



## **Avoid Data Rejections: Learn What's New in the Data Center**

June 24, 2025

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Nita M. Lowey 21<sup>st</sup> Century Community  
Learning Centers

Equity • Quality • Collaboration • Community






## About NIU and 21<sup>st</sup> CCLC

- NIU and its IIRC office has been a partner with the ISBE 21<sup>st</sup> CCLC program offices for almost 20 years
- We are the official 21<sup>st</sup> CCLC Technical Leads for the State of Illinois
- We develop and maintain the Illinois Data Collection Tool as well as facilitating data collection and reporting to the US Dept of Education




## The Illinois Data and Benchmarking Tool





Nita M. Lowey 21st Century Community Learning Centers Data


Alan Help


1000000000015 - Sample Grant Go

  
**Data Center**  
Upload your grant data

  
**Event Management**  
Manage Events at your Grants/Centers

  
**Student Data**  
View your student data records.

  
**Grant Analytics**  
Compare your Grant's data with others

  
**21 APR**  
View reports for 21 APR submission.


**Notifications**

9/22/2024  
Submission window for grantees to submit term data for Summer 2024 is now open. Grantees can submit their term data through September 30, 2024.

5/26/2023  
Grantees should submit GPA & Behavior information for the students who attended only for the Fall term (if any), after submitting Spring Attendance File.  
[Review GPA & Behavior information collected by 21APR under Outcomes section.](#)

5/26/2023  
Submission window for grantees to submit term data for Spring 2023 will be opened on May 30, 2023. Grantees can submit their term data through July 18, 2023.  
**Note:** Starting Spring 2023, Grantees should submit the GPA & Behavior information while submitting the Spring Attendance File.  
[Review GPA & Behavior information collected by 21APR under Outcomes section.](#)


[View Previous Messages](#)



Need help? Contact: [21stcdc@niu.edu](mailto:21stcdc@niu.edu) or call 815-753-0978.




## Data Center




Nita M. Lowey 21st Century Community Learning Centers Data

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Data Center

Upload your grant data




Event Management

Manage Events at your Grants/Centers




Student Data

View your student data records.



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21 APR

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[Review GPA & Outcomes secti](#)


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Note: Starting 5 Behavior inform File.  
[Review GPA & Outcomes secti](#)

https://iirc.niu.edu/MyIRC.21CCLC/DataCenter/Index?rcdtCode=100000000015

Need help? Contact: 21stcclc@

91°F Sunny


Search







Data Center.  
The portal for entering data into the Data Tool at the end of each grant term.



## Data Center


**Illinois Data and Benchmarking Tool**

 Alan  


1000000000015 - Sample Grant 

**COVID-19 IMPACT STATEMENT**  
For current data collection term, you can add a narrative to describe how COVID-19 has affected this Grantee

sample statement



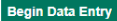

**Data Center**  
The Data Center is designed to collect, from all active 21st CCLCs, descriptive information on program characteristics and services as well as performance data across a range of outcomes, as outlined by the Federal 21 APR program. Here you will submit information on the Activities, Staffing, Attendance, and Family Member participation. For those grantees with multiple grants or multiple sites within grants, data must be entered for each site individually. The Data Center is available from the first date of Summer Term data collection (see the table below) until the last day of Spring Term data collection within each grant year.

  
Currently accepting Spring (2023)  
data submissions.

**2022-2023 Reporting Year Calendar**

Reporting Window	Data entry begins in Benchmarking Tool	Data entry ends in Benchmarking Tool	Data verification begins in 21APR	Data verification ends in 21APR
Summer-2022	August 15, 2022	September 30, 2022	TBA	TBA
Fall-2022	January 9, 2023	February 14, 2023	TBA	TBA

Click the button below to go to data submission page for all sites in the current grant. See note above regarding the editing of data for prior grant reporting terms.

A new data center workflow has been implemented to reduce data entry errors. The home screen in the data center is largely unchanged.



## Data Center

- Data entry now occurs in an ordered fashion:
  - Center Overview
  - Activities
  - Staffing
  - Family Members
  - Attendance (upload of roster file)
  - Teacher Survey Results
  - Certification



## Step 1: Center Overview

**Participant & Staff Counts**

**Total Unique Participants:**  
Enter only whole numbers between 1-4999  

—

36

+

**Total Paid Staff:**  
Enter only whole numbers between 1-499  

—

20

+

**Total Volunteer Staff:**  
Enter only whole numbers between 1-499  

—

20

+

Unique Participant Count should match with total count of students in the Attendance Roster file.

Submit

Print

As the first step in your data entry for any term enter the Center Overview screen. Review the descriptive information (Center Address, Contact Information, etc. in the upper portion of the page.

The participant and staff count information at the bottom of the page must be completed consistent with center operations for the data submission term.



## Step 1: Center Overview

**Participant & Staff Counts**

**Total Unique Participants:**  
Enter only whole numbers between 1-4999  

—

36

+

  
Unique Participant Count should match with total count of students in the Attendance Roster file.

**Total Paid Staff:**  
Enter only whole numbers between 1-499  

—

20

+

**Total Volunteer Staff:**  
Enter only whole numbers between 1-499  

—

20

+

Submit

Print

**Unique Participants:** Think of this as *headcount*. This should match the total number of students listed in your roster file.

**Total Paid Staff:** Paid staff headcount.

**Total Volunteer Staff:** Unpaid staff headcount.

If staff spent part of the term as volunteer and part as paid they should be counted as paid staff.





## Step 2: Activities

### Activities

Report on the activities delivered at the site.

You have reported **36** unique participants at your center under the [Center Overview](#) section.

For any of the Activity category below, **Total Number Of Participants** should not exceed (**Total Number of Distinct Activities Offered** x **Unique Participants**).

**Example:**

For the Academic Enrichment category, let's say you entered **3** under the **Total Number of Distinct Activities Offered**. The maximum number you can enter under the **Total Number Of Participants** is **108** i.e., 3 x 36 (Total Number of Distinct Activities Offered x Unique Participants).

[How to enter the Total Number of Distinct Activities Offered?](#)

### Academic Enrichment

Did you Offer?

☒ Yes ☐ No

**Total Number of Distinct Activities Offered**

Enter only whole numbers between 1-499

**Total Number Of Hours**

Enter only whole numbers between 1-4999

**Total Number Of Participants**

Enter only whole numbers between 1-4999

Is College Career Readiness

☐ Yes ☒ No

### Well-rounded Education Activities

Did you Offer?

☐ Yes ☒ No

In each activity category enter the number of Distinct Activities Offered, the Total Number of Hours the activities were offered for, and the Total Number of Participants within that category.



## Step 2: Activities

Example Calculation:

In Academic Enrichment the center offered

- Math tutoring for 1 hour every weekday for 10 weeks
- A test taking skills workshop for a single 2 hour session
- An ELA for 2<sup>nd</sup> Language Learners series 1 hour 2 times per week for 5 weeks

Alan attended all math tutoring sessions, test taking and 2 ELA sessions

Mike attended 10 math sessions and all 10 ELA sessions

In Academic Enrichment your numbers would be:

Distinct Activities: 3 (each activity counts once)

Total Hours: 22 (each hour offered is counted)

Total Number of Participants: 5 (each student counts once within each activity.)



## Step 2: Activities

NEW Data validations that the system will be doing when you click SUBMIT

- Total Number of Participants cannot exceed the Total Number of Distinct Activities Offered x Unique Participants (Site Headcount.)



## Step 3: Staffing

### Administrators

Do you have any Staff members to report in this category?

☒ Yes ☐ No

#### Paid Staff Count?

Enter only whole numbers between 1-999

—	10	+
---	----	---

#### Volunteer Staff Count?

Enter only whole numbers between 1-999

—	6	+
---	---	---

Enter the *headcount* for paid and volunteer staff in each category.

Each staff member counts in only one category (administrator/college student/etc.) and one classification (paid/volunteer.)

NEW Data validations that the system will be doing when you click SUBMIT

- The system will be calculating the cumulative total of the staff you enter in each cate across the entire Staffing section, and that total cannot exceed the staff counts you provided for each classification in the Center Overview.




## Step 4: Family Members

Report on family member participation in the program by grade.

Did any Family members take part in activities for students in grades 6 - 12

☒ Yes ☐ No

How many ?

 Enter only whole numbers between 1-999


Enter the number of family members who participated in each grade band during the term.

There are no new validations for the reported family member data.



## Step 5: Attendance

### GPA & Behavior Details

 Please save the GPA and Behavior details here before downloading the template file in the next section

Were you able to obtain GPA data to report?

YES

Please enter your comments regarding GPA data availability (maximum: 300 letters)

Were you able to obtain Student Behavior (In-school Suspension) data to report?

YES

Please enter your comments regarding Behavior data availability (maximum: 300 letters)

Save GPA & Behavior Details

Make sure to select the appropriate GPA and Behavior responses before downloading a blank or uploading a completed template.

Your responses to those questions dictates what the system expects from the template being uploaded.



## Step 5: Attendance


You have reported **36** unique participants at your center under the [Center Overview](#) section.  
Total number of students in the Attendance Roster should not exceed **36**.


You have reported the total of **20** hours for all the Activities at your center.  
For any of the student in the Attendance Roster file, **NO\_OF\_HOURS\_IN\_PROGRAM** column value should not exceed **20**.


### Attendance File Submission


Download the template file below for data submission:

 Attendance + GPA + Suspension

 Attendance + GPA

 Attendance + Suspension

 Attendance File (No GPA & Suspension)

 Change the GPA and Suspension selections above to download different template

Download previously uploaded rosters:

Select ▼

Download

Click the button below for attendance file guidelines & submission:

Upload Attendance File

NEW Data validations that the system will be doing when you click to submit your roster file:

The total number of records in your attendance file cannot exceed the number of unique participants you entered in the Center Overview.

No student can be reported in the No of Hours In Program column for a higher value than your total of hours of activities at this center.



## Step 6: Teacher Survey Results

Student counts for each category submitted through attendance system for Grade 2 to 8 of Public Schools

Attendance Category	Count
Less than 15 hours	8
15-45 hours	2
45-90 hours	0
90-135 hours	0
135-180 hours	0
180-225 hours	0
225 or more hours	0

This table provides the information reporting necessary data entered for reports distributed/returned under each category below.

Total Reports	
Total Reports Distributed Enter value (cannot be less than 0)	Total Reports Returned Enter value (cannot be less than 0)
11	7

Students with attendance less than 15 hours	
Reports Returned Enter value (cannot be less than 0)	
7	

Enter your number of teacher surveys distributed and collected, both in total and broken down for students in each participation band, as well as counts for improved rates of homework completion/participation and/or observed classroom behavior.

NEW Data validations that the system will be doing when you click SUBMIT:

- Total Reports Distributed cannot exceed your number of total students.
- Total Reports Returned cannot exceed the number of total students OR the total reports distributed and must match your total across all categories combined.
- In any category Reports Returned, Improved in Homework/Participation and Improved Behavior cannot exceed the student count in that reporting hour band.






## Step 7: Certification

### Certify

Please certify after completing all the sections.

Section	Status
Center Overview	Complete ✓
Activities	Complete ✓
Staffing	Complete ✓
Family Members	Complete ✓
Attendance File	Complete ✓
GPA & Behavior (Fall Only)	Complete ✓
Teacher Survey Results	Complete ✓

⚠ Caution – sections are marked  if you entered and saved any portion of the data required. It is not an indication that you have completed data entry in all fields in that section.

**Note:** If you marked programs as not offered, any information that you entered below will be cleared after you click on the 'Certify and Submit' button.

I have reviewed my submission and certify it is accurate to the best of my knowledge.

Certify and Submit

Please note the cautionary statement on the certification page. If you have not entered any information for one of the steps the system will warn you and prevent you from certifying, but it cannot know if you've only entered partial data. Please review your submission step by step to make sure it is complete before certifying.



Questions?



# Thank you!

21<sup>st</sup> CCLC Production Team

Illinois Interactive Report Cards at NIU

