Welcome to 21DC

School Year Grantee & Attendance Collection

Anita Harris

Federal Program Monitoring and Support
How Do I Get an NCID? (Non-LEAs)

https://ncid.nc.gov

Click on Register

LEAs and Charters must contact their NCID administrators
How Do I Get an NCID? (Non-LEAs)

North Carolina Identity Management

New User Registration

Please indicate your user type from one of the following categories:

- **Individual**: Request access to the State of North Carolina services as an individual or citizen.
- **Business**: Request access to the State of North Carolina services on the behalf of a business.
- **State Employee**: Currently employed or assigned to work for an agency within the State of North Carolina government.
- **Local Government Employee**: Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

North Carolina
www.nc.gov

Privacy and Other Policies

Contact Us
How Do I Get an NCID? (Non-LEAs)

- Required Fields to be filled-in by you
  - Requested ID (you get to choose your ID)
  - First and Last Name
  - Email Address
  - Phone Number
  - Street Address (City, State and Zip)
  - Password (minimum 8 characters, rules on page)
- 5 Security questions to be answered for self-management
- If you already have an NCID, you do NOT need a new NCID!!
How Do I Get an NCID? (Non-LEAs)

To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.

To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.

If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

- Check your email!
- After verification, go back onto the NCID site and choose your password reset questions and responses
- If you forget your password or get locked out, DPI cannot help you with NCID issues
How to Gain Access to 21DC
(If you already have access you do not need to repeat these steps)

1. Each grantee completes a Confidentiality Agreement (CA) with data designee(s) assigned – found on the NCDPI 21st CCLC webpage http://www.ncpublicschools.org/21cclc/reporting/
2. Fax to 919-807-3968 or scan to anita.harris@dpi.nc.gov
3. Data designee goes to 21DC and registers for access with your valid NCID https://schools.nc.gov/21dc
4. Once approved, you will receive a confirmation email
Registering on 21DC System

• Using your valid NCID and NCID password, log in to system at http://schools.nc.gov/21dc

• Enter data in boxes

• Choose the Organization for which you’ll be entering data
  – If your organization is a Cohort 12 and 13, pulldown list will show the latest, but you WILL have access to both when entering data

• Every data designee must register in 21DC
21DC Registration and Sign-In

The closed site means that only those who have an NCID and Password and are known to the system will be able to gain access. This is NOT a public site.
Registering on 21DC System

Welcome

If you were asked to subscribe, then fill out all required information in the form below and submit it to the 21DC System Administrator for approval. Once approved, you will receive an e-mail confirming your approval in the system.

NCID User Name: demo_21dc
* User Role: DPI Data User, Grantee User
* Grantee: A47 - Above and Beyond Students (Cohort 13 2018-2019 School Year)
* Your First Name: Anita
  Today's Date: 10/11/2018 11:52:50
* Your Last Name: Harris
* Your E-Mail Address: anita.harris@dpi.nc.gov
* Verify E-Mail Address: anita.harris@dpi.nc.gov
* Your Phone Number: 9198073234
Note to Application Administrator: Account needed for screen shots

Subscribe to Application  Cancel
After Clicking on ‘Subscribe to Application’ Button

You have successfully submitted a request for access to this system. A confirmation e-mail has been sent to the e-mail address you provided.

Waiting on 21DC System Administrator:

Once approved, you will receive an e-mail confirming your approval in the system.
Welcome Screen

Welcome to the 21DC Data Collection system.

Here are instructions and information for 21DC Data Collection system School Year and Attendance module.

PLEASE NOTE THERE ARE TWO TERMS OPEN: 2018-19 SCHOOL YEAR AND SUMMER 2018

| School Year 2018-19 is now open! |
|-------------------|-----------------|-----------------|----------------|----------------|----------------|
| System            | Open Date       | Closing Date    | Year            | Status         | Cohort         |
| 21DC              | 10/31/17        | 7/6/18          | 2017 - 2018     | Closed         | 11 & 12        |
| 21DC              | 6/26/18         | 9/30/18         | Summer 2018     | Open           | 11 & 12        |
| 21DC              | 10/1/18         | 7/5/19          | 2018 - 2019     | Open           | 12 & 13        |

Please contact Anita Harris at 919-807-3234 or by e-mail at anita.harris@dpl.nc.gov if you have any questions. Include the acronym 21DC in the beginning of the subject line of your email along with your name, phone #, unit #, and a brief synopsis of the issue.

Regards,
21DC System Administrator
After Clicking on ‘Collection’ Tab

- Cohort 12: The grantee information will already be in the system, but you must go in and edit and confirm
- Cohort 13: You must add your grantee information
Adding Grantee Data

- Select the Grantee you want to add data to – you must work through ALL the tabs for each Cohort/Center

Before clicking on **Edit** button for Cohort 12

After clicking on **Edit** button
# Grantee Data

All fields with an * is Mandatory

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Center</th>
<th>Feeder School</th>
<th>Partner</th>
<th>Activity</th>
<th>Staff</th>
<th>Student</th>
<th>Attendance</th>
<th>Private Participation</th>
</tr>
</thead>
</table>

**Grantee Detail**

- **Cohort No.**: 12
- **Is Active?**: Yes
- **Modified Status**: Yes
- **Grantee No.**: A47 - Above and Beyond Students
- **Name**: Above and Beyond Students
- **Award Amount**: [Redacted]
- **Organization Type**: Community-Based Organization
- **Address**: 123 Elm Park Road
- **City**: Charlotte
- **Zip Code**: 28209
- **Contact Name**: [Redacted]
- **Phone No.**: [Redacted]
- **E-mail**: [Redacted]

Click 'Apply Changes' when done, even if no changes have been made.

This should match your original RFP.
Center Tab

Before clicking on the Center tab

After clicking on the Center tab, click on the ‘Add’ button

Cohort 12s will still have to enter this data; only the Grantee data was pushed forward.
# Center Tab

## Center Detail

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee</td>
<td>2018-2019 School Year - Cohort 12 Grantee A47 - Above and Beyond Students</td>
</tr>
<tr>
<td>Active</td>
<td>✔ Yes ✗ No</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization Type</td>
<td>Select One</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Grade Levels Served</td>
<td>PK 0K 01 02 03 04 05 06 07 08 09 10 11 12</td>
</tr>
<tr>
<td>Public School Family Member</td>
<td>0 Public School Family Member</td>
</tr>
</tbody>
</table>

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**Grades served should match your Feeder Schools grade spans for program attendees**

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**Click 'Create' when done**

[Cancel] [Create]
Enter data and click the **Create** button

To add another Center, click on the **Add** button

After action is processed, you will see the data just entered

You must continue data entry across the tabs for **EACH** Center
To add more Feeder Schools, click on the Add button. As you add schools from the same LEA, they don’t show in the list anymore.
Feeder School Tab

To add a Private School as a Feeder School, click on the **Add** button. Click Yes for ‘Is a Private School?’, select County, then a Private School off the list.
The Feeder School list for a Center will allow you to choose off their respective rosters for Attendance purposes.

Now we’ll go on to data entry for Partner(s) (if any) for this Center.
Partner* Tab (Optional)

If you have zero Partners, you can go on to the Activity tab.

If you have additional Partners, click the Add button again.

* It is not mandatory to have Partner(s)
Activity Tab

Click the **Add** button to enter data for **Activity** Detail.

If you have additional Activities for this Center, click the **Add** button again.

Once you choose the **Type**, it comes off the list for the next addition (if any) of **Activity** Type.
Activity Tab (Cont’d)

If you have additional Activities for this Center, click the **Add** button again.
Once you choose the **Type**, it comes off the list for the next addition (if any) of **Staff Type**.
If you have additional Staff for this Center, click the Add button again.
Student Tab

You can find the Student by typing the first or last name here and click ‘Go’

Or sort by Gender…

Or by Grade

The Grade list will match what you entered as ‘Grade Levels Served’ on the Center tab
You can add Students off a roster for each Feeder School you added on the Center tab.
Student Tab (Cont’d)

• If you do NOT select the Feeder School, a list of all Students in the Grades Served at all the Feeder Schools will be rendered, which you can select from by clicking on the Select checkbox alongside their name.

• Click on ‘Add Selected Student(s)’ button.
If you try to Add Students without selecting a ‘Date First Attended’, you will get an Error

Click on ‘Add Student’ again to add more Students
# Editing a Student’s Attendance

**Grantee:** 2018-2019 School Year - Cohort 12 Grantee A47 - Above and Beyond Students  
**Center:** (Community-Based Organization) Center A  
**Gender:** All □ □ Grade: All □ □ Missing Required Teacher Survey (MRTS): □ □ □

![Table of student information](image)

<table>
<thead>
<tr>
<th>Edit Survey</th>
<th>Edit Attendance</th>
<th>MRTS</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Grade</th>
<th>Gender</th>
<th>Days Attended</th>
<th>Date First Attended</th>
<th>Survey Distributed</th>
<th>Survey Returned</th>
<th>Improved HWCP</th>
<th>Improved Behavior</th>
<th>Changed By</th>
<th>Changed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Delete Student</td>
<td>N</td>
<td>Jani</td>
<td>1</td>
<td>Counsel</td>
<td>04</td>
<td>M</td>
<td>1</td>
<td>09/10/2018</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>demo_21dc</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit Attendance</td>
<td>N</td>
<td>Johnson</td>
<td>1</td>
<td>Lake</td>
<td>05</td>
<td>M</td>
<td>1</td>
<td>09/10/2018</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>demo_21dc</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit Attendance</td>
<td>N</td>
<td>King</td>
<td>1</td>
<td>Spring</td>
<td>04</td>
<td>M</td>
<td>1</td>
<td>09/10/2018</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>demo_21dc</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit Attendance</td>
<td>N</td>
<td>Knight</td>
<td>1</td>
<td>Ramirez</td>
<td>04</td>
<td>M</td>
<td>1</td>
<td>09/10/2018</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>demo_21dc</td>
<td>10/15/2018</td>
</tr>
</tbody>
</table>
Editing a Student’s Attendance

O = Not Attended
X = Attended

You can change one to the other by clicking on the O or X
• Suggest Adding Students as they register for your program, in the Center they attend
• 21DC can be used as an Attendance system
• Do NOT wait until the end of the term to enter the attendance
• Can include Private School program participants, headcount only
• Cannot include Home-Schooled Students
Summary: Identifying Attendees on Student Tab

- Choose the Feeder School from the pulldown list
  - The list will auto-populate with all students from the Grade Levels Served
- Choose a date that a Student first started attending the program in 2018-19 SY
- Click the Select box next to each Student who started on that day
- Click the ‘Add Selected Student(s)’ button
- You can select more than one Student at a time, provided they started on the same day
- The Students selected will disappear from the list after they have been added
Attendance Tab

Clicking on the number on a particular date will render a list of Students that attended on that date.
Attendance Tab

A way to edit Attendance without going into each Student’s record on the Student tab, click on ‘Edit Attendance’ button, will render a list of Students that attended the week selected in the pulldown.
Attendance Tab

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A way to edit Attendance without going into each Student’s record on the Student tab, click on ‘Edit Attendance’ button, will render a list of Students that attended the week selected in the pulldown.
Reminders for Attendance Tab

• Use the Previous/Today/Next buttons to move through the months
• The blue numbers in the calendar indicate how many Students attended your program each day
  – Clicking on the numbers in the calendar will render Students’ attendance information
• In the Attendance Week pulldown, the dates with an (*) tell you there are students in attendance that week
• Can see all the weeks for the months the School Year Programs can be open
Private Participation

- In order to include the headcount of program participants from Private School(s), you would have to include the Private school(s) as a Feeder School.
Private Participation

Private Participation headcount is by Grade Levels Served and NOT by Private School

Do NOT include Home-Schooled Students in this count
Private Participation

You must enter a number in the count field, or a zero (0), if none in that grade level.

Do NOT include Home-Schooled Students in this count.
Private Participation

Once counts are entered, The **Edit** button will appear for the Student Attendance table. The Totals in each table should match.

Do NOT include Home-Schooled Students in this count.
Possible Errors - Scenarios

For those that are Cohorts 12 and 13, if you log in to 21DC, don’t choose a Grantee to work on, then go to the Center tab, you will get:
Confidentiality Agreement (CA)

- Must be filled out completely
- No electronic signatures
- Fax to 919-807-3968
- 24 to 48 working hours to have access granted after receipt of completed CA and registration for 21DC

(If you already have access you do not need to repeat these steps)
Questions?

• This presentation will be made available on the 21\textsuperscript{st} CCLC DPI website next week

• Send email to Anita.Harris@dpi.nc.gov