BEST PRACTICES FOR PROJECT DIRECTORS

Below are some helpful suggestions for project directors from grantees using best practices for ELAP data entry:

CHECKING PROGRESS

- ☐ **Print** out the **Important Dates document** from ELAP to see how the sites are doing before deadlines.
- ☐ **Spot check sites.**
  - ▪ Is all relevant data filled out for the previous school year? *Pick a site or check all sites. Click on **Attendees Screen**, click **Select All**, scroll to the bottom and click the blue **Performance** button.*
  - ▪ Do attendance documentation and ELAP data match? *Check that exact participation has been entered and not "rounded off."*
  - ▪ Is the attendance data current? *Best practices recommend entering participation data weekly, if not daily.*
  - ▪ Have previously identified errors been corrected?
  - ▪ Use the **Report Users Guide** when needed
- ☐ **Has the site entered basic information such as free and reduced lunch, special ed status, and whether they are English language learners?** *Running the **Special Ed-ESL Lunch 109 Center Report** can help identify what site is missing data.*

CHECKING THE DATA

- ☐ **Do the graduation year and grade level match up?**
  - ▪ To check all centers, run **Report 319 in Grantee Reports**; To check individual sites, run **Report 119 in Center Reports**. Very few children should have a mismatch.
- ☐ **Are staff inactivating students?**
  - ▪ Check the Center Report **Terminations Reasons 115** or **Participant List 110**
  - ▪ With new GPRA measures, if a student attends the program for any length of time ALL applicable data should be obtained and entered in ELAP.
- ☐ **Are staff enrolling students before they have participated in the program?**
  - ▪ Staff should only enroll students once they have participated in the program. Adding participants unnecessarily slows down the system.
- ☐ **Do all participants have the seven numerical digit state student ID number?**
  - ▪ District and school IDs are **six digits**. **DO NOT** use anything other than the seven numerical digit state student ID's.
  - ▪ Students can be enrolled in the center **without** a student ID, but the ID numbers needs to be **entered by the deadline**!
- ☐ **Does the data make sense?**
  - ▪ Look for **red flags** like mismatched state assessment and GPA scores, missing data, incorrect data, etc.

YOUR FEEDBACK IS NEEDED!

If you have best practices you use, please share them with us (at sworpshelpdesk@utk.edu) so we can spread the word. ELAP is designed by Tennessee's 21st CCLC and LEAPS grantees for Tennessee grantees.