Download Instructions:
Youth Reengagement Data Template

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Districts are to provide a *Youth Reengagement Data Template* to all service provider partners. The Data Template enables Open Doors Youth Reengagement service providers a tool for completing and submitting a summary of services back to the district.

Service provider partners are to complete the Data Template for each occurrence of student enrollment/participation in an Open Doors Youth Reengagement program by the district's students during the reporting school year.

Generating the Youth Reengagement Data Template

Districts generate or create the *Youth Reengagement Data Template* through the EDS Application "Youth Reengagement". Districts can either download a pre-populated student data template, created by clicking on the "Download Students" link in the "Student List" tab (*recommended method*) or opt to download a blank template to be populated with student information.

Download Instructions

To create a **pre-populated** data template, complete with student file information:

1. Click the "Student list" tab from within the EDS Youth Reengagement application.
2. To download a file template **prepopulated with students**, click on the "Download Students" link located at the top of the "Student List" tab.
3. The data template generated will contain a unique record must be submitted for each.
    a. enrollment occurrence
    b. program participation

Next steps after downloading:

1. Review

Review the data template. Ensure it is prepopulated with only those students served by the provider's Open Doors Youth Reengagement program.

2. Provide

Securely provide a copy of the pre-populated data template, containing a student list, to each Open Doors Youth Reengagement service provider partner. Each provider is to complete the data template by providing outcome data. Outcome data is to be collected for each unique enrollment/participation in the program during the reporting school year.

3. Support

In addition to the data template, the Data Entry Element Guidance document should be provided by you to the service provider partner(s). The Guidance contains descriptor, data type, size, and other formatting information for each label. Providing the supplemental Data Entry Element Guidance helps providers understand and meet data entry needs and expectations.

4. Collect & Compile

When the data is returned from your service provider partner(s), incorporate the data into your main template.

5. Record

Once you have compiled program data for all students in your district participating in Open Doors Youth Reengagement during the reporting year you can either:

1. Enter data for individual students listed in the Student List tab **or**,
2. Upload data to the application for all students following the directions located in the Upload Student Data tab, Student Data File Upload Instructions

Alternative Data Template Option

A district may generate a **blank** data template, complete with student file information. A blank template can be downloaded from the "Upload Student Data" tab. The blank template can be populated with a list of all students enrolled in the district during the reporting school year who participated in an Open Doors Youth Reengagement program from one of the following sources:

a. A list of students can be downloaded using the CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Programs>40- Reengagement report, select Student Details
b. Create an extract of students participating in Reengagement from your student information system (SIS)

Purpose

The *Youth Reengagement Data Template* is used to capture program participation data and student outcome information. The data collection is required by all Open Doors Youth Reengagement programs on a yearly basis. Data are submitted to OSPI and support the publication of outcome reports.

More information

Access End of Year (EOY) Annual Reporting resources and guidance on the Open Doors Youth Reengagement Resources page. Look for the "End of Year (EOY) Annual Reporting" expandable menu. For assistance, email **AskSI@k12.wa.us**