

Elevate Washington Data Guide

Updated Summer 2021

Elevate Washington’s member system collects information on youth programs in Washington state. Most of the information is contributed by our member organizations. However, a portion of the program-level information has been curated or merged from other data sources. Information in the member system is structured hierarchically with the Organization at the top, then Site(s), and then Program(s). Each level has a unique profile where members enter information. *Note—many programs and organizations report only a subset of the data elements described below.*

- Sub-bullet indicates categories or terms that also allow input

Orange text indicates information that may appear in the public directory

Organization-Level Data	
Overview	<p>Name</p> <p>DBA name</p> <p>Organization description</p> <p>Fiscal year</p> <p>Logo</p> <p>Website</p>
Service structure	<p>Organization type</p> <ul style="list-style-type: none"> • Non-profit • Private Business (for profit) • Public Agency: City/County • Public Agency: School District • Public Agency: Other <p>Age served</p> <ul style="list-style-type: none"> • Youth-serving Organization • Multi-service Organization <p>Number of site locations</p>

	<p>Total number of youth programs offered</p> <p>Federal tax ID</p>
Address	<p>Physical address</p> <p>Mailing address</p>
Contact Information	<p>Organization phone number</p> <p>Organization email</p> <p>Primary contact person</p> <p>Secondary contact person</p>
Staff	<p>Total number of people the organization employs</p> <p>Number of people that have been with the organization for two or more years</p> <p>Number of youth-service staff</p> <ul style="list-style-type: none"> <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Seasonal <p>Number of youth-service volunteers</p> <p>Race/ethnicity (by percentage) [1]</p> <ul style="list-style-type: none"> <input type="radio"/> Of leadership staff <input type="radio"/> Of all other staff <p>Gender identity (by percentage) [2]</p> <ul style="list-style-type: none"> <input type="radio"/> Of leadership staff <input type="radio"/> Of all other staff
Board	<p>Total number of board members</p> <p>Race/ethnicity (by percentage) [1]</p> <p>Gender identity (by percentage) [2]</p>
Youth served	<p>Total number of individuals served (children and youth served at all sites and programs)</p>

	<p>Youth served by age range:</p> <ul style="list-style-type: none"> ○ Ages 5–11 ○ Ages 12–18 ○ Ages 19–24 <p>Youth race/ethnicity <i>(by percentage)</i> [1]</p>
Funding	<p>Total annual revenue</p> <p>Annual budget for youth programming</p> <p>Funding sources for youth programming [3]</p>
Program quality enrollment	<p>Current youth program quality initiative participation</p> <ul style="list-style-type: none"> • Program Quality Assessment (PQA) <ul style="list-style-type: none"> ▪ School-Age PQA ▪ Summer Learning PQA ▪ STEM PQA ▪ Youth PQA • Early Achievers • QMAP

Site-Level Data	
Overview	<p>Site Name</p> <p>Website</p>
Location	<p>Physical address</p> <p>Mailing address</p> <p><i>[School Name] (if Site is located at a public school)</i></p> <p>COVID-19 information</p>
Contact Information	<p>Site phone number</p> <p>Site email</p>

	<p>Primary contact person</p> <p>Secondary contact person</p>
Staff	<p>Total number of staff at this site</p> <p>Number of school year youth-service staff:</p> <ul style="list-style-type: none"> ○ Full-time ○ Part-time ○ Volunteer <p>Number of summer session youth-service staff:</p> <ul style="list-style-type: none"> ○ Full-time ○ Part-time ○ Volunteer
Youth served	<p>Number of youth currently served</p> <p>Maximum youth capacity</p> <p>Youth served by age range:</p> <ul style="list-style-type: none"> ○ Ages 5–11 ○ Ages 12–18 ○ Ages 19–24 <p>Number of youth who qualify for Free & Reduced Lunch</p> <p>Youth race/ethnicity <i>(by percentage)</i> [1]</p>
Program Offerings	<p>Number of programs offered</p> <p>Program format(s):</p> <ul style="list-style-type: none"> • Virtual only • In-person • Hybrid <p>Program type(s):</p> <ul style="list-style-type: none"> • Drop-In • Registration Required • Group Licensed Care • Faith-based

	<ul style="list-style-type: none"> • 1:1 Mentoring • Camps/Classes <p>Program season(s)</p> <ul style="list-style-type: none"> • Year-Round • Academic Year • Summer • Semester/Quarter • Other <p>Categories of service <i>(categories and terms that describe program content: academics, STEM, reading, mental health, etc.)</i> ³</p>
Accessibility	<p>Engagement and accommodations</p> <p>Communication formats</p> <p>Physical environment features</p>
Funding	<p>Funding sources for youth programming ^[3]</p>
Program quality enrollment	<p>Current youth program quality initiative participation</p> <ul style="list-style-type: none"> • Program Quality Assessment (PQA) <ul style="list-style-type: none"> ▪ School-Age PQA ▪ Summer Learning PQA ▪ STEM PQA ▪ Youth PQA • Early Achievers • QMAP

Program-Level Data

<p>Overview</p>	<p>Program name</p> <p>Program description</p> <p>Logo or photo</p> <p>Website</p> <p>COVID-19 information</p>
<p>Address</p>	<p>[Site where program operates]</p>
<p>Youth served</p>	<p>Program enrollment</p> <p>Program capacity</p> <p>Youth served by age range:</p> <ul style="list-style-type: none"> ○ Ages 5–11 ○ Ages 12–18 ○ Ages 19–24 <p>Number of youth who qualify for Free & Reduced Lunch</p> <p>Number of youth by gender:</p> <ul style="list-style-type: none"> ○ Female ○ Male ○ Non-Binary ○ Other <p>Youth race/ethnicity <i>(by percentage) [1]</i></p>
<p>Program Focus</p>	<p>Special needs focus <i>(program is designed specifically for youth with special needs)</i></p> <ul style="list-style-type: none"> • ADHD • Autism • Down Syndrome • Behavioral Disabilities • Neurological Disabilities • Hearing Impairment • Visual Impairment • Developmental Disabilities • Cognitive Disabilities • Speech & Language Disabilities • Specific Learning Disabilities

	<ul style="list-style-type: none"> • Maintenance Care Diseases (Diabetes, AIDS) • Physical Disabilities • Other <p>Specific populations served <i>(by number of youth; program is designed to meet the needs of a specific youth population)</i></p> <ul style="list-style-type: none"> ○ English Language Learners ○ Youth Experiencing Homelessness ○ Youth in Foster Care ○ LGBTQ ○ Teen Parents ○ Opportunity Youth ○ Immigrant Populations ○ Specific Ethnic or Minority Group ○ Refugee Populations
Program Offerings	<p>Program format(s):</p> <ul style="list-style-type: none"> • Virtual only • In-person • Mobile/In-person • Hybrid <p>Program type(s):</p> <ul style="list-style-type: none"> • Drop-In • Registration Required • Group Licensed Care • Faith-based • Camps/Classes • Overnight Camp <p>Meals/Snacks</p> <p>Staff to youth ratio</p> <p>Categories of service <i>(categories and terms that describe program content: academics, STEM, reading, mental health, etc.) [4]</i></p>
Eligibility	<p>Eligibility requirements</p> <ul style="list-style-type: none"> • Referral Required

	<ul style="list-style-type: none"> ○ Must Attend School • Low Income • Youth Experiencing Homelessness ○ Age (min–max) ○ Grade Level (min–max) • LGBTQ • Youth of Color ○ Gender Identity
Enrollment	<p>How to enroll</p> <p>Required documents</p>
Days, Times, & Schedule	<p>Program season(s) and schedule <i>(hours per week/weeks per year)</i></p> <ul style="list-style-type: none"> ○ Year-Round ○ Academic Year ○ Summer ○ Semester/Quarter ○ Other <p>Days offered</p> <p>Times offered</p> <ul style="list-style-type: none"> • Before noon • Between noon and 5pm • After 5pm • Before school • After school • Late night • Evening • Overnight • Weekends
Accessibility	<p>Engagement and accommodations</p>

	<p>Communication formats</p> <p>Physical environment features</p>
<p>Cost & Payment</p>	<p>Payment options</p> <ul style="list-style-type: none"> • Free • Flat Fee • Sliding Scale • Scholarships Available • WA Apple Health (Medicaid) • Private Health Insurance <p>Cost <i>(by range)</i></p> <p>Payment schedule</p> <ul style="list-style-type: none"> • Annually • Academic year • Summer • Quarter • Weekly • Monthly • Per session • Other
<p>Language</p>	<p>Language spoken by staff</p> <p>Program language accessibility</p> <ul style="list-style-type: none"> • Interpreter services • Multilingual materials
<p>Program quality enrollment</p>	<p>Current youth program quality initiative participation</p> <ul style="list-style-type: none"> • Program Quality Assessment (PQA) <ul style="list-style-type: none"> ▪ School-Age PQA ▪ Summer Learning PQA ▪ STEM PQA

	<ul style="list-style-type: none"> ▪ Youth PQA <ul style="list-style-type: none"> • Early Achievers • QMAP
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Categories and terms referenced above

[1] Race/ethnicity data is collected in the following categories:

- American Indian/Alaska Native
- Asian/Asian-American
- Black/African-American
- Hispanic or Latino/a/x Descent
- Middle Eastern or North African
- Multiracial
- Native Hawaiian/Pacific Islander
- White
- Unknown

[2] Gender identity data is collected in the following categories:

- Men
- Non-binary, Genderqueer, Other
- Women

[3] Funding source data is collected in the following categories:

- **Federal**
 - 21st CCLC
 - Federal/School District: Title I
 - USDA
 - Other Federal Funding
- **State**
 - State/School District: Learning Assistance Program
 - Working Connections Childcare
 - Other State Funding
- **County**
 - King County: Best Starts for Kids
 - Other County Funding
- **City**
 - City of Seattle: FEPP Levy

- City of Seattle: CCAP
- Tacoma Creates
- Other City Funding
- **School district**
 - School Districts: Local Levy
 - Other School District Funding (including PTSA)
- **Other**
 - Individual Donations
 - Corporate Grants
 - Foundation Grants
 - Tuition, Fee for Service, or Membership

[4] Program offering categories of service are structured as follows:

- Arts & Culture
 - Theater
 - Dance
 - Music
 - Visual Arts
 - Digital Arts
 - Culinary Arts/Cooking
 - Writing & Publishing
- Service & Support
 - Health Care
 - Housing & Shelter
 - Meals
 - Mental Health
 - Substance Abuse Treatment
 - Prevention (Pregnancy, Violence, Substance Abuse)
- Career Exploration & Job Training
 - Career Exploration
 - Youth Employment
 - Job Skills Training
 - Apprenticeships & Internships
- Science, Technology, Engineering & MATH (STEM)
 - Coding
 - Computer Science
- Academics
 - College Access & Success
 - Credit Retrieval
 - GED
 - Homework Help
 - Tutoring

- Reading
- Leadership, Service & Social Justice
 - Civic Engagement
 - Leadership
 - Service Learning
 - Youth Organizing
- Mentoring
 - 1:1 Mentoring
 - Group Mentoring
- Physical Activity & Sport
 - Nature-based
 - Movement-based Play
 - Structured Exercise & Fitness
 - Team Sport
 - Individual Sport