**EZ Reports for 21st CCLC Program Management and Recordkeeping**

EZ Reports is a web-based software platform designed to help 21st CCLC program sites manage their programs and collect all of the data needed to do the Annual Program Report (APR). Following is a brief description of the process. Of course, each part has multiple steps within and there are many capabilities of the program that are not described here.

**Steps involved are**:

1. Entering information about the grant and the sites served.
2. Entering the sessions (recurring meetings in particular times and places for particular groups of students for a particular activity).
3. Uploading student data from district data systems to reduce data entry. This can be automated to happen on a regular basis for an additional charge.
4. Registering the students who will participate in the program. (Usually all students are uploaded, then those participating are registered, ie pulled into the active part of the program.)
5. Enrolling the students in the sessions they will be attending.
6. Generating attendance sheets for the day/week in question.
7. Keeping attendance on the attendance sheets and entering it into EZ Reports or entering it directly as students attend. (There are other variations of this.)
8. Generating reports needed to manage the program—a great many reports are available or you can design your own.
9. When it is time to do the teacher surveys, either printing out the list of students who are “regulars” or having teachers do it within the system.
10. When it is time to do the APR report, printing out the report from EZ Reports and entering it into the federal APR system. The EZ Reports printout directly follows the information required in the APR system.

The Oregon Department of Education will pay half of the cost ($500 of the $1000 cost per site) as a supplement to the grant for any grantee who chooses to use EZ Reports. EZ Reports bills each grantee and the grantee pays them directly. Additional features chosen by the grantee will be paid by the grantee. Of course, these fees can come from the grant. ODE has engaged Kathy Kollasch to provide technical assistance for you and your staff either at your site and/or by email and phone ([kkollasch@msd.k12.or.us](mailto:kkollasch@msd.k12.or.us) and 503-435-9477). She has used EZ Reports for many years in her work for the McMinnville School District. To access her services, please contact her directly.

If you choose to use EZ Reports, they will contact you and/or you can contact:

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