

AFTER SCHOOL matters

Quality Indicator Definitions

INDICATORS FROM CITYSPAN

Enrollment Rate

Percent of teens enrolled in the program.

Average Daily Attendance Rate

Percent based on the average number of teens who attended the program on a daily basis divided by the target enrollment of the program.

Program Completion Rate

Percent of teens who completed at least 80% of the program's scheduled hours. This number is affected by teen absences, late enrollment, or program drops.

Drop Rate

Percent of teens who dropped the program after attending at least one day.

Professional Development Attendance

Percent of required workshops attendance by each instructor. Percentage may increase if instructors attend optional workshops as well.

INDICATORS FROM TEEN SURVEYS

Instructor Preparation

Percent of teens that agreed or strongly agreed to items related to their instructor's preparedness for the program.

Instructor Support

Percent of teens that agreed or strongly agreed to items related to the support provided by their instructors.

Skills Gained by Teens

Percent of teens that agreed or strongly agreed they gained or increased their skills in the program.

Feelings of Safety

Percent of students that agreed or strongly agreed to feeling safe in the program.

Program Satisfaction

Percent of students that agreed or strongly agreed to items related to program satisfaction.

INDICATORS FROM YOUTH PROGRAM QUALITY ASSESSMENTS

Note about Youth Program Quality Assessment Scores: There are four domains and 18 scales, each with several items. Each item is rated as a 1, 3, or 5. A score of 5 represents best practice. Scores represent an average across items within each domain or scale.

Safe Environment

Average score for items in this domain. This domain is made up of the following scales: Emotional Safety, Healthy Environment, Emergency Preparedness, Accommodating Environment, and Nourishment.

Supportive Environment

Average score for items in this domain. This domain is made up of the following scales: Warm Welcome, Session Flow, Active Engagement, Skill-building, Encouragement, and Reframing Conflict.

Interaction

Average score for items in this domain. This domain is made up of the following scales: Belonging, Collaboration, Leadership, and Adult Partners.

Engagement

Average score for items in this domain. This domain is made up of the following scales: Planning, Choice, and Reflection.

Compliance Indicator Definitions

DATA ENTRY

Attendance Data Entry

Percent of teen attendance data entered on a timely basis.

Enrollment Deadline: Final Roster

Percent of teens enrolled at the final roster deadline.

Teen Survey Completion

Percent of teens who completed the teen survey.

Instructor Program Report

Scores are based on when instructors submitted their complete program reports.

Score	Meaning
5	Submitted by deadline
3	Submitted up to 1 week after the deadline
1	Did not answer all questions or submitted more than 1 week after deadline

PAPERWORK SUBMISSION

Stipend Administration – Dates 1, 2, and 3

Percent of teens that are eligible for a stipend based on their teen checklist during the stipend administration pay period.

Expense Reports Submission

Scores are based on when community provider organizations submitted their expense reports. Same scoring as Instructor Program Report.

Approved to Work

Percent of instructors cleared to work by the first day of program.

COMPLIANCE ASSESSMENT

Note about Compliance Audit: There are 10 areas of compliance, each with several items. Each item is rated as a 1, 3, or 5. A score of 5 represents best practice. Scores represent an average across items within each area.

Cityspan Usage

Who has access to Cityspan, what type of information they can access, and whether staff share passwords.

Enrollment

AFTER SCHOOL matters

Whether staff have enrolled their target number of teens, teens were enrolled on time, how staff drop/unenroll teens, and staff understanding of pending versus enrolled status for teens.

Attendance

Staff understanding of After School Matters' attendance policy, what the sign-in sheet looks like, who collects and enters attendance, and how often attendance is entered.

Interview Outcomes

Whether staff use the Interview tab in Cityspan.

Teen Documents

How staff collect and store teen documents, and whether staff make copies of SS cards after they are submitted to After School Matters.

Teen Paperwork Submissions

Whether all teen documents fully submitted on time.

Teen Survey Completion

Whether teen surveys were fully completed.

Stipend Distribution

Staff process for distributing the stipend, how staff ensure teens are eligible for the stipend, and whether teens receive their stipends on time.

Expense Reports

Whether expense reports were fully completed and submitted on time and whether staff are retaining receipts from program expenses for two years after their programs.

Instructor Program Report

Whether the program report was fully completed and submitted.

FUTURE INDICATORS

- Professional Development Attendance
- Teen Paperwork Submission