



Program Summary

YouthQuest is a free afterschool program that serves over 2,000 students daily at 15 school sites in Flint and the surrounding area. The K-12 program runs year-round and is based on six core tenets: academic support, enrichment activities, leadership development, nutrition education, physical fitness, and family and community engagement. The program provides important college and career readiness through quality enrichment including STEM and literacy instruction, as well as through over 60 yearly field trips and access to over 75 expert vendors. Additionally, YouthQuest works to connect parents with much needed community resources and education that will improve and strengthen families and mitigate the effects of the Flint Water Crisis. Youth are also given opportunities to organize important service-learning projects that benefit the community's residents in several ways. Just last year, YouthQuest participants combined for over \$750,000 in service value for Flint.

Internal Data

EZ-Reports

YouthQuest employs two data specialists who use EZ-Reports software to track several aspects of the program's activity for both staff and participants. EZ-Reports allows for custom data input and customizable spreadsheet reports on specific subsets of participants by age, race, gender, school site, and more.

Through EZ-Reports, the YouthQuest program tracks:

- Participant Demographics
- Participant Attendance
- Participation and Site Activities
 - Club Participation
 - Service-Learning Projects
 - Field Trips
 - Vendor Interactions
 - Parent Engagement Activities
- Staff Professional Development Activities/Hours

Third-Party Evaluation

YouthQuest obtains a great deal of data through its process for third-party evaluation. YouthQuest receives data from the Michigan Department of Education and the David P. Weikart Center for Youth Program Quality. Each of these numbers-based evaluations provide a great deal of feedback related to participant growth and achievement, as well as staff success/impact.

External Data

YouthQuest also tracks data in cooperation with Flint Community Schools. A signed data sharing agreement (see Attachment A for draft example) allows for YouthQuest to access data related to school-day attendance, achievement, behavior, etc. for YouthQuest participants.

YouthQuest also uses several publicly available sources to construct needs statements and demonstrate the impact of potential funding. These sources include, but are not limited to:

- MISchoolData
 - Student counts (including poverty rate)
 - Student assessment proficiency rates
 - Student absenteeism/mobility rates
 - High school completion rates
 - Student post-secondary outcome rates
- US Census and American Community Survey Results
 - Population
 - Poverty/ Household Income
 - Unemployment
 - Education Attainment Rates
 - Census Tract Data
- National Surveys and Reports
- Best-Practice Articles for OST
- Scholarly Articles on Education Programs/Afterschool Programs

Metrics

A combination of internal and external data provides YQ with a tremendous amount of information. We do our best to synthesize this information into a metrics scorecard that provides the program yearly goals and stretch goals for growth.

Sample metrics categories are:

- Student attendance – at least one day per week
- Student attendance – at least three of four days per week
- Student Service Hours (Service-Learning Projects)
- Student Retention in Program
- Staff Profession Development Hours
- Student High School Completion



Program Summary

TeenQuest is a free afterschool program specifically designed for students grades 9-12. The five-week program is offered 5-8 times each year at various schools and other locations throughout the community and focuses on developing pre-employment skills for youth. Available to youth from over 30 schools, the curriculum focuses on leadership development, time management, conflict resolution, resume writing, interviewing, business etiquette, financial literacy, and effective communication. In 2015, over 500 teens completed the program.

Summer Youth Initiative, available to all TeenQuest graduates, provides paid summer work experiences to youth ages 14-19. In partnership with 30+ local employers, teens can apply for and be hired into positions that build the capacity of these local agencies. Assignments range from outdoor work with the Michigan Department of Natural Resources, to office work, to providing educational programming to small children. The Flint & Genesee Chamber pays a 100% wage subsidy to all nonprofit partners and a 50% wage subsidy to all for-profit partners, allowing employers to increase their efficiency and reduce costs. The experience provides youth early work experience, early networking, a mentor-supervisor, and up to \$2,500 over the course of 15 weeks of employment. The program has employed up to 700 teens and paid up to \$1 million in teen wages in one summer. In 2016, this program has directly addressed multiple aspects of the Flint Water Crisis, as these SYI teens are distributing water, providing access to information, providing food that mitigates the effects of lead, and adding capacity to agencies like Catholic Charities and the Food Bank of Eastern Michigan who are entrenched in the relief efforts for Flint residents.

Internal Data

Participant Records

Much of the data from this program comes from participant registration records. These simple demographic categories allow the program to track districts where the program has a strong presence, as well as districts that could undergo expansion. Furthermore, these statistics help us tell our funders the story of who we serve. Sample categories are:

- Age/Grade
- Residency
- Race

- Gender
- Free/Reduced Lunch Status
- School Attended

During program, we track the following for participants:

- TeenQuest Graduation Rate
- Employer/Worksite
- College, Military, Workforce Entry

Participant Feedback

Throughout the program and at its conclusion, participants are surveyed regarding their experience in TeenQuest and SYI. When possible, parents and employers are also surveyed or brought together for participation in focus groups. This anecdotal data provides many meaningful suggestions for how the program can meet the needs of those it serves.

Job Fair Participation/Number of Teens Hired v. Number Completing Work Experiences

Tracking participation in the annual job fairs is a testament to how many of the teens feel adequately prepared to enter the workforce or are interested in working. The program also tracks the number of teens hired by participating employers; the number of hours worked; the type of work being done; whether or not students finish, quit, or are released from the program; if students are hired beyond the program, find another job, or enter post-secondary training; and much more! This data provides a clear picture of the success rate for the training program, as well as the preparedness of the employers and many other factors.

Employer Feedback

Employer feedback is a great mechanism for the program's leadership and the TeenQuest facilitators. If employers all have a similar issue or suggestion when it comes to teens' performance, we know that we can quickly adapt the training program to meet this need.

Youth Database

All youth who complete TeenQuest or SYI employment are entered into a database that is easily searchable, allowing the program to match eligible alumni with open full- and part-time jobs in the community and to solicit participation in Alumni Job Fairs until participants are 27 years old.

Third-Party Evaluation

Much of our longitudinal data (both quantitative and qualitative) is compiled for our third-party evaluation conducted by the Corporation for a Skilled Workforce. Some of the items in this report are:

- Community context (education and employment rates over time)
- Demographic Content
- Program Overviews
- Program Results/Impacts
- Future employment prospects of participants
- High school completion rates for participants
- Post-secondary outcomes
- Behavioral incidents (misdemeanor or felony charges)
- Program reflections/findings

- Suggestions for improvement/enhancement
- Suggestions for program expansion
- Anecdotal data from parents, employers, and participants

External Data

Much of the external data for TeenQuest and the Summer Youth Initiative comes from the same sources as YouthQuest.

- MISchoolData
- US Census Data
 - Population
 - Poverty
 - Unemployment
 - Income Levels
 - Education Attainment
- Labor Market Analyses
 - EMSI/WIN Network
 - Teen Unemployment
 - Effects of Teen Unemployment on Future Prospects
- National Surveys and Reports
- Best-Practice Articles for Workforce Development

Metrics

A combination of internal and external data provides TQ/SYI with a tremendous amount of information. We do our best to synthesize this information into a metrics scorecard that provides the program yearly goals and stretch goals for growth.

Sample external metrics categories are:

- TeenQuest Graduates
- Teens Employed
- Service-Learning Hours

Internal metrics include:

- High school completion
- Schools served
- Detailed demographic information
- Post-secondary outcomes

Data Requests

The Flint & Genesee Chamber of Commerce has not had data requests in the past due to the specific nature of our data. However, if you feel that our data would be of use to your program, we are willing to have these discussions on a case-by-case basis.

Master Data Sharing Agreement
Between
YouthQuest After School Initiative Program
Flint & Genesee Chamber of Commerce
and
_____ (“Data Contributing Organization”)

1. PURPOSE AND INTENDED USE OF DATA SHARING.

The purpose of this Master Data Sharing Agreement is to facilitate the creation and maintenance of individual-level data sets and linked Master Data Set by the YouthQuest After School Initiative Program, David P. Weikart Center For Youth Program Quality, Michigan State University and the Michigan Department of Education (YQ). Limited data sets will be created for the use of approved staff and/or Data Contributing Organizations (DCO). All data sets will be used for the tracking of student outcome measures, analysis, research, and/or evaluation of after school programs, including but not limited to the YouthQuest After School Initiative Program in order to study ways to improve student learning and the impact of after school programs on student learning. Participation in this Master Data Sharing Agreement on the part of _____ (“Data Contributing Organization”) entails providing individual-level and individually-identifiable data to YQ for linkage with similar data from other DCO’s (as specified in Section 3b of this Agreement) for the purposes of creating cross-agency analytical data sets (Master Data Sets) for tracking student outcome measures, research, and/or program evaluation. Limited Data sets without individually identifiable data may be shared with other DCO’s participating with YQ as listed in **Attachment A** to this agreement. Participating DCO’s may change from time to time.

2. PERIOD OF AGREEMENT.

The period of this Agreement shall be in effect for 1 academic year commencing with the 2015/2016 academic year, and shall automatically renew for subsequent 1 academic year periods until terminated in writing by either organization.

3. DESCRIPTION OF DATA.

- a. **Primary Data Set.** Data shared with YQ under this Agreement shall be limited to the data elements specifically defined and authorized by DCO as listed in this Agreement or subject to the requirements of the Family Educational Rights & Privacy Act, 20 USC 1232g, as otherwise agreed to in writing by the authorized representative of DCO. The primary data set(s) to be contributed by DCO and the data fields to be contributed are listed in **Attachment B** to this Agreement. The specific record and file formats of the Primary Data Set will be as negotiated between designated representatives of the DCO and YQ from time to time. DCO agrees to make its best efforts to provide any updates to the Primary Data Set in a consistent, agreed-upon record and file format.
- b. **Other Data Sources Eligible for Linkage.** Other DCO’s and data from these organizations eligible for linkage as part of the Master Data Set under this Agreement are listed in **Attachment A** to this Agreement.
- c. **Adding to the Primary Data Set.** Subject to applicable law, and provided there is mutual agreement of the Parties to this Agreement, content of the primary data set(s) may also

include other education records mutually agreed upon by DCO and YQ to be necessary and appropriate for the proper execution of this Master Data Sharing Agreement or any approved Data Use Agreement executed under this Master Data Sharing Agreement.

4. TIMING AND FREQUENCY OF UPDATES.

DCO agrees to provide the data as specified in **Attachment B** to this Agreement, with specific timing of updates to be negotiated between designated representatives of the DCO and YQ.

5. CUSTODIAL RESPONSIBILITY AND DATA STEWARDSHIP.

The parties mutually agree that YQ will be designated as Custodian of the raw and linked data sets and will be responsible for the observance of all conditions for use and for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized use. While YQ will make its best efforts to facilitate the secure transmission of data from DCO to YQ, YQ is not responsible for ensuring the internal or network security of DCO or for any breaches of security occurring prior to the confirmed receipt of data by YQ. YQ is hereby informed and agrees that DCO will release data under this Agreement only upon the condition that YQ will not disclose the information to any other party not listed in this Agreement without the prior written consent of the DCO, the parent or eligible student, except as otherwise stated herein, and will not use the information for any purpose other than the purpose for which the disclosure was made. Further, YQ agrees to fully cooperate with DCO in the event that a parent or eligible student requests the opportunity to review their personally identifiable information that was disclosed to YQ by the DCO. YQ also agrees to notify DCO in the event it obtains prior written consent of the parent or eligible student or if a parent or eligible student directly requests of YQ a review of their personally identifiable information. For purposes of this Agreement and its attachments, "eligible student" means and includes a student 18 years or older or an emancipated student.

6. ROLES AND RESPONSIBILITIES.

YQ agrees to provide appropriate staff support to execute its data stewardship, data management, custodial responsibilities, and analysis under this Agreement. DCO agrees to provide appropriate staff support to create and transmit to CRI Primary Data Sets as specified in **Attachment B** to this Agreement.

7. PERMISSIBLE DATA USE, LINKING AND SHARING UNDER THIS AGREEMENT.

All data shared as part of this Agreement and any related Data Use Agreements remains the property of the supplying DCO. YQ represents and warrants further that data covered under this Agreement shall not be disclosed, released, revealed, showed, sold, rented, leased, or loaned to any person or organization except as: (1) specified herein; (2) approved in an executed Data Use Agreement; (3) otherwise authorized in writing by the DCO; or (4) required by law. Access to the data covered by this Agreement shall be limited to the minimum number of individuals necessary to achieve the purpose stated in this section and to those individuals on a need-to-know basis only. YQ understands and agrees that it will not, under any circumstances, disclose personally identifiable information from the education records it receives from DCO to any other party not listed in this Agreement without the prior written consent of the DCO, the parent or eligible student, and YQ understands and agrees that it will not use the information for any purpose other than the purpose for which the disclosure was made. YQ also agrees and understands that DCO shall receive written notice of any use or disclosure made with such consent.

a. **Authorized Linkage and Data Transfers of Data Contributing Organization for Program and Site Management.** Access to limited identifiable student and academic performance data will be restricted to a tightly controlled group of “need to know” YQ employees and/or contractors and carefully selected YQ administrators. Only DCO student records for students who are part of the YouthQuest Program or records of other students who have a signed parental consent on file with the DCO, will be transmitted for this purpose.

8. NO WARRANTY FOR DATA OR LINKAGE QUALITY.

Both the accuracy of record linkage and the utility of administrative data for research and analytical purposes are dependent on the quality and consistency of the source data. Although YQ will use reasonable efforts to promote accurate record linkage and the creation of appropriate data sets for analysis, no warranty is made as to the achievement of any particular match rate or as to the ultimate accuracy or utility of any data contributed under this Agreement.

9. INDEMNIFICATION.

The parties agree to waive any and all claims either could make against the other arising out of this agreement except for any claims resulting from the gross negligence of either party.

10. PUBLICATION AND DISSEMINATION OF RESULTS.

YQ shall provide DCO copies of written reports, analysis or visuals produced or derived in part from DCO data prior to public dissemination. Copies shall be submitted to the DCO’s primary contact for the administration of this Master Data Sharing Agreement.

11. TERMINATION AND MODIFICATION OF THIS AGREEMENT.

YQ and DCO may amend this Agreement by mutual consent, in writing, at any time. This Agreement may be terminated at any time by either party with thirty (30) days’ written notice.

12. SIGNATURES.

By the signatures of their duly authorized representatives below, Youth Quest and _____(DCO) agree to all of the provisions of this Data Sharing Agreement and execute this Agreement effective with this signing for the period set forth in Section 2.

YOUTH QUEST:

Date _____

By _____

(Print Name)

DATA CONTRIBUTING ORGANIZATION:

Date _____

By: _____

(Print Name)