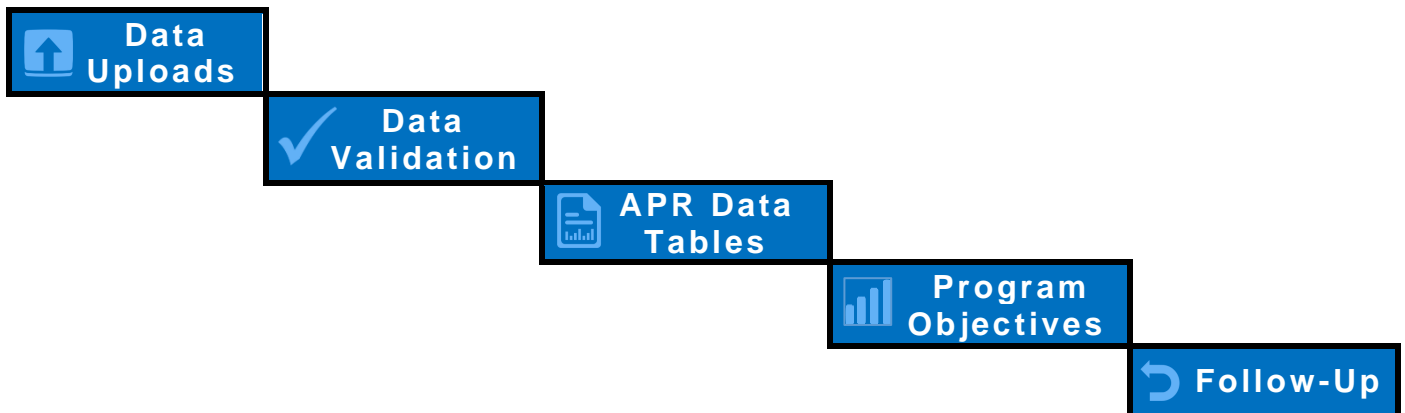




PAPR PROCESS

Pre-Annual Performance Report



Guide to PAPR

Your annual challenge:

Each year, GEAR UP programs need to collect, organize, and report on a wide variety of data for your program's Annual Performance Report (APR). This data provides the information needed for the APR data tables, and is also the basis of analyses conducted to examine progress toward your program objectives. Accurate and valid data can be very useful as you implement your program; conversely, inaccurate data can lead you to make decisions that do not support your program.

Data collection, management, and reporting for the APR can be complex. Different people are responsible for different pieces. Questions arise requiring research, decisions, or revisions – or all three. Despite all the best intentions and efforts, the last few weeks are often a *whirlwind* of data gathering, coding, checking, analyses, reports, questions, and clarifications.

CoBro's Solution: PAPR

CoBro will set up a timeframe earlier in the school year dedicated to getting your APR on track. During your Pre-APR (PAPR), we'll emphasize data collection, prioritize your data uploads and validation, and provide detailed data status updates.

We will then set up a time to go through your APR data tables with you on Compass, and follow up on any questions that arise. When that information is ready, we'll analyze your program data to examine your program objectives.

The PAPR process consists of the following phases:

Phase 1: Data Uploads

Phase 2: Data Validation

Phase 3: APR Data Tables

Phase 4: Program Objectives

Phase 5: Follow-Up



Phase 1: Data Uploads

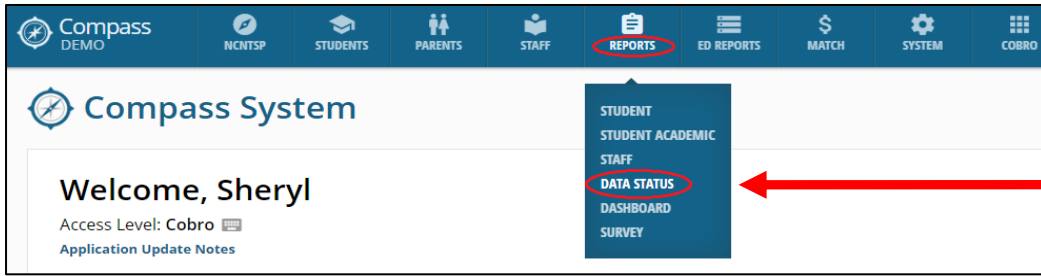
GEAR UP Staff:

- Upload data into the Compass system (<https://cobrocompass.com>) for the prior school year and any comparison group (CG) data, and check the status of data as it is incorporated into Compass.
- Confirm that all student, parent, and staff services are entered.
- Use the [Client Data Submission Calendar](#) and [Client Data Layout](#) documents as references to determine the information needed for each of your schools.
- Run the Data Status Report in Compass to confirm that each type of data needed has been integrated into your Compass system.
- Check your Data Status Report for any anomalies. Some examples* include: numbers that look too high or too low for a particular school; tests that were administered during a different school year; grade levels for students not served during that school year; unknown IEP/LEP/ethnicity/race status, etc. Include site-level staff in this review who are likely more familiar with site-specific characteristics that would impact data availability.

*The following page provides examples of some of the most common data anomalies to look for.

CoBro Staff:

- Our Data Quality Specialist, Sheryl Jones, will examine your Data Status Reports several times during this phase, and work with you to identify data gaps and make revisions or corrections to files as needed.



Examples of data status report issues:

Where are the rest of the students' grades?

Grades

School Year	School	Grade Level	Term Type	Term Number	Number of Students	Number Enrolled	% Submitted
2020-2021	Western High School	10	Semester	1	6	516	1.2%
2020-2021	Western High School	10	Semester	2	8	516	1.6%

Tests

School Year	School	Grade Level	Test Type	Number of Students	Number Enrolled	% Completed
2020-2021	Central High School	12	Aspire English	700	720	97.2%
2020-2021	Central High School	12	Aspire Math	650	720	90.3%

Why do we see 12th graders taking Aspire? It's only offered in 3rd-10th.

Enrollment

School Year	School	Grade Level	Number of Students
2020-2021	Lincoln High School	11	300
2019-2020	Lincoln High School	10	531

231 fewer students enrolled in 2020-21 than in 2019-20?

Attendance

School Year	School	Grade Level	Term Type	Term Number	# Students with Excused Absences	% Excused Absences	# Students with Unexcused Absences	% Unexcused Absences
2020-2021	Adams High School	10	Semester	1	0	0.0%	240	82.8%
2020-2021	Johnson High School	10	Semester	1	25	52.1%	39	81.3%

No Semester 2 data?



Phase 2: Data Validation

CoBro Staff

- CoBro's data quality checks will continue to research and resolve issues regarding low, incomplete, or missing data in specific fields within each data category that may remain from the Data Upload phase (i.e., demographics, enrollment, grades, GPA, absences, test scores, etc.).
- Data validation includes verification of the following, based on those expected for your program and the schools you serve:
 - School term types and/or term numbers
 - School years
 - Grade levels
 - Test types and test score ranges
 - Possible file upload and import errors
- We will also conduct additional validation checks to examine the new data in terms of its consistency in relation to other years and across schools.

CoBro Staff & GEAR UP Staff:

- CoBro uses a task management system called ClickUp to collaborate with you on data-related tasks. If not already in the system, designated GEAR UP staff will be notified via email from ClickUp to set up a username and password. Once this is done, the GEAR UP user will be able to view tasks that require action as the pending tasks are assigned, and may add comments to the task. CoBro and GEAR UP staff will monitor, track, and communicate regarding the status of these tasks from within ClickUp.
- CoBro will utilize an algorithm to automatically code class types and class levels for courses submitted in the grades/transcript data. GEAR UP staff will also be updated, and called upon to assist in coding classes as needed.

GEAR UP Staff:

- Assign your classes into course categories and levels in Compass: (*DATA CENTER menu > CLASSES*).
- Please be available to answer questions, contact your sites for further information, and/or obtain and upload corrected data, if needed.





Phase 3: APR Data Tables

GEAR UP Staff:

- Run the APR data report in Compass and take a look at the preliminary numbers.
- If you have questions as you review these preliminary numbers, please contact our Quality Control Specialist, Oscar Morales (omorales@cobroconsulting.com).

GEAR UP Staff & CoBro Staff:

- Meet online to review the APR data tables, spot check and cross-examine numbers, and investigate any discrepancies.
- Finalize APR data table sections when feasible, and work on data needed for other sections in an iterative process until the APR data tables are as complete as possible.
- Discuss possible APR submission date or time frame.




Phase 4: Program Objectives

CoBro Staff:

- CoBro will analyze data for all program objectives that rely on any of the data elements finalized in the previous phase.
- Our Director of Evaluation, Keren Brooks, will provide drafts showing analysis results for your objectives.
- Finalize objectives when feasible, and work on data needed for other objectives in an iterative process until objectives are as complete as they can be.

GEAR UP Staff:

- Review these sections and help us revise, clarify, and/or update, as needed. Add your own information and narrative to provide on-site context to the findings.



Phase 5: Follow-Up

CoBro Staff:

- Identify any remaining data needs.
- We will repeat Phases 1 through 4 as needed to complete the remaining APR sections as final data elements become available.
- CoBro will rerun and review the Compass APR report again in March as a final spot check.

GEAR UP Staff:

- Obtain any data that was not available for your PAPR.
 - Sometimes state test scores or graduation data are not released until well into the following school year.
 - If needed for this APR, National Student Clearinghouse data or other sources for fall college enrollment data are typically not fully available until January at the earliest.
- Please be available to answer questions and/or contact your sites for further information if needed.

If you have questions about the PAPR process, please contact Sheryl Jones, CoBro's Data Quality Specialist (sjones@cobroconsulting.com).