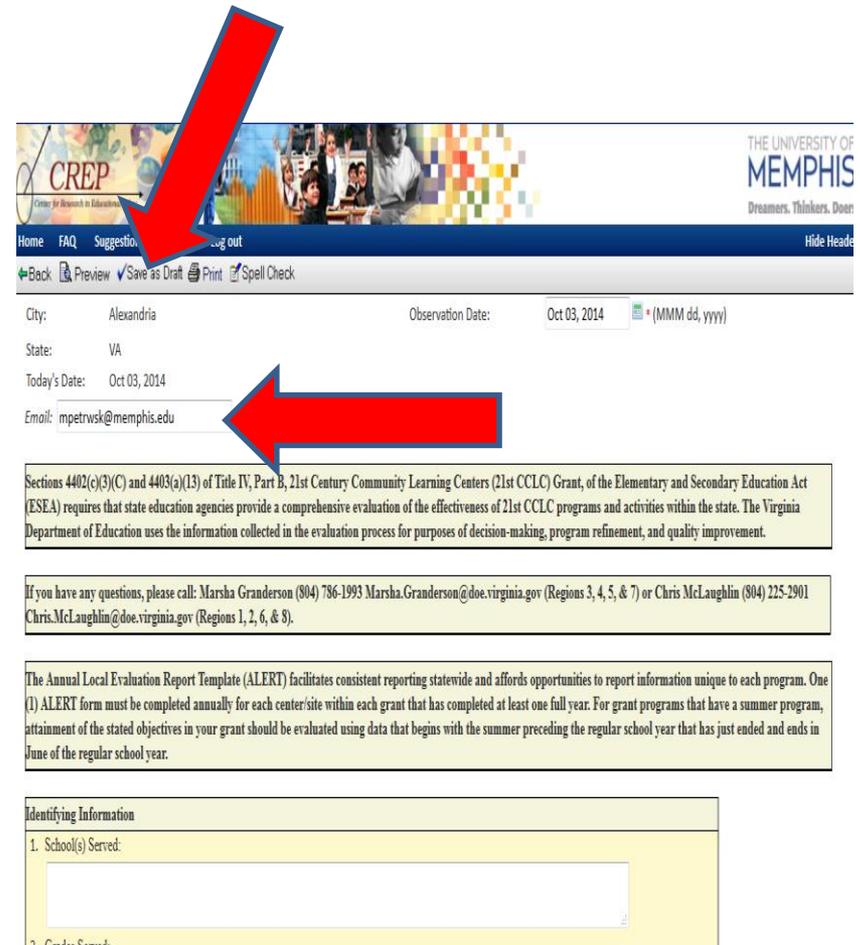
- You will be prompted to enter your email address. Click **OK** to continue.



The screenshot displays the ALERT web application interface. At the top, there is a navigation bar with links for Home, FAQ, Sign up, My Report, and Log out. Below the navigation bar, there are input fields for City, State, Today's Date, and Observation Date. A modal dialog box is open in the center of the screen, prompting the user to enter their email address. The dialog box contains the text: "Please enter your email address so that a copy of your draft number can be emailed to you. This draft number will be needed in order to return to complete the survey." and a checkbox labeled "Prevent this page from creating additional dialogs". An "OK" button is visible at the bottom right of the dialog box. Two red arrows point to the "Email:" field and the "OK" button. Below the dialog box, there is a section titled "Identifying Information" with three numbered items: "1. School(s) Served:", "2. Grades Served:", and "3. Total Enrollment during this School Year:". The text at the bottom of the page states: "The Annual Local Evaluation Report Template (ALERT) facilitates consistent reporting statewide and affords opportunities to report information unique to each program. One (1) ALERT form must be completed annually for each center/site within each grant that has completed at least one full year. For grant programs that have a summer program, attainment of the stated objectives in your grant should be evaluated using data that begins with the summer preceding the regular school year that has just ended and ends in June of the regular school year."

Annual Local Evaluation Report Template (ALERT)

- Enter your email address.
- Then click **Save as Draft** again.



The screenshot shows the ALERT form interface. At the top, there is a header for the University of Memphis and the CREP logo. Below the header is a navigation bar with links for Home, FAQ, Suggestions, and Log out. A red arrow points to the 'Save as Draft' button in the navigation bar. Below the navigation bar is a toolbar with buttons for Back, Preview, Save as Draft, Print, and Spell Check. The form fields are as follows:

City:	Alexandria	Observation Date:	Oct 03, 2014
State:	VA		
Today's Date:	Oct 03, 2014		
Email:	mpetrvsk@memphis.edu		

A red arrow points to the email input field. Below the form fields are three informational boxes:

Sections 4402(c)(3)(C) and 4403(a)(13) of Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) Grant, of the Elementary and Secondary Education Act (ESEA) requires that state education agencies provide a comprehensive evaluation of the effectiveness of 21st CCLC programs and activities within the state. The Virginia Department of Education uses the information collected in the evaluation process for purposes of decision-making, program refinement, and quality improvement.

If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).

The Annual Local Evaluation Report Template (ALERT) facilitates consistent reporting statewide and affords opportunities to report information unique to each program. One (1) ALERT form must be completed annually for each center/site within each grant that has completed at least one full year. For grant programs that have a summer program, attainment of the stated objectives in your grant should be evaluated using data that begins with the summer preceding the regular school year that has just ended and ends in June of the regular school year.

Identifying Information

1. School(s) Served:

7. Provider Contact:

Annual Local Evaluation Report Template (ALERT)

- You will get another message reminding you that you will need the “draft number” to access your work.

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Home FAQ Suggestion/Bug Report Log out

Back Preview Save as Draft Print Spell Check

City: Alexandria Observation Date: Oct 03, 2014 (MMM dd, yyyy)

State: VA

Today's Date: Oct 03, 2014

Email: mpetrvsk@memphis.edu

Sections 4402(c)(3)(C) and 4403(a) (ESEA) requires that state education Department of Education uses the

This feature allows you to save an incomplete draft response, so you can complete and submit your information at a later time. You will receive a "draft number" on the next page. You must have this number to access your incomplete response. Please print down this number.

OK Cancel

If you have any questions, please contact Chris McLaughlin (904) 225-2901
Chris.McLaughlin@doe.virginia.gov (AUGUST 13, 2013 10:00 AM)

The Annual Local Evaluation Report Template (ALERT) facilitates consistent reporting statewide and affords opportunities to report information unique to each program. One (1) ALERT form must be completed annually for each center/site within each grant that has completed at least one full year. For grant programs that have a summer program, attainment of the stated objectives in your grant should be evaluated using data that begins with the summer preceding the regular school year that has just ended and ends in June of the regular school year.

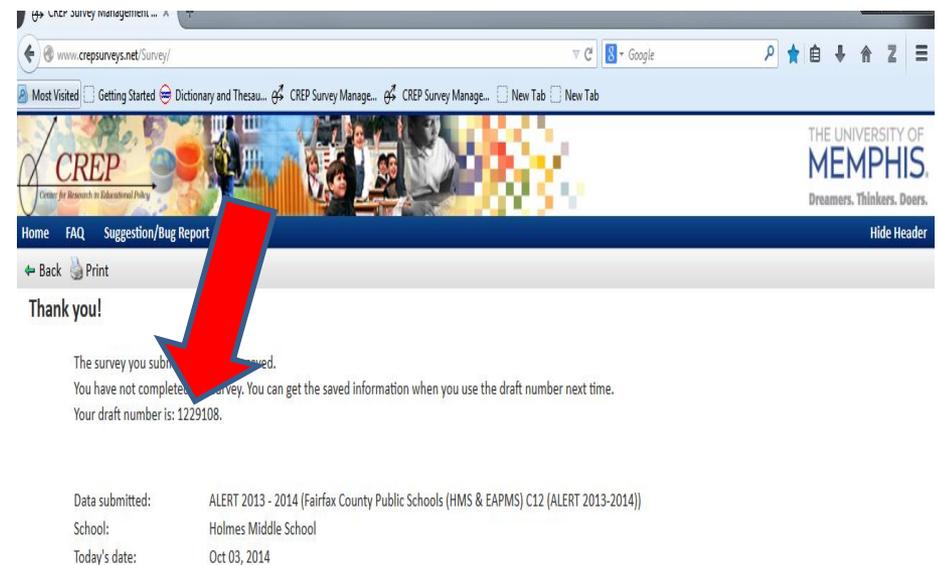
Identifying Information

1. School(s) Served:

2. Grades Served:

Annual Local Evaluation Report Template (ALERT)

- Write down the draft number.
- You will need this number again to access your draft.



The screenshot shows a web browser window with the URL www.crepsurveys.net/Survey/. The browser's address bar and tabs are visible. The page content includes a header for the University of Memphis with the logo and tagline "Dreamers. Thinkers. Doers.". Below the header is a navigation menu with links for "Home", "FAQ", and "Suggestion/Bug Report". The main content area displays a "Thank you!" message: "The survey you submitted has been received. You have not completed this survey. You can get the saved information when you use the draft number next time. Your draft number is: 1229108." A large red arrow points from the text "Your draft number is: 1229108." to the number "1229108.". At the bottom of the page, there is a table with the following information:

Data submitted:	ALERT 2013 - 2014 (Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014))
School:	Holmes Middle School
Today's date:	Oct 03, 2014

Annual Local Evaluation Report Template (ALERT)

- You will receive an email from crep@memphis.edu that contains your draft number.



To: CCLCTEST, mpetrwsk@memphis.edu

From: Survey Administrator, Center for Research in Educational Policy, University of Memphis

Date: Sep 18, 2015

Time: 09:27AM

You have just saved a DRAFT of your Observation.

Your DRAFT confirmation number is: 1251264

PLEASE NOTE: Your response is NOT complete yet. When you are ready to finish it, please log back in to the :

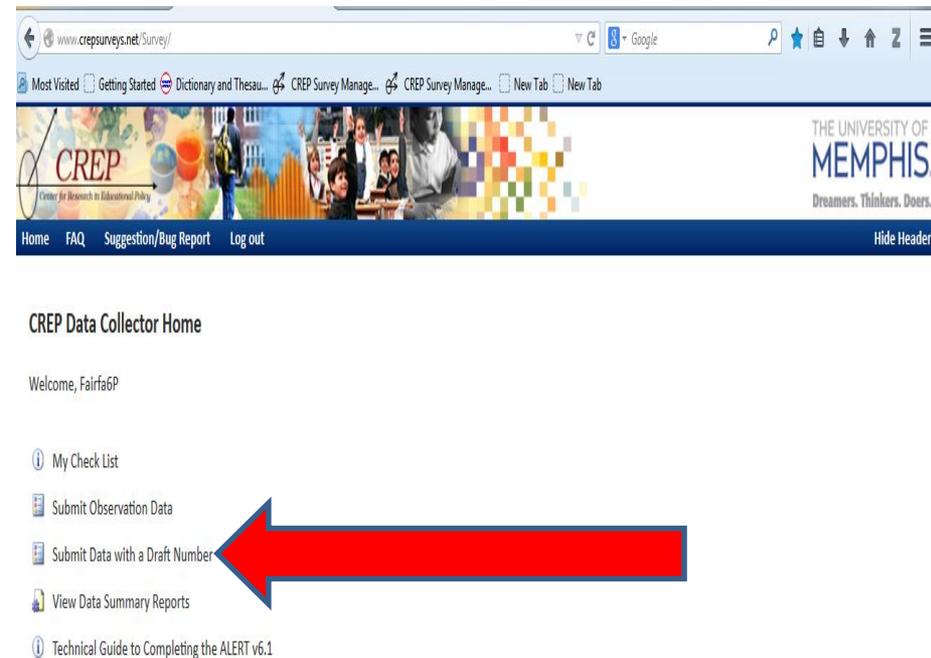
If you have any questions please contact:

Margie Stevens
Senior SMS Administrator
Center for Research in Educational Policy The University of Memphis
325 Browning Hall
Memphis, TN 38152-3340
Email: mpetrwsk@memphis.edu
Office (901) 678-3073
Fax (901) 678-4257

Annual Local Evaluation Report Template (ALERT)

To return to your saved draft:

- Log in with your user name and password like the first time.
- Click on **Submit data with a draft number.**



www.crepsurveys.net/Survey/

Most Visited Getting Started Dictionary and Thesau... CREP Survey Manage... CREP Survey Manage... New Tab New Tab

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Dreamers. Thinkers. Doers.

Home FAQ Suggestion/Bug Report Log out Hide Header

CREP Data Collector Home

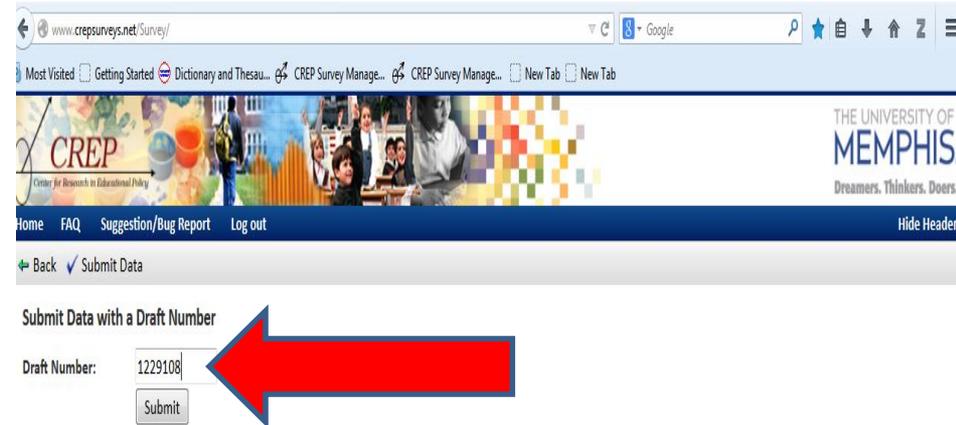
Welcome, Fairfa6P

- My Check List
- Submit Observation Data
- Submit Data with a Draft Number
- View Data Summary Reports
- Technical Guide to Completing the ALERT v6.1

Annual Local Evaluation Report Template (ALERT)

- Enter your draft number.*

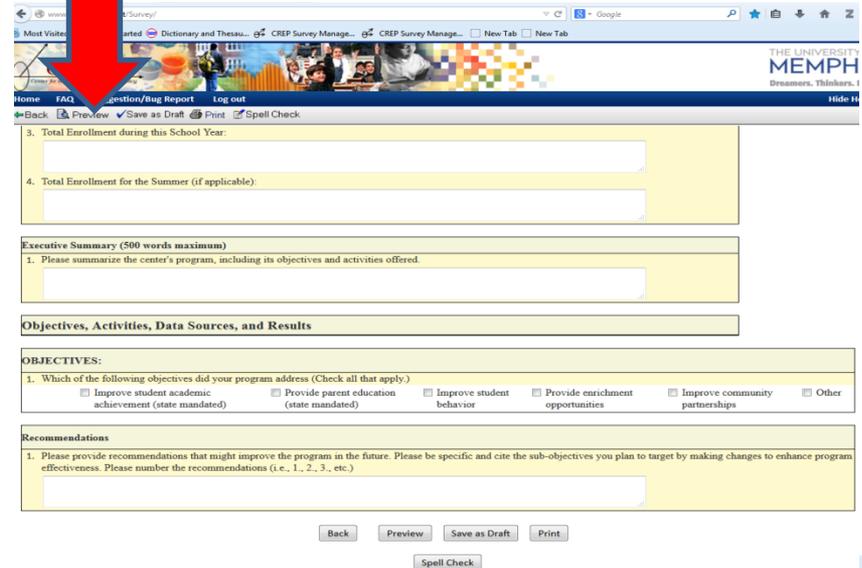
*If you saved your work multiple times, you must use the last draft number. If you can't find your number give us a call or email.



The screenshot shows a web browser window with the URL www.crepsurveys.net/Survey/. The page header includes the CREP logo (Center for Research in Educational Policy) and the University of Memphis logo (Dreamers. Thinkers. Doers.). The navigation menu contains links for Home, FAQ, Suggestion/Bug Report, and Log out. Below the navigation menu, there are buttons for Back and Submit Data. The main content area is titled "Submit Data with a Draft Number" and features a form with a "Draft Number:" label, a text input field containing "1229108", and a "Submit" button. A large red arrow points to the "Submit" button.

Annual Local Evaluation Report Template (ALERT)

- When you are ready to submit your report:
- Click **Preview** to review your responses.
- If you are satisfied, click **Submit**.



This screenshot shows the 'Preview' step of the ALERT form. The form includes sections for enrollment data, an executive summary, objectives, and recommendations. A red arrow points to the 'Preview' button at the bottom of the form.

3. Total Enrollment during this School Year:

4. Total Enrollment for the Summer (if applicable):

Executive Summary (500 words maximum)

1. Please summarize the center's program, including its objectives and activities offered.

Objectives, Activities, Data Sources, and Results

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply.)

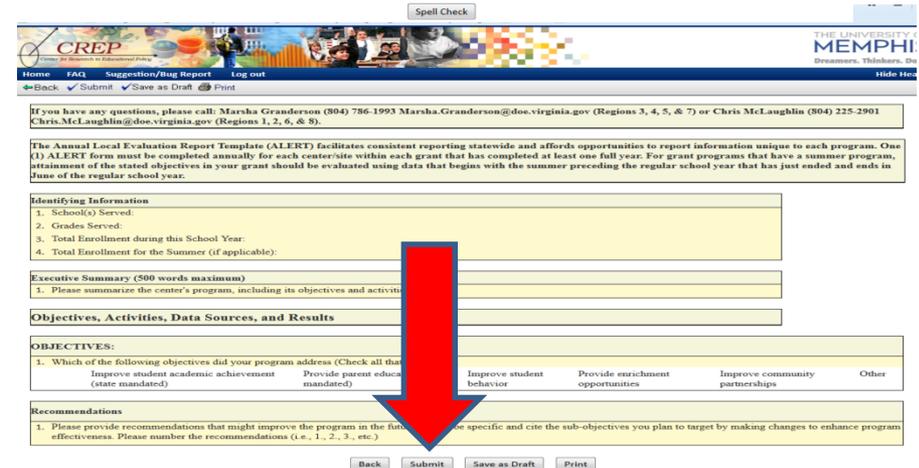
Improve student academic achievement (state mandated) Provide parent education (state mandated) Improve student behavior Provide enrichment opportunities Improve community partnerships Other

Recommendations

1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)

Back Preview Save as Draft Print

Spell Check



This screenshot shows the 'Submit' step of the ALERT form. The form includes sections for identifying information, executive summary, objectives, and recommendations. A red arrow points to the 'Submit' button at the bottom of the form.

CREP
Center for Regional Educational Policy

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Home FAQ Suggestion/Bug Report Log out

Back Submit Save as Draft Print

If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).

The Annual Local Evaluation Report Template (ALERT) facilitates consistent reporting statewide and affords opportunities to report information unique to each program. One (1) ALERT form must be completed annually for each center/site within each grant that has completed at least one full year. For grant programs that have a summer program, attainment of the stated objectives in your grant should be evaluated using data that begins with the summer preceding the regular school year that has just ended and ends in June of the regular school year.

Identifying Information

1. School(s) Served:

2. Grades Served:

3. Total Enrollment during this School Year:

4. Total Enrollment for the Summer (if applicable):

Executive Summary (500 words maximum)

1. Please summarize the center's program, including its objectives and activities offered.

Objectives, Activities, Data Sources, and Results

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply.)

Improve student academic achievement (state mandated) Provide parent education (state mandated) Improve student behavior Provide enrichment opportunities Improve community partnerships Other

Recommendations

1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)

Back Submit Save as Draft Print

Annual Local Evaluation Report Template (ALERT)

If you have made an error...

- Click on **Back** to make corrections.

The screenshot shows a web browser displaying the Annual Local Evaluation Report Template (ALERT) form. The browser address bar shows 'www.crepsurveys.net/Survey/'. The page header includes 'THE UNIVERSITY OF MEMPHIS' and 'Dreamers. Thinkers. Doers.'. The navigation menu includes 'Home', 'FAQ', 'Suggestion/Bug Report', and 'Log out'. Below the navigation menu, there are buttons for 'Back', 'Submit', 'Save as Draft', and 'Print'. The main content area contains several sections:

- Contact Information:** If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).
- Annual Local Evaluation Report Template (ALERT) Description:** The Annual Local Evaluation Report Template (ALERT) facilitates consistent reporting statewide and affords opportunities to report information unique to each program. One (1) ALERT form must be completed annually for each center/site within each grant that has completed at least one full year. For grant programs that have a summer program, attainment of the stated objectives in your grant should be evaluated using data that begins with the summer preceding the regular school year that has just ended and ends in June of the regular school year.
- Identifying Information:**
 - School(s) Served:
 - Grades Served:
 - Total Enrollment during this School Year:
 - Total Enrollment for the Summer (if applicable):
- Executive Summary (500 words maximum):**
 - Please summarize the center's program, including its objectives and activities offered.
- Objectives, Activities, Data Sources, and Results:**

OBJECTIVES:

 - Which of the following objectives did your program address (Check all that apply)

<input type="checkbox"/>	Improve student academic achievement (state mandated)	<input type="checkbox"/>	Provide enrichment opportunities	<input type="checkbox"/>	Improve student behavior	<input type="checkbox"/>	Provide enrichment opportunities	<input type="checkbox"/>	Improve community partnerships	<input type="checkbox"/>	Other
--------------------------	---	--------------------------	----------------------------------	--------------------------	--------------------------	--------------------------	----------------------------------	--------------------------	--------------------------------	--------------------------	-------
- Recommendations:**
 - Please provide recommendations that might improve the program's effectiveness. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1, 2, 3, ...)

At the bottom of the page, there are buttons for 'Back', 'Submit', 'Save as Draft', and 'Print'. A red arrow points to the 'Back' button.

Annual Local Evaluation Report Template (ALERT)

After all corrections are made...

- Then click on **Preview** again. (You can't submit until you have previewed again.)

The screenshot shows a web browser displaying the 'Annual Local Evaluation Report Template (ALERT)'. The browser's address bar shows 'www...et/Survey/'. The page header includes 'THE UNIVERSITY OF MEMPHIS' and 'Dreamers. Thinkers. Doers.'. The navigation menu includes 'Home', 'FAQ', 'Suggestion/Bug Report', and 'Log out'. Below the navigation menu, there are links for 'Back', 'Preview', 'Save as Draft', 'Print', and 'Spell Check'. The main content area is divided into several sections:

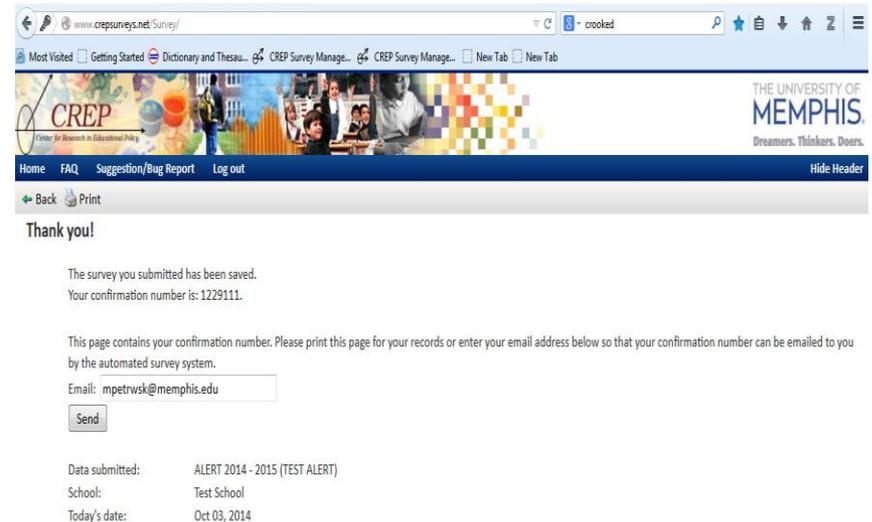
- OBJECTIVES:** A section with a question: '1. Which of the following objectives did your program address (Check all that apply.)'. Below the question are several checkboxes: 'Improve student academic achievement (state mandated)', 'Provide parent education (state mandated)', 'Improve student behavior', 'Provide enrichment opportunities', 'Improve community partnerships', and 'Other'.
- Improve student academic achievement activities:** A section with a question: '1. Which of the following activities were provided? (Please check all that apply.)'. Below the question are several checkboxes: 'Curriculum', 'Homework Assistance', 'Integrated projects', 'Tutoring', 'Regular communication with classroom teachers', 'Regular communication with parents', and 'Other'.
- Improve student academic achievement sub-objectives:** A section with a question: '1. If you selected Improve student academic achievement please indicate the sub-objective(s) you selected for your center's program:'. Below the question are several checkboxes: 'Improve performance on SOL Math assessment (state mandated and data provided by the state)', 'Improve performance on SOL Reading/Language Arts assessment (state mandated and data provided by the state)', 'Reduce grade retention', 'Improve grades in core subject areas', and 'Other'.
- Conclusions:** A table with columns 'Yes', 'Mixed Results', and 'No'. The first row contains the question: '1. Overall, did your site's 21st CCLC program meet its objective to improve student academic achievement?'. The 'Mixed Results' and 'No' columns have radio buttons.
- Recommendations:** A section with a question: '1. Please provide recommendations that might improve the program in the future. Be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1, 2, 3, etc.)'. Below the question is a large text input area.

At the bottom of the form, there are buttons for 'Back', 'Preview', 'Save as Draft', 'Print', and 'Spell Check'. A red arrow points to the 'Preview' button.

Note: Click on the Preview button to confirm your responses. Then you can submit the responses.

Annual Local Evaluation Report Template (ALERT)

- **Once you submit, you will not be able to make any changes to your submission.**
- **Enter your email address.** Your confirmation number will be sent to this address.



Annual Local Evaluation Report Template (ALERT)

If you have another site associated with the grant:

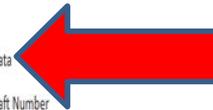
1. Click on **Home**.
 2. Select the next site to complete.
- You will be sent a copy of each site report via e-mail at the beginning of the next week.



CREP Data Collector Home

Welcome, Fairfa6P

- My Check List
- Submit Observation Data
- Submit Data with a Draft Number
- View Data Summary Reports
- Technical Guide to Completing the ALERT v6.1



Requesting Assistance (ALERT)

- Suggestions/Bug Reports: Received anonymously by system administrator (unless you would like to provide your contact information).
- If you need a correction made after you submit please contact us. **Please do not start over.**



The screenshot shows a web browser window with the URL www.crep-surveys.net/Survey/. The browser tabs include 'Most Visited', 'Getting Started', 'Thesau...', 'CREP Survey Manage...', 'CREP Survey Manage...', 'New Tab', and 'New Tab'. The page header features the CREP logo (Center for Research in Education) and The University of Memphis logo (Dreamers. Thinkers. Doers.). The navigation menu includes 'Home', 'FAQ', 'Suggestion/Bug Report', and 'Log out'. The main content area is titled 'CREP Data Collector Home' and displays a welcome message: 'Welcome, Fairfa6P'. Below the welcome message, there is a list of links: 'My Check List', 'Submit Observation Data', 'View Data Summary Reports', and 'Technical Guide to Completing the ALERT v6.1'. A large red arrow points to the 'Suggestion/Bug Report' link in the navigation menu.

Technical Questions

Contact CREP SMS Administrators

Margie Stevens	Sylwia Feibelman
mpetrwsk@memphis.edu	sbialas@memphis.edu
Direct (901) 678-3073	Direct (901) 678-5222

Toll Free (866) 670-6147

