Elevate Washington Data Guide
Spring 2023

A service of School's Out Washington

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 their information. Many programs and organizations report only a subset of the data elements described below.

Organization Profile

Tab 1—Organization Overview

This information should be kept up-to-date as some of it appears in the [youth program directory](#) and is visible to families looking for youth programs.

Section: Profile Overview

— Organization name *

— DBA name

— Description *

— Logo

— Website

Section: Service Structure

— Organization type:

- Non-profit
- Private Business (for profit)
- Public Agency: City/County
- Public Agency: School District
- Public Agency: Other

— Age served:

- Youth-serving Organization
- Multi-service Organization

— Federal tax ID

Section: Address

— Primary physical address *

Section: Contact Information

— Organization phone number and email

— Primary Contact

— Secondary contact (optional)

Tab 2— Annual Reporting

*This information should be entered once per year and reflect data from your most **recently completed fiscal year**. It is not made public and is used for aggregate reporting purposes. Only provide details for information that you formally collect.*

Fiscal Year

— Month | Year

Sites & Locations

— Number of site locations

— Total number of youth programs offered

Staff

— Total number of paid staff who serve youth, either directly or indirectly

— Type of youth-serving staff (number):

- Part-time (working less than 32 hours per week)
- Seasonal (not year-round)

— Youth-service volunteers (number)

— Race/ethnicity (percentage):

- Leadership staff
- All other staff

— Gender identity (by percentage):

- Leadership staff
- All other staff

Board

— My organization does not have a board (opt out)

— Total number of board members

— Race/ethnicity (percentage)

Youth Served

— Total number of individuals served:

- Ages 5-11
- Ages 12-18
- Ages 19-24

— Youth race/ethnicity (percentage)

Funding

— Total annual revenue

— Annual budget for youth programming

— Funding sources for youth programming (by number):

- Federal
- State
- County
- City
- School District
- Other

Quality

— Past youth program quality initiative participation:

- We are not currently enrolled in a youth program quality initiative. (opt out)
- Program Quality Assessment (PQA)
- Early Achievers
- QMAP
- Other

Site Profile

Tab 1—Site Profile

This information should be kept up-to-date as some of it appears in the [youth program directory](#) and is visible to families looking for youth programs.

Site Overview

— Site name *

— Website or web page

— COVID-19 information

Address

— Primary physical address *

— This site is located at a school (ability to select a specific school address from database)

Contact Information

— Site phone number and email

Program Profile

Tab 1—Program Profile

This information should be kept up-to-date as some of it appears in the [youth program directory](#) and is visible to families looking for youth programs.

Program Overview

— Program name *

— Program description*

— Health and safety information

Contact Info

— Program phone number & email

— Website or web page

— Social media

Logo & Photos

— Program logo
— Program photos

Program Site Location

[Site address as specified in Site profile]

— This program regularly takes place at a different address or at multiple locations. (option to specify details for programs that do not operate at a single site)

Program Offerings

— Program format(s):

- Virtual only
- In-person
- Mobile/In-person
- Hybrid

— Program type(s):

- Drop-In
- Registration Required
- Group Licensed Care
- Faith-based
- Camps/Classes
- Overnight Camp

— Meals/Snacks:

- Yes, meals and/or snacks are provided
- No, meals and/or snacks are not provided
- Option to share details about food services

— Staff to youth ratio

Categories of Service

— This program does NOT have a dedicated programming focus. (opt out)

— Arts & Culture

- Theater
- Dance
- Music
- Cultural Education
- 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

- Natured-based
- Movement-based Play
- Structured Exercise & Fitness
- Team Sport
- Individual Sport

— Other terms that describes your program offerings (option to add addition terms)

Program Eligibility

— Eligibility Requirements:

- This program does NOT have eligibility requirements (open to all youth regardless of age, gender, etc.)
- Referral Required
- Must Attend School
- Low Income
- Youth Experiencing Homelessness
- Age
- Grade Level
- Youth of Color
- Gender Identity

— Option to provide additional details

Registration

— How to register for this program
— Required documents

Days & Times

— Times when this program is offered

- Before School

- After School
- During School
- Evening/Late Night
- Overnight
- Weekends
- Mid Winter Break
- Spring Break
- Holiday Breaks
- Summer

— Days of the week and hours

— Dates (date range if program is limited to a specific time frame)

— Option to provide additional details about days and times

Accessibility

— Does this program offer any accessibility features at this time?

— Engagement and accommodations:

- Autism Friendly / Sensory Accommodation
- Personal Support Animals
- Support Person Allowed
- Peer / Sibling Inclusive

— Communication formats:

- Sign Language Interpreter
- Braille
- Large-print Materials
- Audio Materials
- Closed Loop Captioning
- Multilingual Materials
- Interpreter Services

— Physical environment features:

- Paved Pathway / Access
- Ramp
- Mechanical Lift
- Accessible Toilet
- Wheelchair Charging Plugin
- Family Bathroom
- Adult Size Changing Table

[option to add more terms]

Program Cost & Payment

— Payment options

- Free
- Flat Fee
- Sliding Scale
- Scholarships/Financial Aid
- Subsidy/Voucher
- WA Apple Health (Medicaid)
- Private Health Insurance

— Cost

— Option to provide additional details about cost and payment

Language

— Languages spoken by staff

[option to add more terms]

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Program Enrollment

— Number of youth enrolled

— Capacity (Y/N if program enrollment requests exceed program enrollment capacity)

Season & Schedule

— Program season and schedule

- Year-Round
- Academic Year
- Summer
- Other

Age Range

— Number of youth served by age range

- 5-11 years old
- 12-18 years old
- 19-24 years old

Free & Reduced Lunch

— Number of youth that qualify for Free & Reduced Lunch

Gender

— Number of youth served by gender

- Female
- Male
- Non-Binary
- Other
- [option to add more terms]

Race & Ethnicity

— Youth race/ethnicity (by %)

- 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

Program Focus

— Special needs focus

- ADHD

- Autism

- Down Syndrome

- Behavioral Disabilities

- Neurological Disabilities

- Hearing Impairment

- Visual Impairment

- Developmental Disabilities

- Cognitive Disabilities

- Speech & Language Disabilities

- Specific Learning Disabilities

- Maintenance Care Diseases (Diabetes, AIDS)

- Physical Disabilities

- [option to add more terms]

— Specific population focus (by %)

- English Language Learners

- Youth Experiencing Homelessness

- Youth in Foster Care

- LGBTQ

- Teen Parents

- Opportunity Youth

- Immigrant Populations (must specify)

- Specific Ethnic or Minority Group (must specify)

- Refugee Populations (must specify)

- [option to add more terms]

Quality

— Past youth program quality initiative participation:

- We are not currently enrolled in a youth program quality initiative. (opt out)

- Program Quality Assessment (PQA)

- Early Achievers

- QMAP

- Other