

# Preparing for End of Year (EOY) Reporting

## Open Doors Youth Reengagement

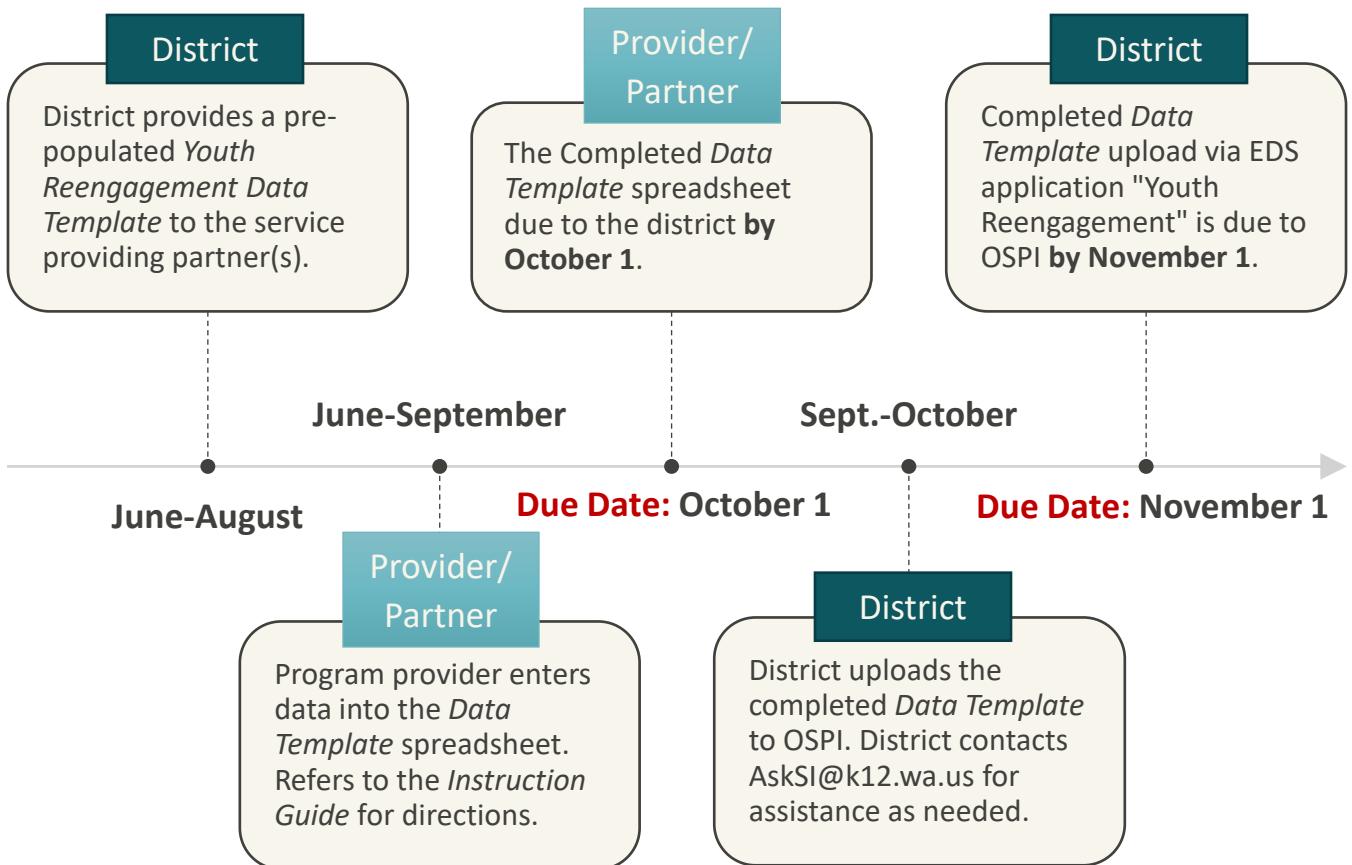
### End of Year (EOY) reporting

At the end of each year, data are collected from Open Doors "1418" Youth Reengagement programs and uploaded to OSPI. The End of Year (EOY) reporting, sometimes called annual reporting, requires collaboration between the district and their service-provider partner(s).

EOY reporting is **mandatory**. See additional information in [WAC 392-700-175: Required documentation and reporting](#), Part (3): Annual Reporting.

### Start early, no later than August.

Districts and their partners should start preparing no later than August. This allows time to resolve problems. Common issues include student rosters being incomplete, student enter/exit dates not aligning, and various CEDARS and EDS application data entry errors that require fixing.



## For districts without service provider partners

Not all districts partner with a service provider to deliver Open Doors. For districts that do not partner with outside providers, it is not required to use or create the *Youth Reengagement Data Template* excel spreadsheet. This is because district staff may enter the required data directly into the "Youth Reengagement" EDS application. If the district or program prefers, data may be collected via the Data Template or directly into the EDS application.

## Who are program service providers and partners?

Program service providers are any non-school district staff or entity that delivers Open Doors "1418" Youth Reengagement programming to students. This may include community/technical colleges, ESDs, community-based organizations, skill centers, job corps, and some for-profit entities. When a district partners with a non-district entity to offer an Open Doors program, the district must prepare and deliver to the partner(s) a *Youth Reengagement Data Template* excel spreadsheet to enable the partner in preparing for and recording the EOY data.

## For partners and contractors

Near the end of each school year, expect to receive an excel spreadsheet titled "*Youth Reengagement Data Template*". The district with which you partner is responsible to provide the template to you so that you may enter data into the blank fields.

- The excel template provided by the district is usually partially pre-populated with student data, and it will have multiple columns of blank fields.
- It is the service provider's role (partner's role) to enter data into the blank fields, as outlined in the Youth Reengagement Data Template Instructions: **Completing the Template**
- The Instruction Guide explains the *data entry elements* that must be filled-in to the template. If you're getting ready to use the Data Template, read the Instruction Guide.

## For ESD Consortia

If the program is a consortium model, operated by an ESD, then the consortium is tasked with gathering and providing certain data to the sending/home district. The sending/home district is responsible for providing the ESD a Data Template spreadsheet. Near the end of each school year, expect to receive a partially pre-populated excel spreadsheet titled "*Youth Reengagement Data Template*".

- The excel template provided by the district is usually partially pre-populated with student data, and it will have multiple columns of blank fields.
- It is the service provider's role (partner's role) to enter data into the blank fields, as outlined in the Youth Reengagement Data Template Instructions: **Completing the Template**
- The Instruction Guide explains the *data entry elements* that must be filled-in to the template. If you're getting ready to use the Data Template, read the Instruction Guide.

Once the ESD completes the spreadsheet, and sends it back to their district partner, the district is responsible for completing the EOY reporting. In some rare exceptions, the ESD consortium may elect to complete the whole of EOY reporting on the school district's behalf, including the submission via the EDS Application "Youth Reengagement".

## District responsibilities

Districts are to provide the excel spreadsheet *Youth Reengagement Data Template* to each Open Doors service providing partner that is working with their district.

The Data Template is a very important EOY data collection tool. Districts should provide the Data Template excel spreadsheet to program providers/partners no later than August 15.

1. To create a Youth Reengagement Data Template, districts can reference the Youth Reengagement Data Template Instructions: **Downloading the Template** for directions.
2. Districts should provide the Youth Reengagement Data Template excel spreadsheet to all program partners. Each partner should receive a Data Template generated by the district.
3. The district should also provide the Youth Reengagement Data Template Instructions: **Completing the Template**
4. so that the program providers can properly complete the template.
5. Some districts may hear from the service providing partners that the student roster is incomplete or that students are missing from the list. Please reference the **EDS User Guide**, and the following briefs:
  - [Student Start & Exit Dates: CEDARS & Open Doors](#)
  - [Exit Date Alignment in CEDARS](#)

## Using the Data Template spreadsheet

A full **Instruction Guide** exists for service providers and partners to guide completion of the Data Template spreadsheet. To locate the Instruction Guide and other useful resources and guidance, please access the "**End of Year (EOY) Annual Data Reporting**" expandable menu the [Open Doors Resources webpage](#).

Columns in the Data Template excel spreadsheet are formatted to correspond with the EDS application data elements. The completed spreadsheet is to be submitted to the district, who will then upload it into the EDS application, "Youth Reengagement", to comply with OSPI's EOY data collection.

## Help and resources

Thoroughly review the *EDS User Guide* and other resources on the [Open Doors Resources webpage](#). Look for the "**End of Year (EOY) Annual Data Reporting**" expandable menu.

If you need assistance, requests can be submitted to [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us). Response times may vary significantly depending on the time of year and competing submission deadlines.