# Washington Youth Program Registry

**youthprogramregistry.org**

## Frequently Asked Questions

### What is the Youth Program Registry?

The Youth Program Registry provides a single location for all the data on afterschool programs in Washington. Youth service providers and professionals contribute their information to the registry so that meaningful data can be aggregated for your organization, sites, and programs, as well as for funders and legislators. The Youth Program Registry is a tool to help unify the field of youth development and link organizations, sites, programs, and professionals in a way that allows users' access to the tools and information they need to continue providing quality programs to Washington's youth.

### What is the Sparkwind Movement and how does it relate to the Registry?

The Sparkwind Movement is a campaign aimed at providing equal opportunity for youth across Washington State to build lifelong skills, improve academic performance, and discover individual passions. A few of the efforts within The Sparkwind Movement includes the Expanded Learning Opportunities (ELO) Initiative/Pilot, ELO local coalitions, coordinated advocacy, the Youth Program Quality Intervention (YPQI), and the Youth Program Registry. The Registry builds the case for statewide support with data-fueled insights.

### How can I benefit from the Registry?

As an organization and/or site, the reporting features may be used for grant proposals aimed at legislators, funders, and other organizations. Analysis will also provide users information regarding youth demographics, program content, site service gaps, and several other factors. Sites are given the option to learn about the Program Quality Assessments if they are not already enrolled. As an individual, the Registry will maintain your employment history and serve as a resource for you as you advance in your career. Coaches will be able to see quality data and access contact information for the sites they're associated with.

### Why do you need my personal e-mail?

As a professional in the youth development field, we recognize that you may be involved with several different organizations. Your professional e-mail may change, or you may have multiple addresses. Using your personal e-mail allows you to build a professional profile in the registry that is both specific to you, and can be used and accessed by you regardless of where you are employed or volunteer. Your personal profile will only be viewable by yourself, or by a School's Out Washington (SOWA) Administrator.

### Who can see my information?

The Youth Program Registry is hierarchical in structure with five different types of users. A breakdown of these different user types are listed below:

- **SOWA Administrator:** The SOWA administrator has access to all information located in the registry.
- **Organization Administrator:** If you are the administrator for your organization, you will be able to view data and run reports on your organization, all associated sites and programs, and create aggregate reports on workforce data.
- **Organization Staff:** Users associated with an organization can view data and run reports on their organization and on all associated sites and programs.
- **Site Administrator:** As a site administrator, you will be able to view data and create reports on your site, as well as all associated programs and aggregate workforce data for your site staff.
- **Site Staff:** Users associated with a specific site can create reports using your site's data, as well as on all associated programs.

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**Who should be an administrator?**

The user that creates an organization or site is automatically made the administrator. You can change or add administrators on your dashboard under the "Accounts" tab. Administrators are able to create aggregate reports on workforce data at their organization or site, and should be someone with access to human resources information.

**What is the difference between the My Account and Accounts tabs on the left panel of the dashboard?**

Each user will have access to "My Account," where they can change their login e-mail, password, and where they receive notifications, as well as view pending applications. "Accounts" is only visible to organization and site administrators. There, they will be able to see a list of all the users that are under their access role. They may assign individuals access roles or view their contact information.

**What is the difference between an organization and a site? Why do I need to register them separately?**

As you use the Youth Program Registry, you will see many references to sites and organizations. In some cases, these will be the same. In cases where a single overall organization provides youth programs in multiple locations, individual sites should be registered. This allows more accurate demographics to be collected and helps track program quality regionally. This will also allow employees to access information to sites with which they are involved, but can filter out locations within the organization that may not pertain to them.

**Should the same program at different sites/branches be registered individually?**

Yes, the same programs at different locations should be registered individually. For example, if an organization hosts a Karate program at five different locations, each of those five sites/branches should register that one program. In order to make registration manageable for larger organizations, program data may be replicated and copied over to another Site/Branch.

**How will my information be used?**

Any personal or sensitive information you enter into the registry will be used in aggregate to monitor the needs of the youth development field and provide the data needed for effective advocacy and support. Youth and employee demographics, employment trends, and the number of youth served can all help inform policy-makers and advance the youth development field.

**Where is data being collected from for aggregate reports?**

Data reflected in the aggregate reports is collected from the program level. Therefore, while an organization may have registered, the accuracy and availability of data is based on the number of programs in the Youth Program Registry.

**What reporting features are available?**

The Youth Program Registry currently has four reporting features available: demographics of youth served (presented by age, race/ethnicity, and special population), demographics of program content, funding sources, and staff metrics (presented by race/ethnicity, time in the field, and highest education level obtained). Program Quality Assessment (PQA) data will also be available. Only organization and site administrators have access to the staff metrics reports. Each report has several filters, including but not limited to county, zip code, organization, age,

and/or special populations. Users will be able to select as many or as few filters as they'd like for their reports, which can be downloaded and printed.

Additional reporting features may also be available in the future. We hope to provide reporting features for individual organizations, sites, and programs, as well as allowing data to be compared across different regions and over time.

## What are quality assessments?

The Youth Program Quality Assessment (PQA) process involves and evidence-based scoring matrix that is focused on observation of your program and short interviews with staff. Notes taken during the observation of your program are used to score specific items on a rubric that are linked to youth well-being. Your rubric scores, interviews, and program observations are used to create an overall quality profile of the program.

## What can I expect from coaching?

The Youth Program Quality Assessment (PQA) is a method used to evaluate the experiences that youth have as they attend programs. External assessors observe youth programs using this tool, and coaches provide program staff with the means to build professional competencies and provide a richer and more meaningful experience for the youth that they serve. Your coach will help your program focus on goals and will work with you to provide a proven and measureable method of improving your services.

## Who can I contact for support?

Through the Washington Youth Program Registry, you can contact a School's Out Washington representative through the Contact Us button. Alternatively, School's Out Washington can be reached through our office located in the Central District, by e-mail, or by phone.

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