



United Way COMMUNITY SCHOOLS

“How-To Do It:” Results Based Accountability Annual Report

What It Is

The United Way Community Schools (UWCS) Annual Report is an end of year report, also may be called the Results Based Accountability (RBA) report. Community School Coordinators (CSCs) will complete this report generally each year over the summer and submit it at the end of July. This report measures specific outcomes and outputs of your Community School work.

The Process

Even though the RBA is generally due at the end of July, it is a good idea to understand what questions and information is being asked of you so that you can collect this information as it happens. At your school's first CORE meeting of each school year, it is important for the CORE team to become familiar OR review the EOY report data points and identify the current structures and processes that may already be in place at your school to capture this information. Since previous community school coordinators have been asked to complete this same report in the past, there should already be certain systems in place to help capture this information. If there is not a system in place to capture certain data, or you would like to develop a different tool to utilize, this is the time to discuss those items.

Best practice: CSCs should maintain an excel sheet of all the data points and update this monthly to avoid an end of year rush. In the EOY report, there is a large emphasis placed on the open-ended portions of the report, or the “story behind the data”. Especially in your first year, this will be a good place to explain where any lapses in data may have happened due to community school coordinator transition. This will also give you an opportunity to explain certain trends that may have appeared in your data, as well as to highlight specific stories that may not be apparent through the data. It is important for the CSC to familiarize themselves with the qualitative questions that are being asked at the start of the year. This will give you a better understanding of the specific types of data you will be asked to collect throughout the school year.

Depending on your start date and the transition from the previous community school coordinator, you may not be expected to have complete data records for a few categories for the entire school year. Speak with your supervisor to help you find these tools and help explain their implementation. Please see your direct supervisor or the Network Director with any questions or concerns about how to complete this report

Important Best Practices to Remember

- At your school's first CORE meeting of each school year, it is best practice for the CORE team to become familiar with the EOY report data points and identify the current structures and processes that may already be in place at your school to capture this information.
- Some information asked for in the EOY report will not be specifically tracked by you, but you will have to know where to go in your school to gather it.
- CSCs should maintain an excel sheet of all the data points and update this monthly to avoid an end of year rush.
 - It is important that however you track data in your school, it is done consistently. Find a method that works for you and stick with it to ensure continuity of data. If a data collection method is changed mid-year or from one year to the next, note this in your EOY report. This will help to explain any trends in data.
- Feel empowered to contact your supervisor or your UW Community School Technical Assistance Liaison for support when completing the RBA report. Completing the report is a large task and, especially in your first year, should not be done alone.

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Annual Report Data Points: District

What It Is

Below are the data points that our United Way team requests directly from school districts. As a CSC, you may track some of the data points that are on the district data request to best inform your work throughout the school year. For the RBA, you will not need to provide the data points listed under the below district data request grid:

Data Point	Description	Source	District Identified System	Time Parameter
Building enrollment	# students enrolled as of October 1	District		Oct 1, 2023
Free / reduced lunch eligibility	% of school eligible	District		Oct 1, 2023
3rd grade Reading Achievement	3rd grade READING PSSA: #/% advanced, proficient, basic, below	District		Spring 2024
7th grade Math Achievement	7th grade MATH PSSA: #/% advanced, proficient, basic, below	District		Spring 2024
Math Growth	Local ASSESSMENT: # / % Far Below, Below, On, Above benchmark. Beginning and end of year. By grade level.	District		1.Beginning of SY 23-24 2. End of SY 23-24
Reading Growth	Local Assessment: # / % Well Below, Below, At, Above benchmark. Beginning and end of year. By grade level.	District		1. Beginning of SY 23-24 2. End of SY 23-24
Kindergarten readiness	# / % of kindergarten students At or Above district-selected literacy benchmark at the start of the school year	District		Fall 2023
Kindergarten enrollment	# enrolled at start of school year	District		Fall 2023
Attendance	# / % chronically absent > = 10% days absent Disaggregated by demographics	District		End of SY 23-24
	# / % at risk of chronic absenteeism >5% to < 10% days absent Disaggregated by demographics	District		End of SY 23-24
	# / % regularly attending <5% days absent Disaggregated by demographics	District		End of SY 23-24
Mobility	Mobility or churn rate. Also defined as % late enrolled or withdrawn before the end of year or % transferring into or out of a school within a year	District		End of SY 23-24
Homelessness	Total # of students who were homeless at any point during the year	District		End of SY 23-24
Suspensions	# of students with 1 or more out-of-school suspension. Disaggregated by demographics.	District		End of SY 23-24
	Total # of days of missed instruction due to out-of-school suspensions. Disaggregated by demographics.	District		End of SY 23-24

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Annual Report Data Points: **Community School Coordinators**

What It Is

Below are the specific questions/information that you will be expected to know for your RBA report, along with examples of programs/services that align with these questions (your specific school may have more/less than the examples provided). Most of these will need to be tracked throughout the school year. Other questions may also be asked on the RBA report, however, generally require a yes or no answer.

Data Point	Description	Source	Where to Find This at My School?	Time Parameter
Student Engagement				
Out-of-School Time Participation	# students who participated in school-based, out-of-school time enrichment and other programs	CSC		End of SY 23-24
Summer Learning Participation	# students participating in school-based summer learning programs	CSC		Summer 2024
Social Emotional Wellness				
Student Assistance Program (SAP) Referrals	# of SAP referrals	CSC		End of SY 23-24
SAP Interventions	# students referred to SAP who were connected to interventions	CSC		End of SY 23-24
Mentoring	# students connected to mentoring	CSC		End of SY 23-24
Support Groups	# students connected to support groups	CSC		End of SY 23-24
Individual Mental Health	# students connected to individual mental health supports	CSC		End of SY 23-24
Attendance Team Referrals	# students referred to attendance team	CSC		End of SY 23-24
Attendance Services	# students referred to attendance team who were connected to attendance services	CSC		End of SY 23-24
Parent / Caregiver Involvement				
Parent Participation at School Events	# parents attending family events	CSC		End of SY 23-24
Parent-teacher Conference Participation	# / % parents or caregivers attending conferences	CSC		End of SY 23-24
Community Engagement				
Volunteer Hours	# volunteer hours contributed	CSC		End of SY 23-24
In-kind Donations	\$ value of in-kind donations	CSC		End of SY 23-24

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Basic Needs				
Dental Care	# students referred for screening or services	CSC		End of SY 23-24
	# students connected to dental services	CSC		End of SY 23-24
Vision Care	# students referred for screening or services	CSC		End of SY 23-24
	# students connected to vision services	CSC		End of SY 23-24
Housing and Financial Services	# families referred for housing and/or financial services	CSC		End of SY 23-24
Food Assistance	# families referred out to community-based food assistance	CSC		End of SY 23-24
	# families connected to school-based food assistance	CSC		End of SY 23-24
Additional for Bangor High School only				
Postsecondary Enrollment	Number of students enrolled in post-secondary education, career or military.	CSC		End of SY 23-24
Advanced Course Participation	Number of students participating in AP, IB, dual credit, and other advanced courses	CSC		End of SY 23-24
Career and Technical Education Participation	Number of students participating in career and technical education courses and work-based learning and apprenticeships	CSC		End of SY 23-24
	# attending Career Institute of Technology			
	# in student experience			
	# in career shadowing program			

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