

21st CCLC Compass System Guidance

Idaho State Department of Education
21st Century Community Learning Centers

21st CCLC Compass System Guidance

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I. Compass System Data Collection Information

Compass is a secure, online data management and evaluation tool that expedites data entry, organizes program participant data, links such data (at the participant level) with academic outcomes data, allows for easy student tracking, generates a variety of reports, and conducts statistical analyses to monitor and evaluate program success” (<http://www.cobroconsulting.com/compass>, 2016).

For 21st Century Community Learning Center (21st CCLC), the Compass System is used to collect data for state and federal performance measures. Primarily it focuses on three (3) types of participants: students, parents and staff.

The Compass System is used to measure the effectiveness of programs based on: activities/services, participant attendance and academic and non-academic outcomes.

The Compass System will be used for:

- Idaho State Annual Performance Report – Total Students Served, Total Regular Program Participants, Average Daily Attendances, Timeframe of Services, Outcomes (State Assessment), Parent Involvement and Staff Professional Development.
- 21APR Tactile Group Collection System – Staffing, Participation (Demographics & Attendance) and Outcomes.



The screenshot shows a web browser window with the URL www.cobroconsulting.com/compass. The website header features the CoBro Consulting logo and a navigation menu with links for Home, About, Services, Our Clients, Resources, and Contact Us. The main content area is titled "Compass System" and includes a compass icon with the word "COMPASS" written around it. A "Return to Data Management" link is also present. The text describes the system as a secure, online data management and evaluation tool. Below the text is a photograph of a hand interacting with a tablet displaying data charts. To the right of the photo is a list of features, and at the bottom is a link to download a Compass System Information Sheet.

← Return to Data Management

CoBro Consulting created the Comprehensive Program Assessment System (Compass) to assist with the extensive data collection and reporting tasks required of education programs. Compass is a secure, online data management and evaluation tool that expedites data entry, organizes program participant data, links such data (at the participant level) with academic outcomes data, allows for easy student tracking, generates a variety of reports, and conducts statistical analyses to monitor and evaluate program success.

Compass System Features:

- System options are customized to conform to unique program needs.
- Web-based format ensures access from multiple settings, devices, and web browsers.
- Easy-to-navigate data entry screens facilitate input of program service and activity data.
- Student demographic and academic data files are uploaded directly into Compass.
- Over 70 user-defined, pre-formatted reports available on-demand to users.
- A series of advanced statistics options are available in a user-friendly drop-down menu format.
- All Compass data resides within state-of-the-art, secure, SSL certificated servers.

[Download a Compass System Information Sheet](#)

II. Accessing Compass System

The Compass System can be accessed at <https://cobrocompass.com/>. A WELCOME TO COMPASS screen will appear (as seen in Fig. 1).

Logging into Compass: The System Access: “21stcclc.” Enter USERNAME and PASSWORD.

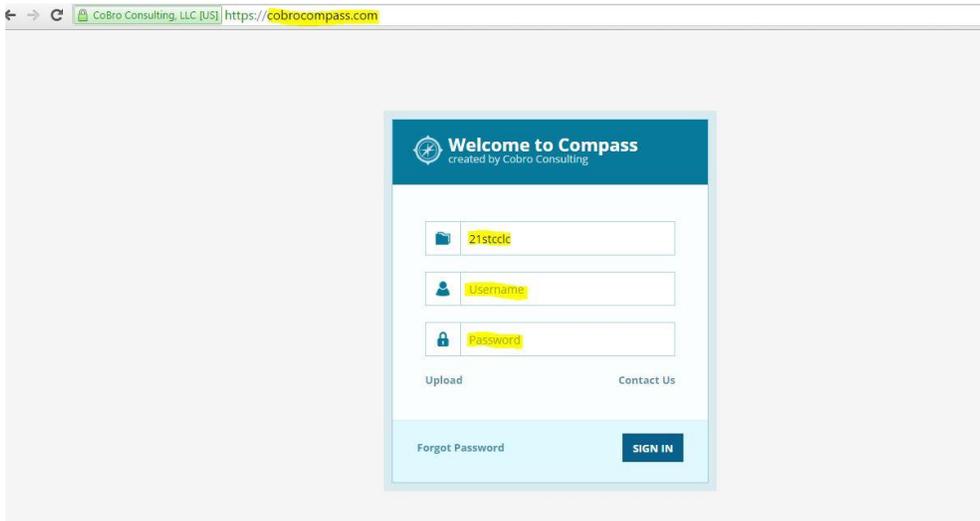


Fig. 1

Forgot Password: Click on the bottom left: FORGOT PASSWORD (as shown in Fig. 2).

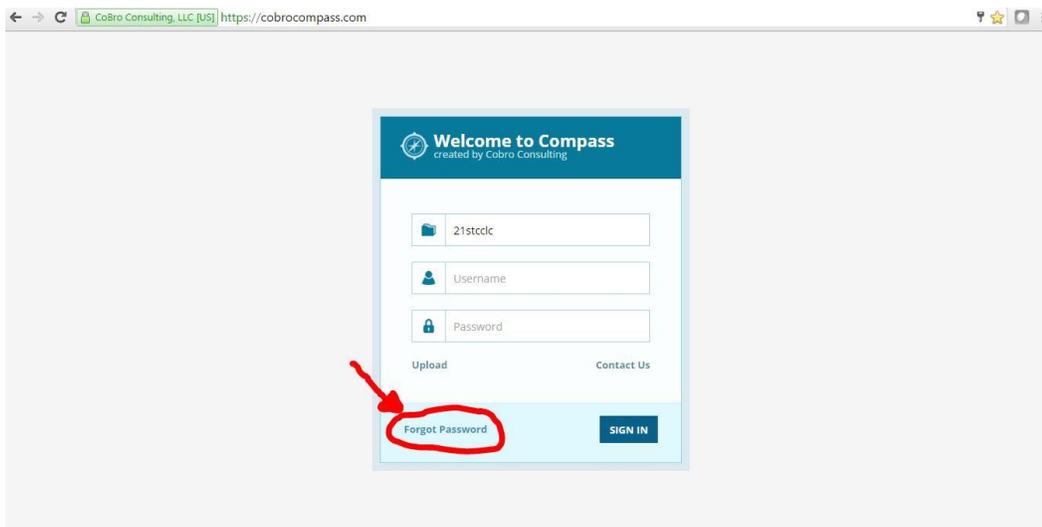


Fig. 2

Contact CoBro: For further assistance, click CONTACT US on the right (as shown in Fig. 3).

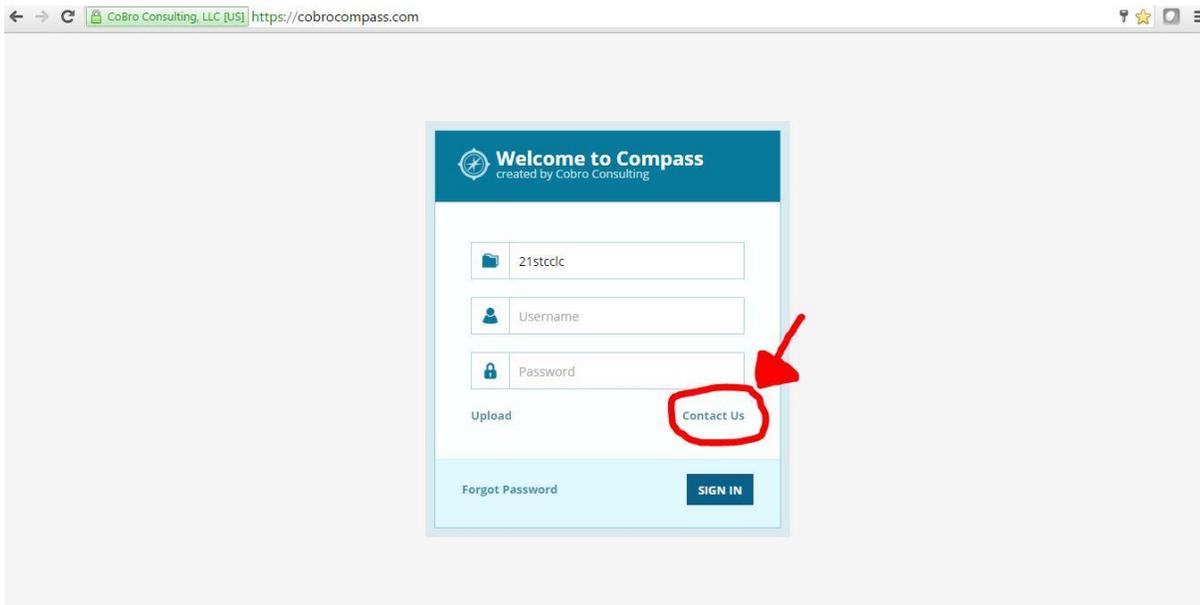


Fig. 3

File Upload: To upload a file to the Compass System, then click UPLOAD (as shown in Fig. 4).

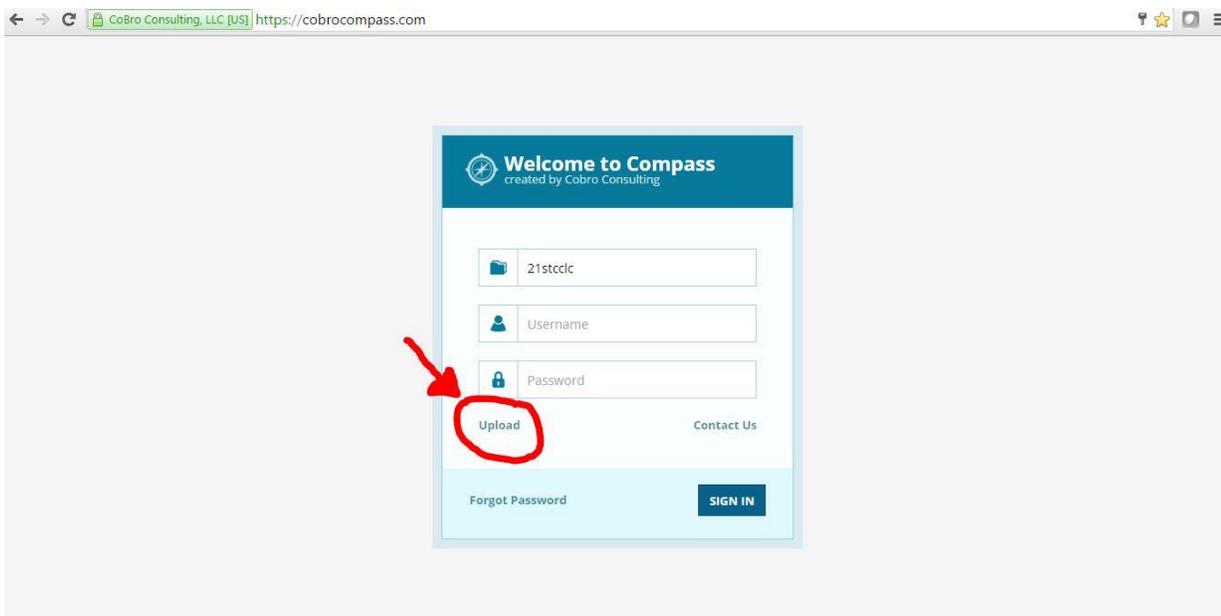


Fig. 4

III. Basic Compass System Overview

Once you have logged into the Compass System the homepage will appear (as seen in Fig. 5). The homepage allows for the user to see Student Services and Staff Services that have been entered for the day. Therefore, the user can easily verify attendance and ensure accuracy. The homepage also allows for Announcements from CoBro and the State Department of Education, which will be utilized for reminders, updates and notifications. From the homepage the user can access STUDENTS, PARENTS, STAFF, REPORTS, SYSTEM and the user Profile.

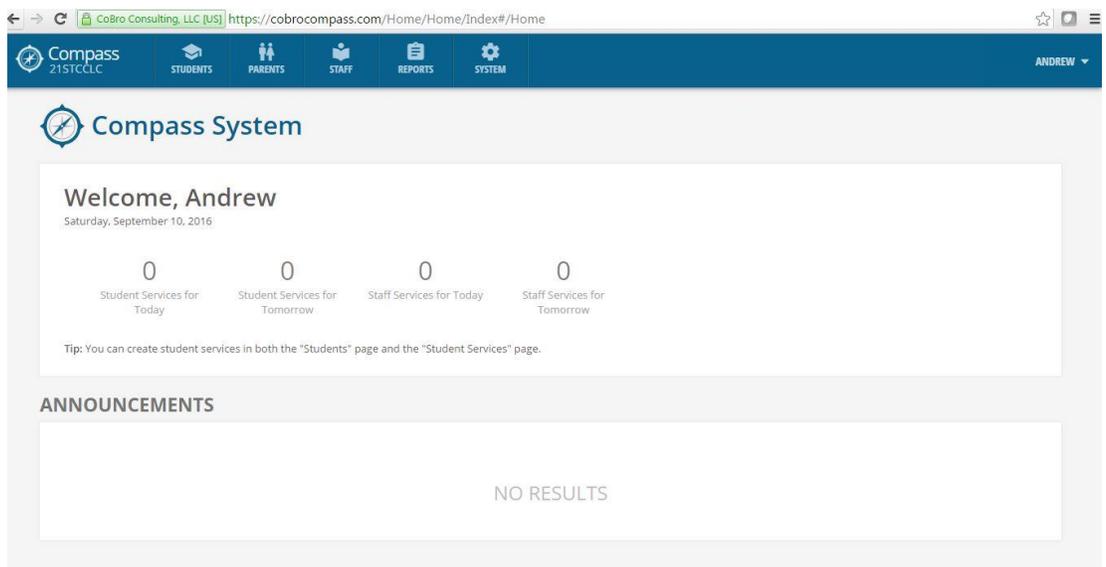


Fig. 5

User Preferences: By clicking on the user’s name and clicking SETTINGS it will take the user to a page to update password, change the interface and set list and advanced search options (as shown in Fig. 6).

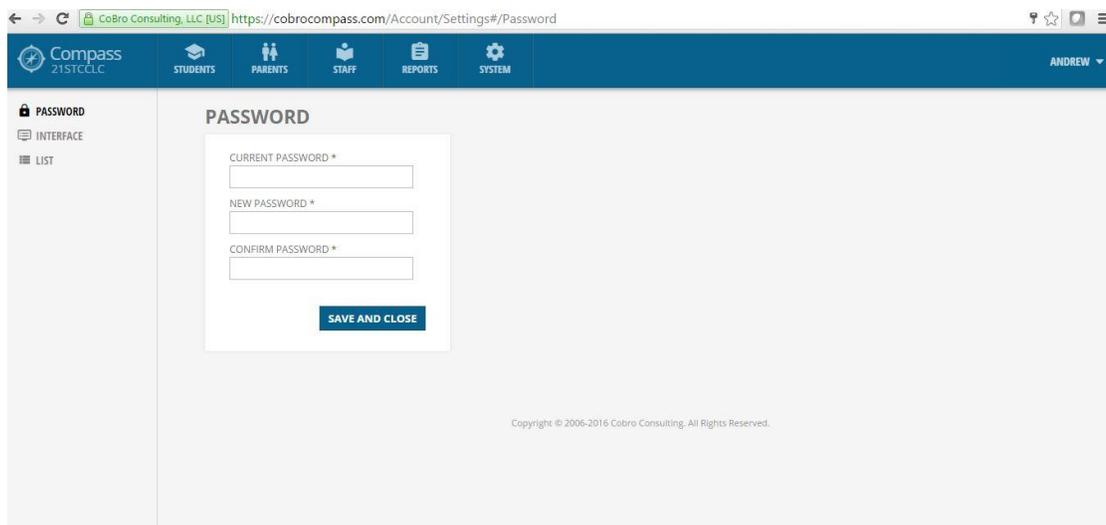


Fig. 6

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The user may choose to show 5-40 list per page and automatically set the Advanced Search option (as shown in Fig. 7).

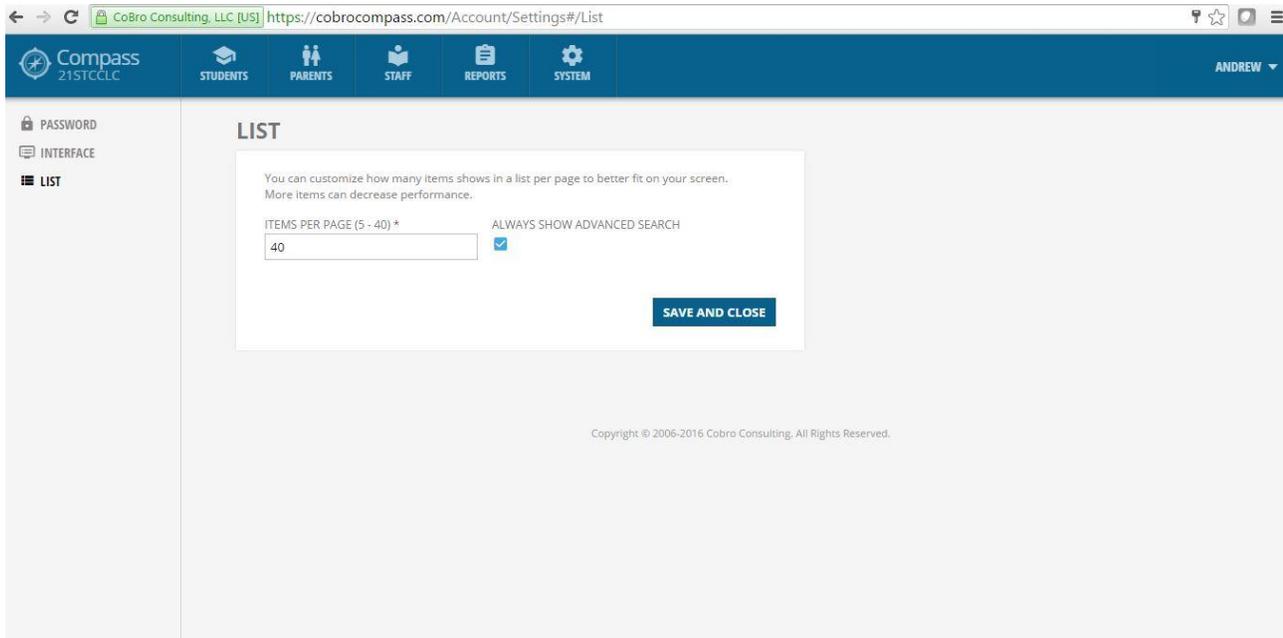


Fig. 7

Five Steps to Compass System

There are five basic steps to entering data into the Compass System for the 21st Century Community Learning Centers. These steps will be explained in more detail in subsequent sections of this guidance.

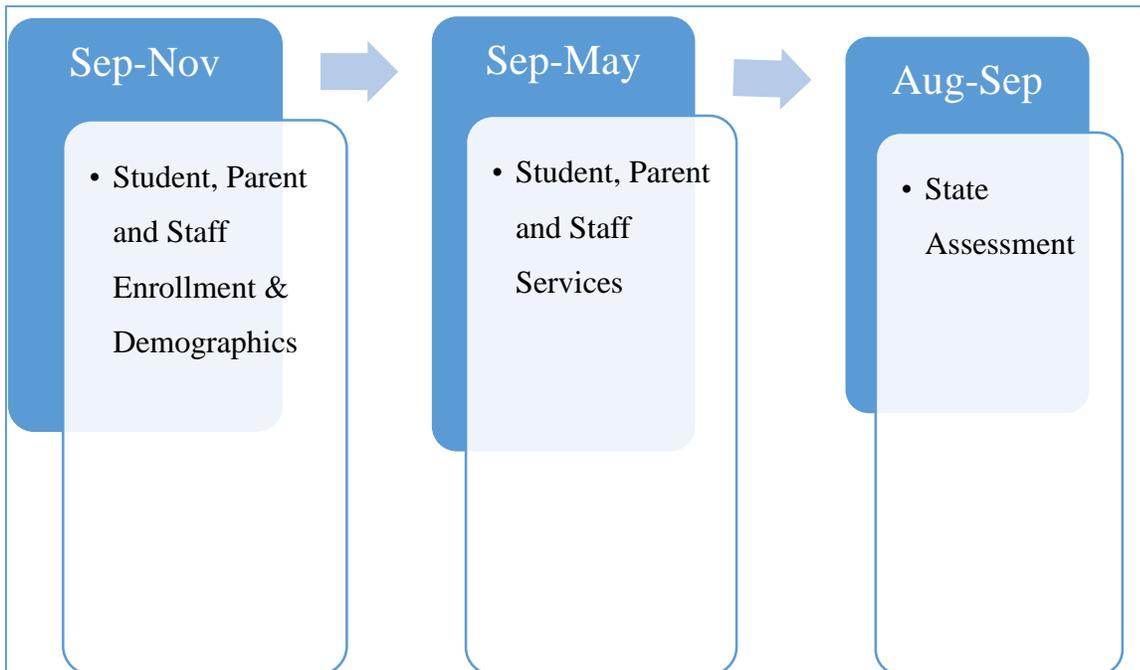
1. Rolling Students, Parents, and Staff over from a Previous Year
2. Enrolling New Students, Parents, and Staff
3. Entering Services for Students, Parents, and Staff
4. Entering State Assessment Scores (State Department of Education Upload)
5. Reports (Guidance will come in a future date)

IV. Compass Data Collection Timeline

This section breaks down the timeline and responsibilities for data collection:

Date	Focus	Type	Responsibility
Beginning of Program (Sept-Nov)	Student, Parent, Staff	Enrollment & Demographics	Director/Coordinator
Ongoing (Oct-May)	Student, Parent, Staff	Services	Director/Coordinator
January 31	Fall Term (21APR)	Activity, Staff and Participation Reports	Director
June 30	APR	Participation (Regular Program Participants and Average Daily Attendance)	State Department of Education and Director
June 30	Spring Term (21 APR)	Activity, Staff and Participation Reports	Director
August-September	Outcomes	State Assessment	State Department of Education

The SDE recommends that attendance services are entered into the Compass System daily or at least weekly to ensure accuracy of data. The SDE will monitor the Compass System to ensure that data is up to date at the end of the fall term (Jan. 31), the end of spring term (May 31) and during a site monitoring visit.



V. Students

Student Demographics collected for 21st CCLC:

- FIRST and LAST name;
- BIRTHDATE;
- EDUID number (9-digit, State ID);
- GRADE LEVEL;
- RACE/ETHNICITY;
- GENDER;
- LIMITED ENGLISH PROFICIENCY;
- INDIVIDUALIZED EDUCATION PROGRAM;
- FREE/REDUCED PRICE LUNCH (collected in aggregate at the district level and not entered into the Compass System).

Student information also collected for 21st CCLC:

- REFERRAL TYPE – Who referred the student to the program?
- REASON FOR ENROLLMENT – Why was the student referred (primary reason)?
- PRIMARY TRANSPORTATION – How does the student get home?

The Student Page will show the basic information of all the students the user has access to (as shown in Fig. 8).

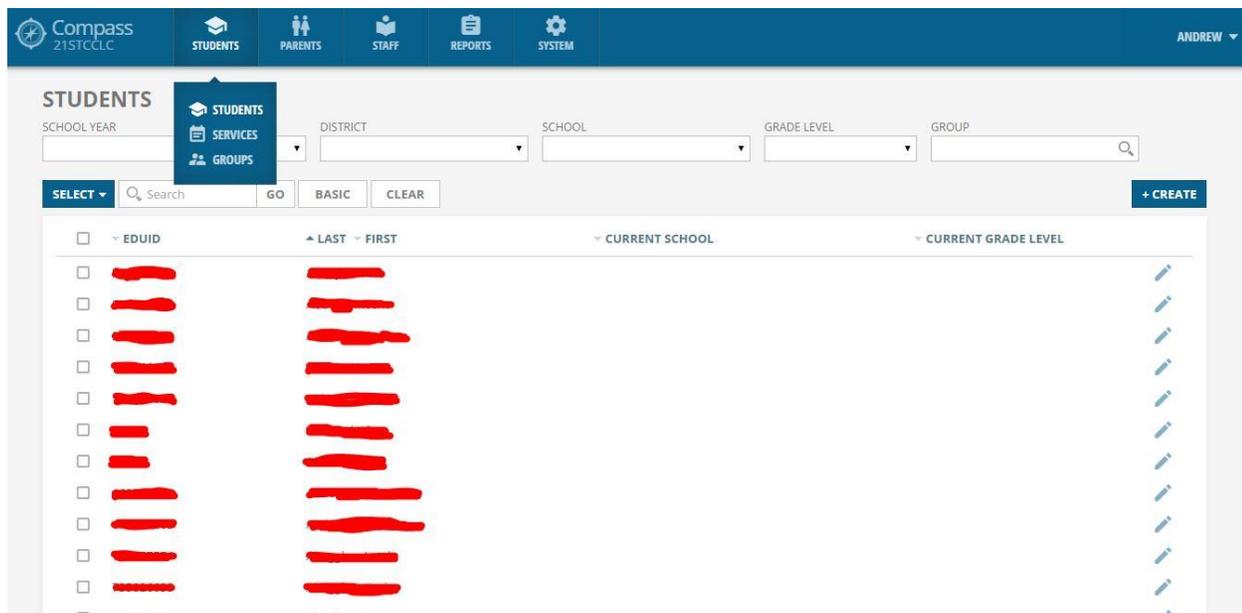


Fig. 8

The STUDENTS tab allows for three basic functions: STUDENTS, SERVICES and GROUPS (as shown in Fig. 9).

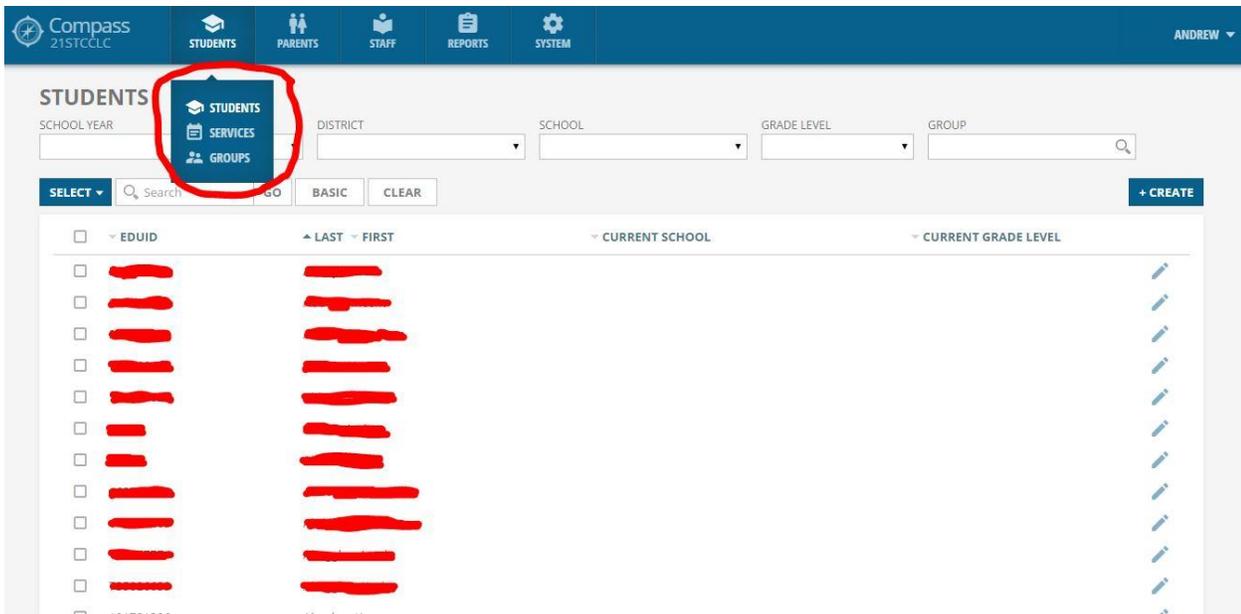


Fig. 9

ROLLING STUDENTS OVER AND CREATING NEW STUDENTS

First Step!! Roll over students from a previous year.

Once the user has identified the participant roster for the afterschool program, the first step is to cross reference the list with students that participated in the program in previous years. Any students that have previously participated will be rolled over into the new year. **Do not try and create new students for students that have already been enrolled.** The system will not allow the user to duplicate EDUID numbers.

To roll a student to a new school year or to a new school:

- 1) Click STUDENTS on main menu. From the drop-down menu that appears, click STUDENTS (as shown in Fig. 10).

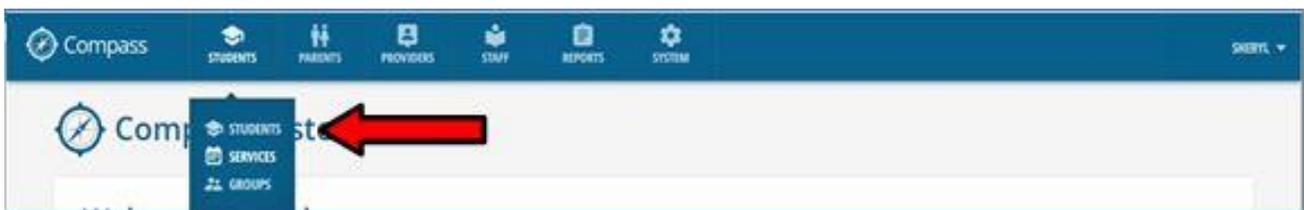
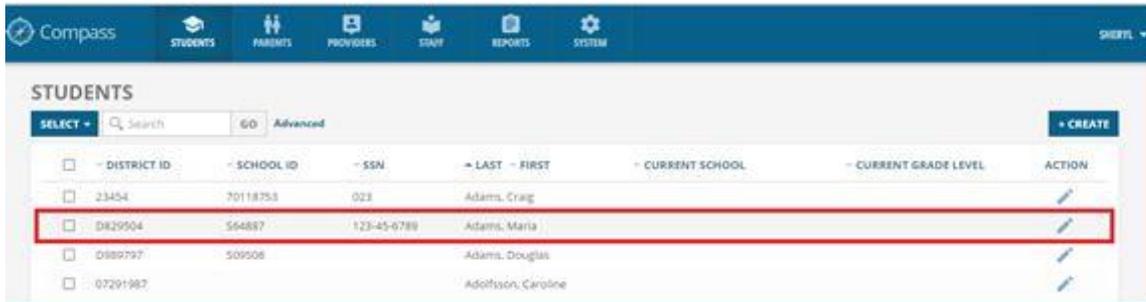


Fig. 10

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- 2) From the STUDENTS window that opens, select the student that needs to be enrolled into a new school year or needs to be enrolled into a new/different school (as shown in Fig. 11).



The screenshot shows the 'STUDENTS' window in the Compass system. At the top, there are navigation tabs for STUDENTS, PARENTS, PROVIDERS, STAFF, REPORTS, and SYSTEM. Below the tabs is a search bar and a 'GO' button. The main area contains a table of students with columns for DISTRICT ID, SCHOOL ID, SSN, LAST, FIRST, CURRENT SCHOOL, CURRENT GRADE LEVEL, and ACTION. The student 'Adams, Maria' with DISTRICT ID D829504 and SCHOOL ID S64887 is highlighted with a red box.

DISTRICT ID	SCHOOL ID	SSN	LAST	FIRST	CURRENT SCHOOL	CURRENT GRADE LEVEL	ACTION
23454	7011875.0	023	Adams	Craig			
D829504	S64887	123-45-6789	Adams	Maria			
0980797	509508		Adams	Douglas			
07291987			Adolfsson	Caroline			

Fig. 11

- 3) A STUDENT DETAILS window for the selected student will open. Click the ENROLLMENT (as shown in Fig. 12).

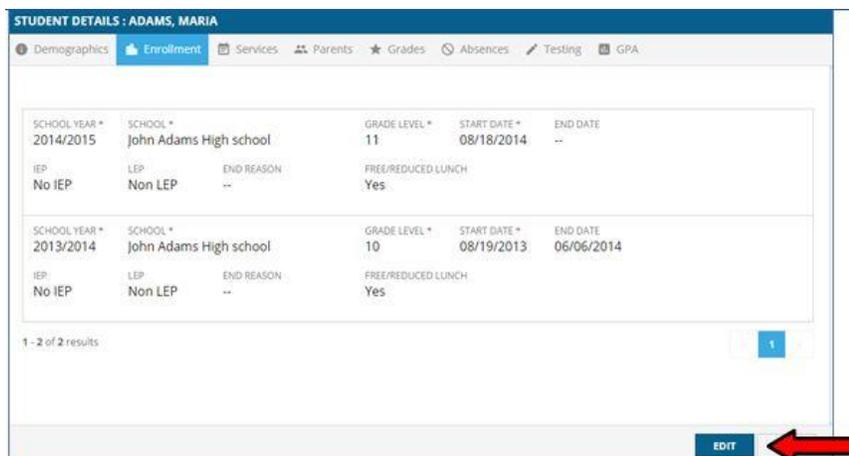


The screenshot shows the 'STUDENT DETAILS : ADAMS, MARIA' window. The 'ENROLLMENT' tab is selected and highlighted with a red arrow. The window displays various student information fields:

STUDENT DETAILS : ADAMS, MARIA				
Demographics				
DISTRICT ID *	SCHOOL ID	SSN		
D829504	S64887	123-45-6789		
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX	NICK NAME
Maria	--	Adams		
BIRTHDATE *	GENDER	RACE	ETHNICITY	
11/22/1998	Female	Two or more Races	Hispanic/Latino	
EMAIL	PHONE	CELLPHONE		
amyadams@gmail.com	(760) 123-4567	(760) 246-8101		
ADDRESS	CITY	STATE	ZIP	
2126 Boulder Street	Meridian	IA	88761	

Fig. 12

The ENROLLMENT screen opens and displays the student's current enrollments. Click the EDIT button (as shown in Fig. 13).



The screenshot shows the 'STUDENT DETAILS : ADAMS, MARIA' window with the 'ENROLLMENT' tab selected. The window displays a table of current enrollments:

SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2014/2015	John Adams High school	11	08/18/2014	--
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	
SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2013/2014	John Adams High school	10	08/19/2013	06/06/2014
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	

At the bottom right of the window, there is an 'EDIT' button highlighted with a red arrow.

Fig. 13

- 4) Click the CREATE button that appears at the top right of the screen. A new screen will appear with a blank enrollment form at the top (as shown in Fig. 14).

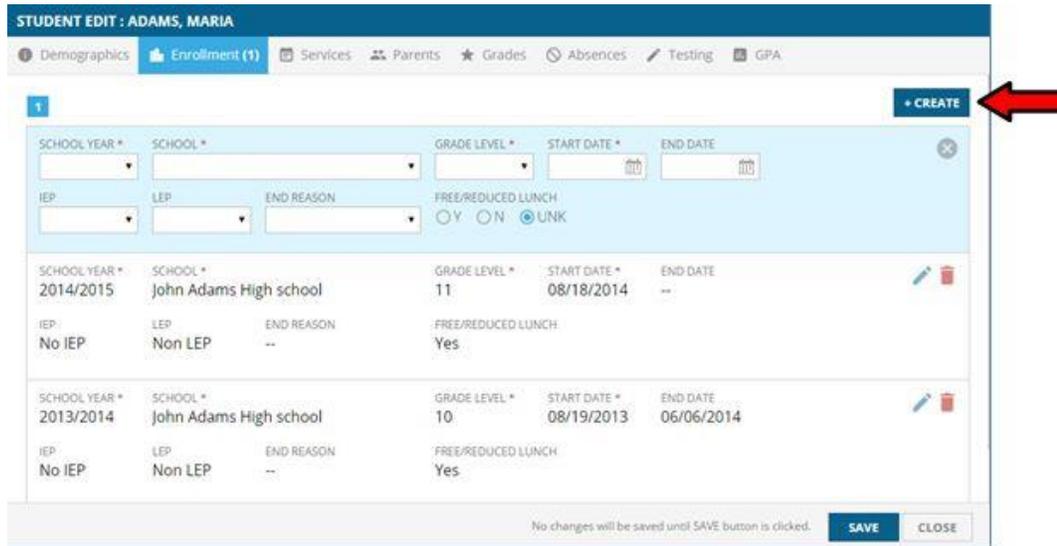


Fig. 14

Category	Definition
School Year	Select student’s enrollment school year from drop-down list.
School	Select student’s school name from drop-down list.
Grade Level	Select student’s enrollment grade level from drop-down list.
Start Date	Enter student’s enrollment start date or select from drop-down calendar.
End Date	Enter enrollment end date or select from drop-down calendar.
IEP	Select student’s IEP status from drop-down list.
LEP	Select student’s LEP status from drop-down list.
End Reason	Select reason for end of student’s enrollment from drop-down list.

Second Step!! Creating and enrolling new students.

Once the user has identified and enrolled all the participants currently in the Compass System, then the next step is to create new students.

To create a student to a new school year or to a new school:

- 1) Click STUDENTS on main menu. From the drop-down menu that appears, click STUDENTS (as shown in Fig. 15).



Fig. 15

2) Click the CREATE button (as shown in Fig. 16).

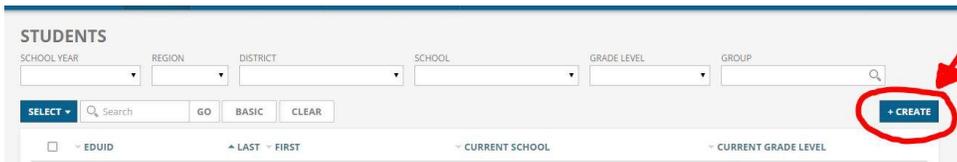


Fig. 16

5) A CREATE STUDENT window will open with the DEMOGRAPHICS tab highlighted in blue. The highlighted areas must be entered for each participant (as shown in Fig. 17).

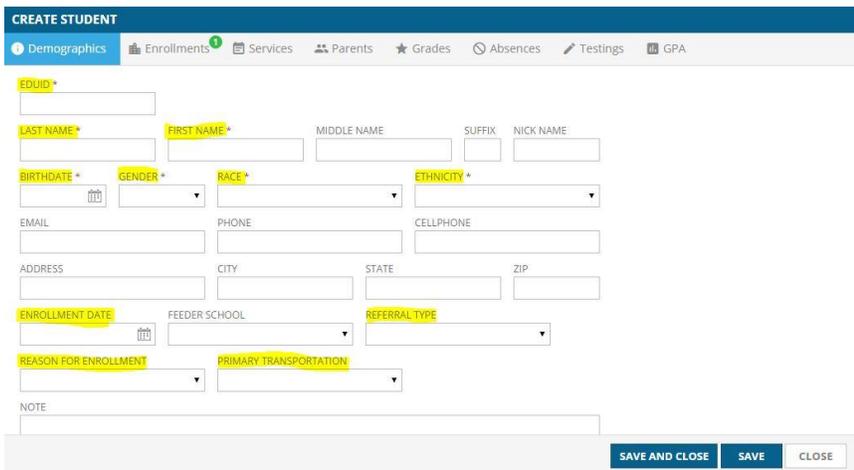


Fig. 17

Category	Definition
EDUID	Enter student’s 9-digit State ID number.
First Name	Enter student’s legal first name.
Last Name	Enter student’s legal last name.
Birthdate	Enter student’s birthdate or select from drop-down calendar.
Gender	Select student’s gender from drop-down list.
Race	Select student’s race from drop-down list.
Ethnicity	Select student’s ethnicity from drop-down list.
Enrollment Date	Enter student’s enrollment date or select from drop-down calendar.
Referral Type	Select student’s referral type from drop-down list.
Reason for Enrollment	Select student’s primary reason for enrollment from drop-down list.
Primary Transportation	Select student’s primary transportation home from the drop-down list.

3) After the student has been created, the next step is to enroll them into the current year. This is done by following Steps 3-5 in the previous section (as shown in Fig. 12-14).

SERVICES

Third Step!! Entering student participation and services.

Once the user has enrolled all students into the Compass System, the next step is to track attendance and services offered.

- 1) On the STUDENT window, the user can easily enter services and attendance for multiple students by checking the box next to the student's EDUID (as shown in blue in Fig. 18).

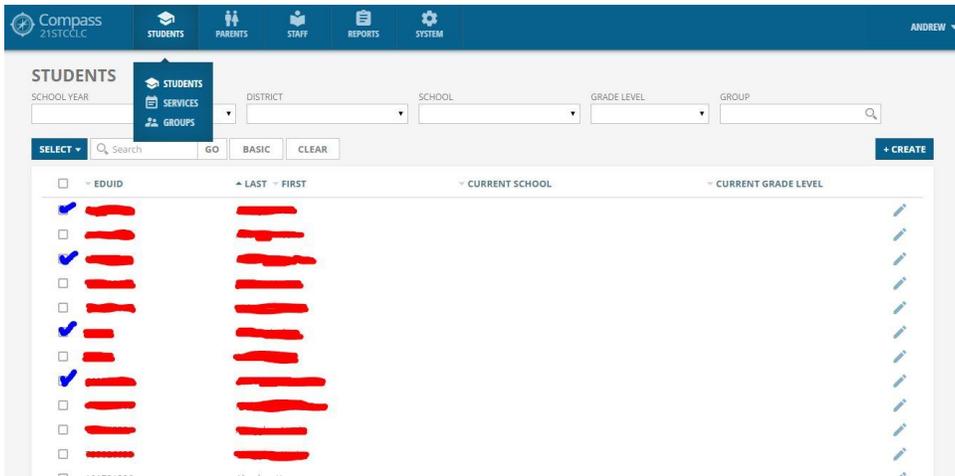


Fig. 18

- 2) Once the user has checked the students for attendance, then click the blue CALENDAR ICON above the EDUID (as shown in Fig. 19).

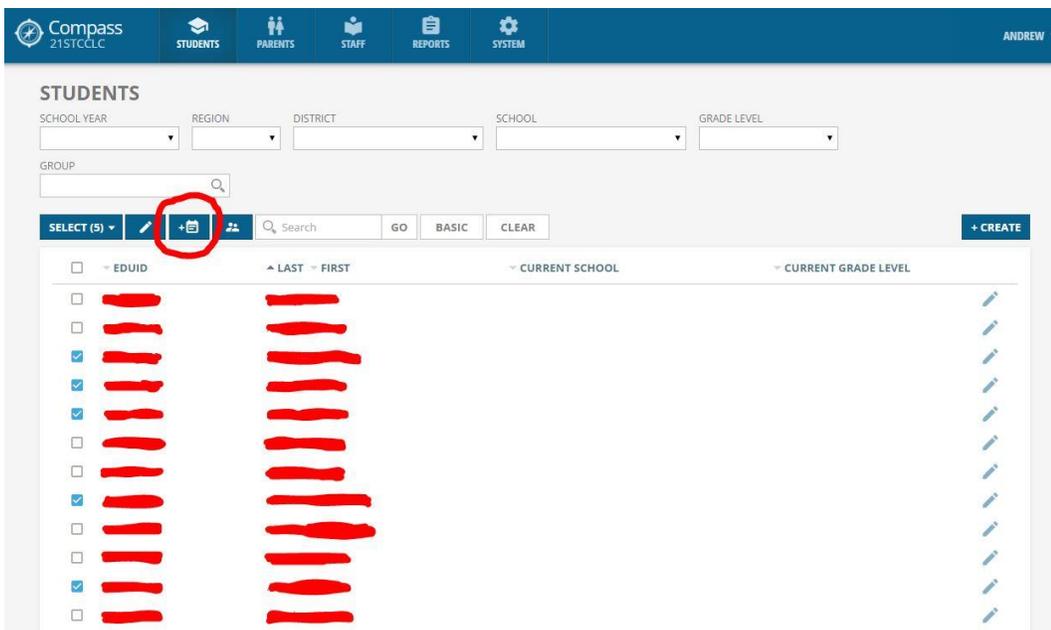


Fig. 19

- 3) A CREATE STUDENT SERVICES window will open. Enter the DATE, SERVICE TYPE and SUBTYPE, and HOURS (as shown in Fig. 20).

Fig. 20

Category	Definition
Date	Enter the service date or select date from dropdown calendar.
Type	Select service type from drop-down list.
Subtype	Select a service subtype from drop-down list.
Hours	Enter time length of service (15 min increments and decimal form: 0.25, 0.50, 0.75, 1.00).

Important Note!! All services entered for a single day should reflect the total amount of program offered for the day.

Example: Afterschool Program = 3 hours

- Academic = 1.25 hours
- Enrichment = 1 hour
- Character Education = 0.75 hours

VI. Parents

ENROLLMENT

Enrolling parent information is not required for 21st CCLC; however, parent services are tracked by the student.

SERVICES

Idaho 21st CCLC tracks parent involvement by the student. So Services are tracked the same way as regular Services, except the SERVICE TYPES are FAMILY LITERACY SERVICE and PARENT INVOLVEMENT OPPORTUNITIES.

- 1) On the Student Homepage, the user can easily enter parent services and attendance for multiple students by checking the box next to the student's EDUID (as shown in blue in Fig. 21).

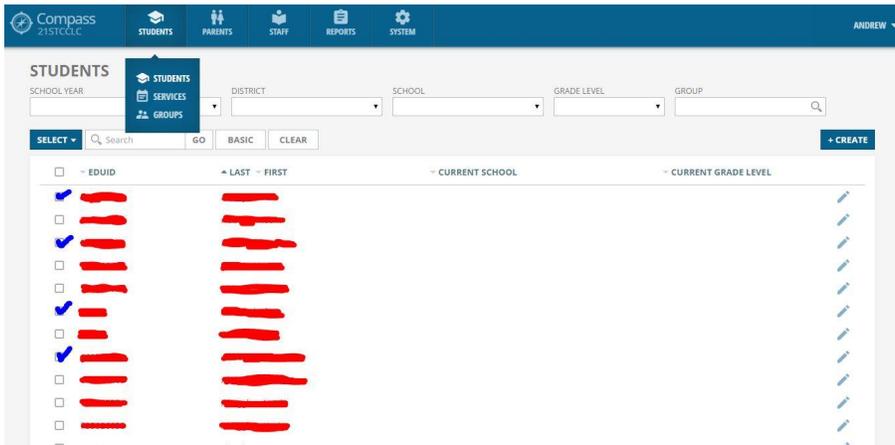


Fig. 21

- 2) Once the user has checked the students for attendance, then click the blue CALENDAR ICON above the EDUID (as shown in Fig. 22).

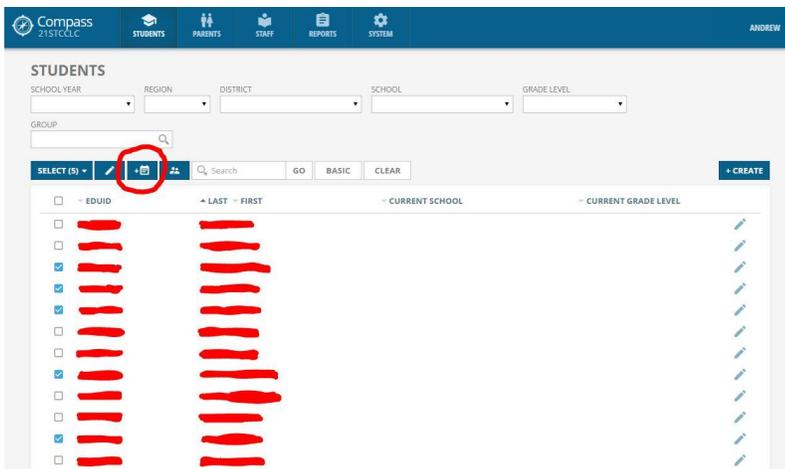


Fig. 22

- 3) A CREATE STUDENT SERVICES window will open. Enter the DATE, SERVICE TYPE and SUBTYPE, and HOURS (as shown in Fig. 23).

CREATE STUDENT SERVICES

SELECTED (5)

STUDENT SERVICE

DATE * TYPE *

NAME HOURS * SERVICE LOCATION PROVIDER

LANGUAGE MODALITY NOTE LOCKED

SAVE AND CLOSE
SAVE
CLOSE

Fig. 23

Category	Definition
Date	Enter the service date or select date from dropdown calendar.
Type	Select service type from drop-down list.
Subtype	Select a service subtype from drop-down list.
Hours	Enter time length of service (15 min increments and decimal form: 0.25, 0.50, 0.75, 1.00).

VII. Staff

ENROLLMENT

- 1) Click the STAFF tab on the top of the screen (as shown in Fig. 24).

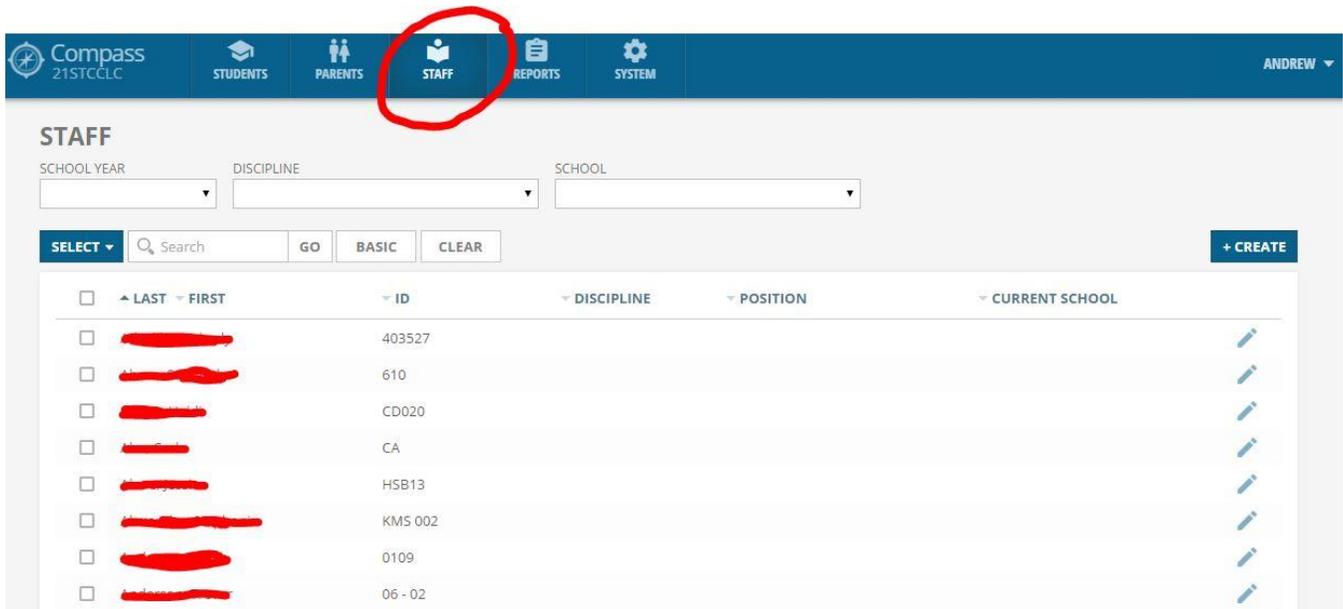


Fig. 24

- 2) On the STAFF window click the blue CREATE tab (as shown in Fig. 25).

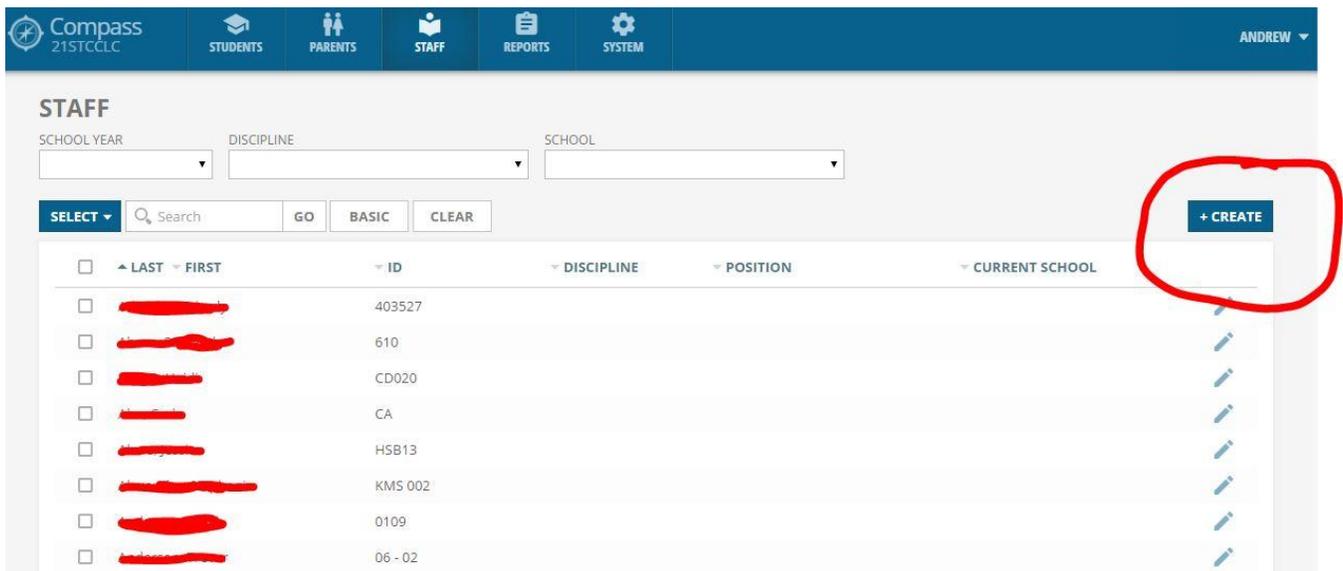
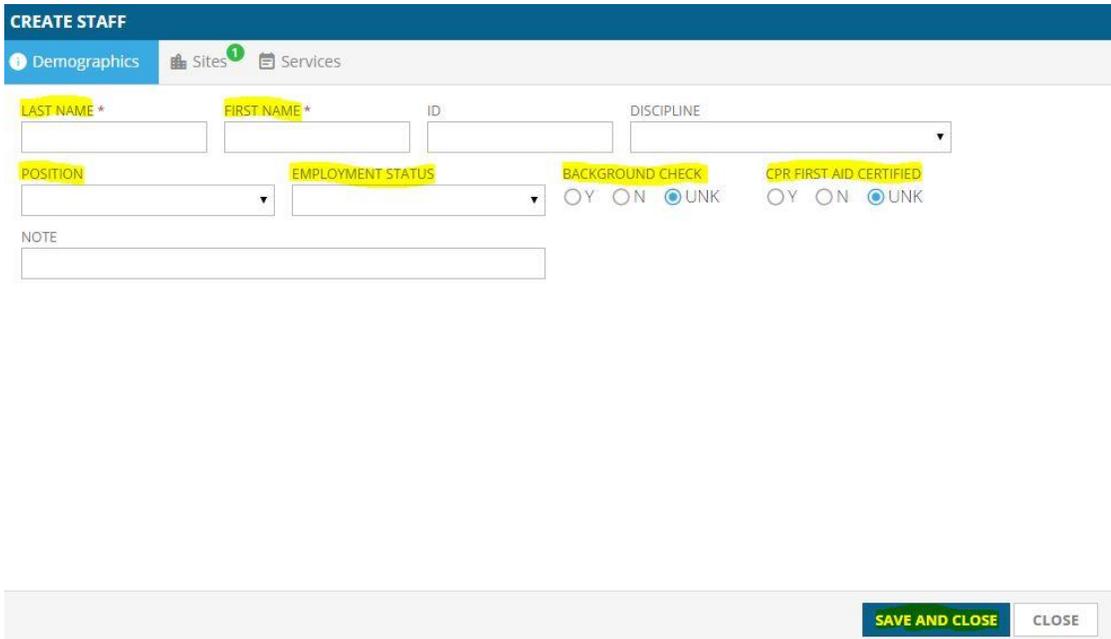


Fig. 25

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- 3) A CREATE STAFF window opens. Enter the Staff's FIRST NAME, LAST NAME, POSITION, EMPLOYMENT STATUS, BACKGROUND CHECK and CPR/FIRST AID CERTIFIED (as shown in Fig. 26).



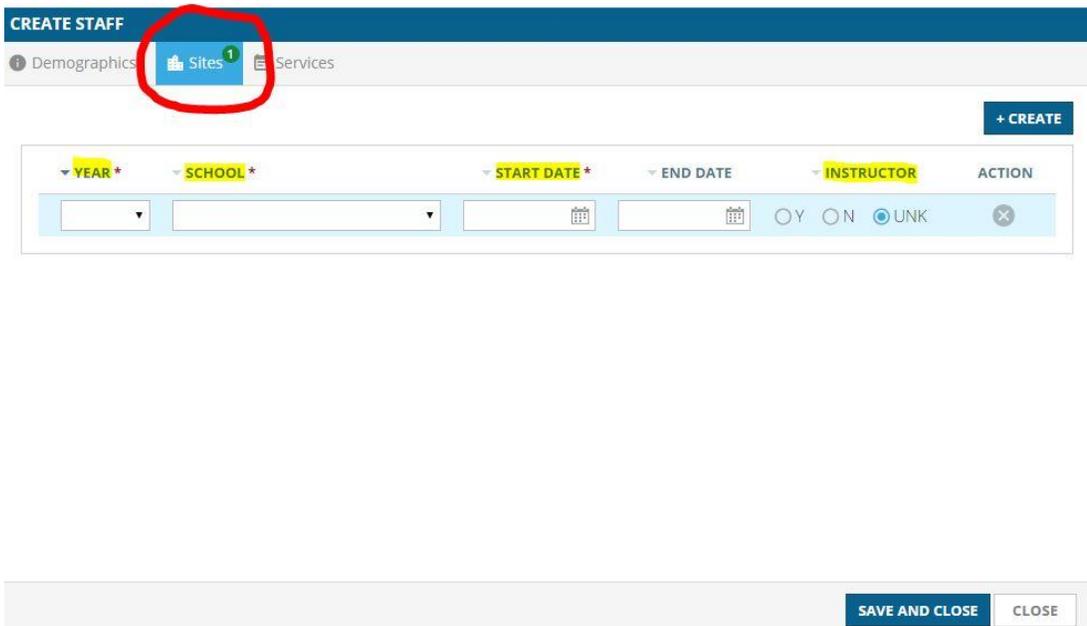
The screenshot shows the 'CREATE STAFF' window with the 'Demographics' tab selected. The form includes the following fields and options:

- LAST NAME * (text input)
- FIRST NAME * (text input)
- ID (text input)
- DISCIPLINE (dropdown menu)
- POSITION (dropdown menu)
- EMPLOYMENT STATUS (dropdown menu)
- BACKGROUND CHECK (radio buttons: Y, N, UNK, with UNK selected)
- CPR, FIRST AID CERTIFIED (radio buttons: Y, N, UNK, with UNK selected)
- NOTE (text input)

At the bottom right, there are two buttons: 'SAVE AND CLOSE' and 'CLOSE'.

Fig. 26

- 4) Next, click the SITES and enter the YEAR, SCHOOL, START DATE and INSTRUCTOR STATUS (as shown in Fig. 27).
 - a. **Important note!! Only enroll a staff to ONE SCHOOL, even if they work in multiple schools.**



The screenshot shows the 'CREATE STAFF' window with the 'Sites' tab selected. The 'Sites' tab is circled in red. The form includes the following fields and options:

- YEAR * (dropdown menu)
- SCHOOL * (dropdown menu)
- START DATE * (calendar icon)
- END DATE (calendar icon)
- INSTRUCTOR (radio buttons: Y, N, UNK, with UNK selected)
- ACTION (button with an 'X' icon)

At the bottom right, there are two buttons: 'SAVE AND CLOSE' and 'CLOSE'.

Fig. 27

SERVICES

- 1) On the STAFF window, the user can easily enter services and attendance for multiple students by checking the box next to the staff's LAST NAME. Then click the blue CALENDAR ICON (as shown in blue in Fig. 28).

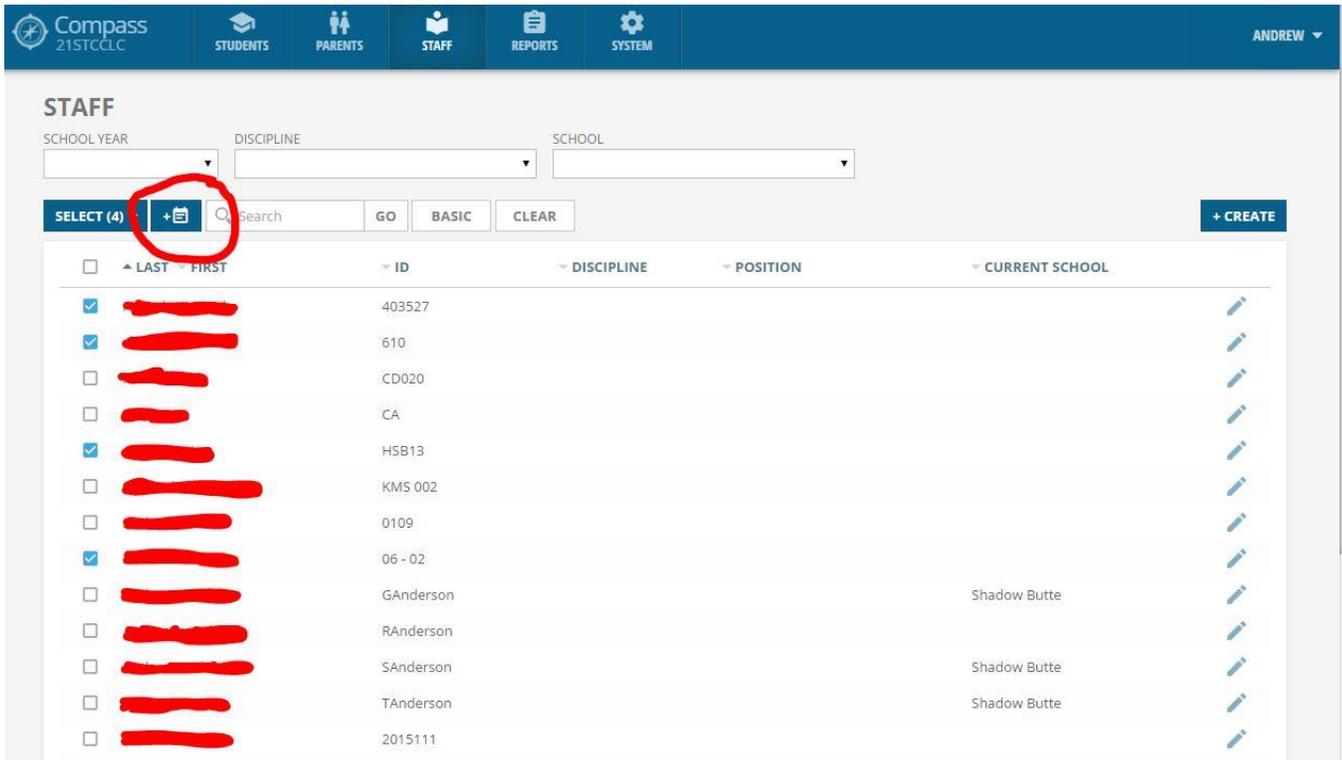


Fig. 28

- 2) A CREATE STAFF SERVICES window opens. Enter the DATE, TYPE, NAME and a brief description in the NOTES (as seen in Fig. 29).

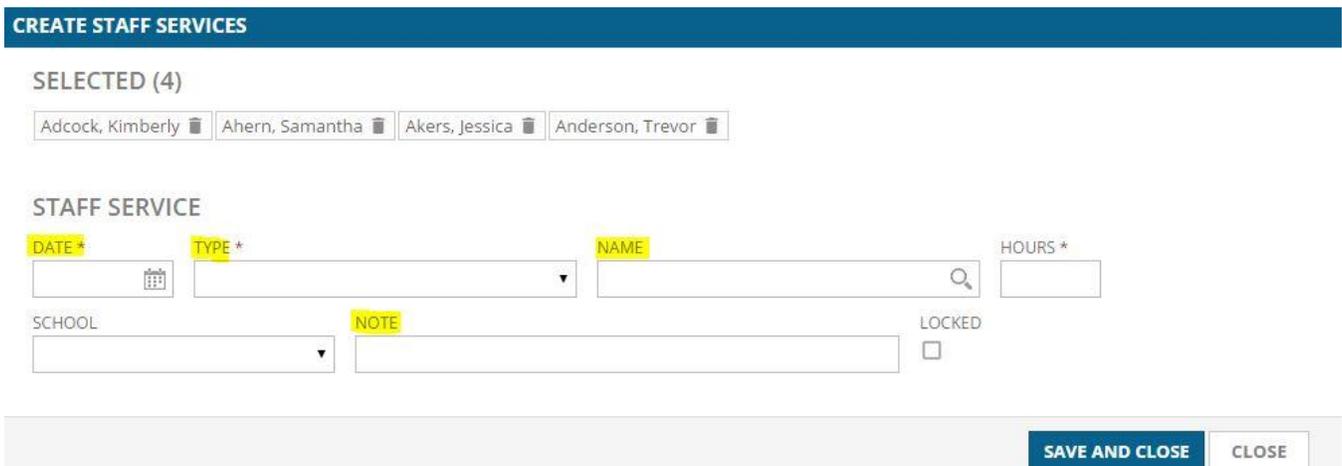


Fig. 29