



CENTRAL OST DATA MANAGEMENT

Data Requirements

Central OST Program Staff expectations related to management of scholar data.

Upon Enrollment	On-Going	Session End
Accept & complete referrals from NAZ Coaches.	Track scholar Attendance .	Review entered & shared data with NAZ Data & Reporting Associate.
Review <u>EVERY</u> scholar's school placement & grade .	Send Chatters to NAZ coaches when scholar support is desired.	Close ExL Program Engagements for <u>EVERY</u> scholar.
Add each enrolled scholar to the Service Session .		



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Data Management & Resources

A detailed overview of data management expectations, reporting tools, as well as a brief statement of how this data is used.

Data Point	Guideline for Data Management	Why?	How to monitor or review this data point	How is this used?
Referrals	Accept/decline referrals within 3 days confirming a scholar's enrollment in an OST program.	Support the workflow between NAZ coaches & OST program. Additionally, referrals work to reconcile NAZ/OST program enrollment data.	The <i>Referrals</i> report in the Link Experience Cloud shows all incomplete referrals.	This data point has not been used in evaluation. It supports communication between NAZ coach & OST partner staff as well as reconciles rosters between NAZ & OST partners.
School Placement & Grade	OST staff are responsible for reviewing & confirming the school placement & grade for each scholar.	This informs scholar support. The scholar's grade facilitates FAST screening & data matching.	The <i>Demographic</i> report in the Link Experience Cloud displays the school & grade for all OST scholars or lack thereof.	Wilder uses school enrollment data in analysis of OST program impact on scholar success.
Attendance & Service Session Enrollment	Daily or weekly, as determined by OST program staff workflow.	Attendance is crucial for program success with the scholar.	The <i>Session Attendance</i> report in the Link Experience Cloud allows staff to monitor.	Wilder uses attendance data to understand the amount of OST program impact on scholar success.
ExL Program Engagements	All scholars enrolled in the OST program should have an active ExL Program Engagement during each session.	A scholar cannot be added to a Service without a program engagement & attendance cannot be taken. This also indicates scholar enrollment for other staff.	Program Engagements can be reviewed on the <i>Related</i> tab of a scholar's Contact Page after their referral has been accepted & the <i>Program Engagement</i> report.	ExL Program Engagements are how Wilder & NAZ understands a scholar's participation in OST programs.
Chatter	As needed.	To send & receive messages with NAZ coaches in a secure area regarding a scholar's engagement or needed support.	Chatters can be viewed & searched for on the right side of the Link Experience Cloud home page. Additionally, they can be seen when a task is opened.	This data point is not relevant or accessible for evaluation.