

California Community Schools Partnership Program Annual Progress Report Frequently Asked Questions

Prepared by State Transformational Assistance Center (S-TAC).

The California Community Schools Partnership Program (CCSPP) Cohort 1, Cohort 2, and Cohort 3 Annual Progress Report (APR) serves as a tool to assess planning and implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. The information submitted will be reported to the California Department of Education (CDE) and incorporated into reporting about the CCSPP grant for the California State Legislature. **Click on a question below to find the answer.**

Please refer to your corresponding Regional Technical Assistance Center (R-TAC) for additional and specific information. Check question 2 for contact information.

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General Questions

Overview of the Reporting Process

1. What are the **deadlines** to submit the APR?

Type of Grant & Google Doc/Word doc Link	Completed by:	APR Link (Qualtrics)
Planning Grant Cohort 2	LEAs only. Due on June 30th, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_23SbdgSOgnayhiC
Implementation Grant: School Sites Only	Site-level APR due on June 30th, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_0xpcnqH4OToZggu
Implementation Grant: LEAs/Consortiums	LEA-level/consortium APR (based on site level APRs) due on July 31st, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_78PdfmUX3aeqFUO

2. Who should we contact if **we didn't get** our APR link?

To access submission links, please see the table above. If you have further questions or comments about the APR, we encourage Grantees to contact their Regional Technical Assistance Centers (RTACs). See the table below for contact information.

If you don't know your region or cohort, please visit the [Tracker spreadsheet](#) on the "Schools" or "LEA" tab (click [here](#)).

Northern California RTAC	SCOE team, NorthStarRTAC@shastacoe.org
Bay Area RTAC	SCCOE team, communityschools@sccoe.org
Capitol Area RTAC	SCOE team, caprtac@scoe.net
Central Coast RTAC	MCOE team, centralcoastrtac@montereycoe.org

Central Valley RTAC	FCOE team, cvtac@fcoe.org
Greater Los Angeles RTAC	LACOE team, TBD
Southern Coast RTAC Contact Information	OCDE team, communityschools@ocde.us
Southern Inland RTAC Contact Information	Eboni Kemp, Eboni.Kemp@sbcss.net

If you have further questions, please email the California Department of Education at CCSPP@cde.ca.gov. Include your full name, organization, title and phone number for contact purposes.

3. What **period of the grant** should we report on?

Please only report on progress, activities, and expenditures from July 1, 2024, until June 30, 2025.

4. Do I need to **answer all the questions** in the APR?

Yes, all questions in the report must be answered unless they are marked as optional.

5. What **additional support** is the S-TAC providing regarding the APR?

The S-TAC will also host office hours on the APR to answer any technical questions you might have on the following dates:

April: Thu 4/24 - 4pm.

May: Tue 5/6 - 10am; Thu 5/22 - 4pm

June: LEA specific (TBD)

You can register at this link [\[here\]](#).

6. How will the **information** reported in the APR **be used** by the California Department of Education?

The APR serves as a tool to assess planning and implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. While it is a required report, the APR is a progress report and not a report card, CDE expects to learn with you and learn from you. Please submit as much information and evidence as possible from your experience. The information submitted will be incorporated into reporting about the CCSPP grant for the California State Legislature.

Reporting Platform

7. Can we access the APR in Qualtrics if I **close my browser** window?

Yes. Your Internet browser will save your session and you can close your window with your APR and once you click again in the APR link, it will take you to your same APR. This will happen as long as you are using the same computer and the same Internet browser.

Some caveats about this: it could NOT work if you are using Incognito Mode. You need to press “Next” or “Previous” in the APR to save the responses within that page. If not, the questions being written might not get saved.

8. Can we send a **written document** instead of responding to the questions in the Qualtrics link?

No. While you can use the Google Doc/Word versions of the APR to prepare your responses, we ask that the report is submitted through the link provided. You can find the corresponding Google Doc/Word links below. Please download them to be able to fill them in:

- [Planning Grant](#)
- [Implementation Grant: School Sites Only](#)
- [Implementation Grant: LEAs/Consortium](#)

9. How can we **collaborate** with other school sites or LEAs when completing the APR?

Because the Qualtrics platform only saves progress in a given device, we suggest you use the Word document (that is exactly as the Qualtrics APR) to share and complete outside the APR environment. You can find the corresponding Google Doc/Word links below. corresponding Google Doc/Word links below:

- [Planning Grant](#)
- [Implementation Grant: School Sites Only](#)
- [Implementation Grant: LEAs/Consortium](#)

For example, you can fill the Word document collaboratively, take it to meetings, share it with the community, upload it to a site to receive comments, etc. Then, you can copy and paste the Word document into the Qualtrics platform and submit the report.

Remember that the APR will be received only through the Qualtrics platform submission.

APR and other reports

10. How does the APR relate to the WestEd Survey?

The Annual Progress Report (APR) and the WestEd Survey are two different instruments that have two different purposes.

The APR serves as a tool to assess implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. The information submitted will be reported to the California Department of Education (CDE) and incorporated into reporting about the California Community Schools Partnership Program (CCSP) grant for the California State Legislature.

The WestEd Survey was a baseline survey used to document California Community Schools Partnership Program Cohort 1 school practices and characteristics at the beginning of the grant. The information submitted was also reported to the California Department of Education (CDE).

11. How does the APR relate to the School Plan for Student Achievement (SPSA) and the Local Control and Accountability Plan (LCAP)?

The School Plan (SPSA) and the district Local Control and Accountability Plan (LCAP) are tools at the school and district level, respectively, that provide goals and means to support positive student outcomes. Because of this, the APR asks specific questions to encourage the process of reflection on how the CCSPP aligns with and complements other State initiatives at the schools and district levels. There is a question about sustainability of specific support through funding sources other than CCSPP.

12. We cannot find an answer to our question in this document. Who can answer our additional questions about the APR?

- Your CCSPP Regional Technical Assistance Centers (R-TACs) are available to provide support on the APR. Check the table below for contact information.
- If you have questions about whether you should submit the APR or need to provide new contact information for your LEA, please contact CDE at CCSPP@cde.ca.gov.

If you don't know your region or cohort, please visit the [Tracker spreadsheet](#) on the "Schools" or "LEA" tab (click [here](#)).

Northern California RTAC	SCOE team, NorthStarRTAC@shastacoe.org
Bay Area RTAC	SCCOE team, communityschools@sccoe.org

Capitol Area RTAC	SCOE team, caprtac@scoe.net
Central Coast RTAC	MCOE team, centralcoastrtac@montereycoe.org
Central Valley RTAC	FCOE team, cvtac@fcoe.org
Greater Los Angeles RTAC	LACOE team,TBD
Southern Coast RTAC Contact Information	OCDE team, communityschools@ocde.us
Southern Inland RTAC Contact Information	Eboni Kemp, Eboni.Kemp@sbcss.net

13. Where do we submit the annual expenditure report?

The Annual Expenditure Report (AER) should be submitted to CCSPP@cde.ca.gov. The AER will be due on Tuesday, September 12, 2025. Please email the AER to CCSPP@cde.ca.gov. The CDE will host a Budget Webinar on Wednesday, May 21, 2025, beginning at 10:00 am.

Implementation Grantees: School-Level APR

Deadlines and submission

14. How did schools **receive** their APR link?

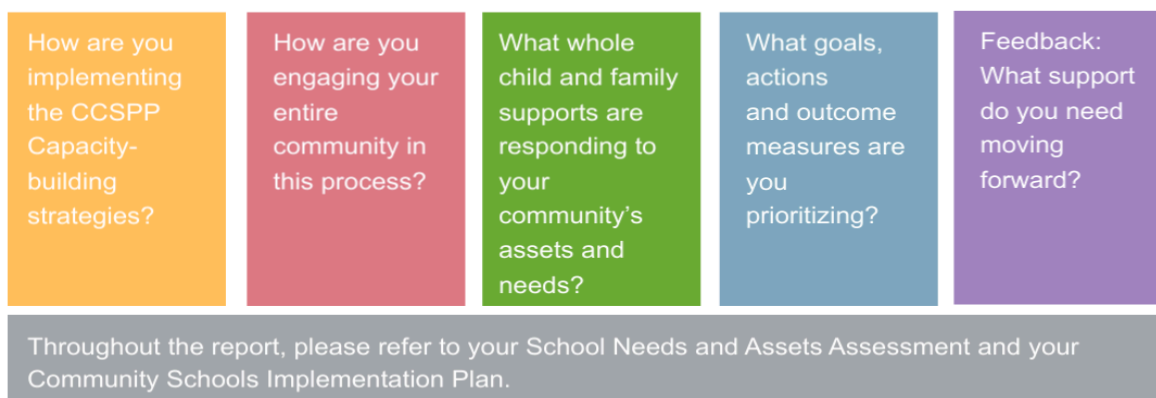
School sites should have received their APR link from their corresponding Local Educational Agency (LEA), Regional Technical Assistant Center (RTAC), or the State Transformational Assistance Center (STAC). If you didn't receive the link, check the table below to find the submission link for each grantee.

Type of Grant & Google Doc/Word doc Link	Completed by:	Submission Link (Qualtrics)
Planning Grant Cohort 2	LEAs only. Due on June 30th, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_23SbdgSOg_nayhiC
Implementation Grant: School Sites Only	Site-level APR due on June 30th, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_0xpcnqH4O_ToZggu

Implementation Grant: LEAs/Consortiums	LEA-level/consortium APR (based on site level APRs) due on July 31st, 2025 .	https://uclaed.co1.qualtrics.com/jfe/form/SV_78PdfmUX3aeqFUO
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15. What is the **process** to complete the school-level APR?

To complete the report you and your shared decision-making team or council need to submit a completed version of the questionnaire in the platform. Only one report is required per each school site. We recommend you open the report using the link provided, or see the Word attachment, and look at the questions. This is the reflective process you should go through with your shared decision-making team or council. Each question is expressed in one section of the report.

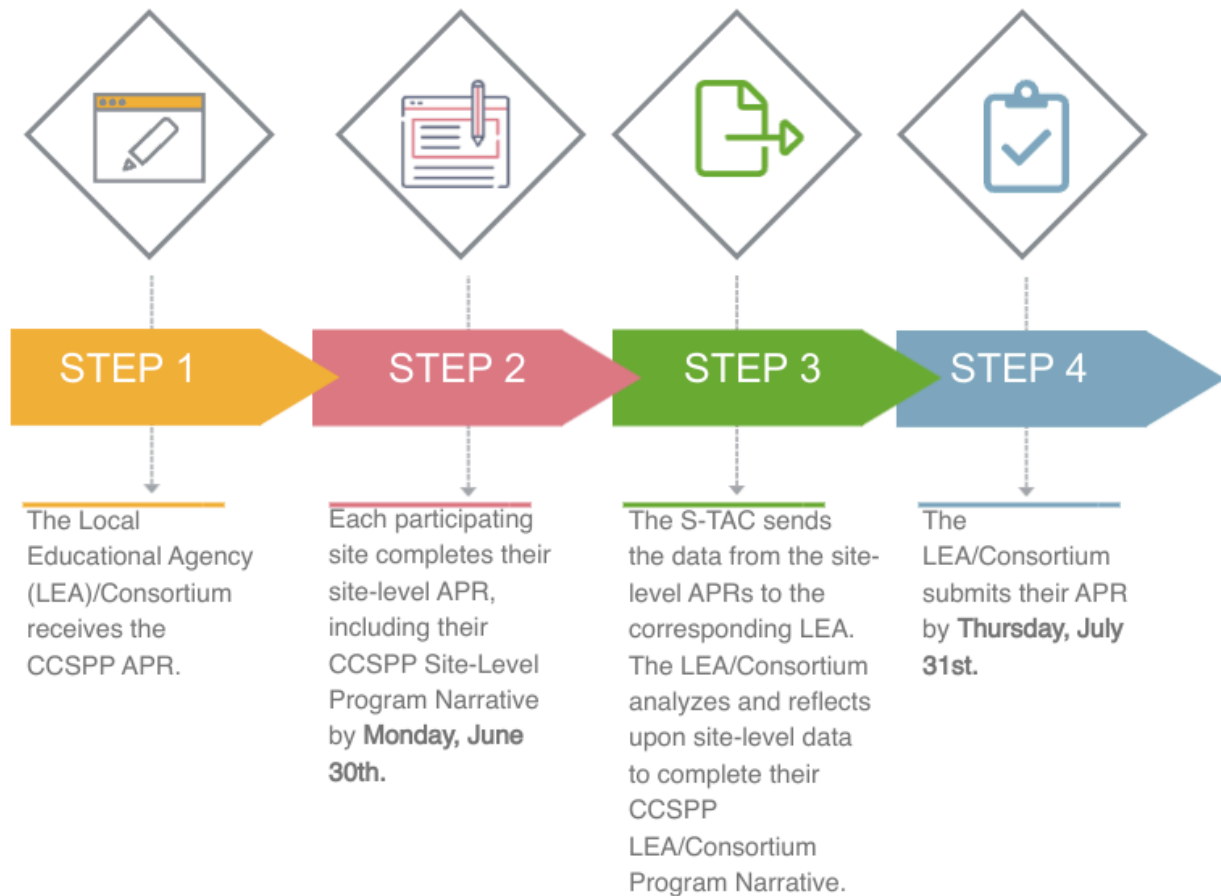


The report can be completed over multiple sessions if needed, however, please use the same device and browser to pick up where you left off.

16. Do we have to **communicate with our LEA** to respond to the APR?

Yes, please stay in close communication with your LEA. Your report as a school site will be sent to your LEA so they can respond to their own report. It is really important that the information provided in the report at the school-level and at the LEA-level is coherent.

Use the following diagram to guide your communication process.



17. What **resources** should we use to complete the AP?

The AP is intended to align with required annual update presentations on community school planning, including data and outcomes from the prior year at all school sites. The AP is an opportunity to reflect over previous elaborated plans and strategies.

The AP is aligned with the California Community Schools Framework and also aligns with resources provided by the State Transformational Assistance Center (S-TAC) including:

- Community Schools Plan and Needs and Assets Assessment
 - [Community Schools Implementation Plan Template](#)
 - [Community Schools Needs and Assets Assessment \(NAA\) Guide](#)
 - [Sustainability Plan Template](#)
- Capacity Building Strategies:
 - [Capacity Building Strategies: A Developmental Rubric](#)
 - [Site-level self-assessment tool](#)
 - [LEA-level self assessment tool](#)
- Whole Child and Family Supports Inventory
 - [Inventory](#)

Other APR informative resources are the S-TAC Office hours for LEAs and schools. The S-TAC will host office hours on the APR to answer any technical questions you might have on the following dates:

April: Thu 4/24 - 4pm.

May: Tue 5/6 - 10am; Thu 5/22 - 4pm

June: LEA specific (TBD)

You can register at this link [\[here\]](#).

18. **We were not able to implement “anything”** between the time we got the funds and the end of school year, do we still need to complete the APR?

Yes. This report is to assess all the experiences of implementation, so please “paint your own reality” in the report. It is important for the State to understand where you are. Please use the open-ended boxes across all sections of the report to narrate and tell your experience on implementation.

Any progress reported in this APR can be used as a baseline for future evaluation of growth and impact. For this reason, we encourage you to keep documenting your progress, planning, activities, and expenditures, so it is useful for next year’s report.

19. If my LEA only serves **one school**, do we need to submit two different reports (LEA level and school site level)?

Yes. All Implementation Grantees in Cohort 1, 2, and 3 have to submit an APR. In the case that the LEA-level grantee is the same as the School Site-level grantee, for example, in Charter Schools or single-school districts, they need to submit two different reports (one for each level).

The LEA-level report and the School Site-level report are different and capture different perspectives of the implementation of the Grant. For this reason, we ask that both reports are submitted, even in the cases when the institution might be the same.

CCSPP Capacity Building Strategies

20. How does the APR relate to the **site-level self-assessment**?

In Section 1.1. “CCSPP Capacity Building Strategies” of the APR we ask you to reflect on your team's progress in strengthening and building the capacity of all interest-holders in implementing the community schools approach.

For this purpose, you can refer to the OPTIONAL [site-level self-assessment](#). It is not required to

have that self-assessment in order to complete the APR. If you have not completed the self-assessment, please continue to fill the section using the [Capacity Building Strategies: A Developmental Rubric](#), the information in the APR and in collaboration with your community.

21. Do we need to attach the **evidence** referenced in section “1.1. CCSPP Capacity Building Strategies”?

Artifacts or evidence for Section 1.1. CCSPP Capacity Building Strategies do not need to be attached. For that section, check the corresponding checkbox and if there is evidence that you don't see as an option to select, you need to check the “Other” option and explain it in the Open-Ended box.

Engaging Educational Partners

22. Do we need to provide **exact numbers** of community members or other educational partners engaged?

We are requesting you estimate the percentage, but it's OK if the number is an approximation or you are uncertain if it's the correct amount. You can use the OPTIONAL Open-Ended text space to provide additional information regarding your situation.

23. How do you define community members?

We have defined "community members" broadly to include many of the individuals who fall outside other interest-holder groups (e.g., students, families, admin, school staff, community partners, etc.). These are individuals who are connected to the school community and can serve and/or be involved via various roles and through their engagement in activities, events or programs. They can serve as volunteers, advocates or participants in community initiatives. Their involvement is informal and does not involve MOUs or formal partnerships/collaborations.

24. Can we report on community engagement that **predated the CCSPP work**?

Please only report on progress, activities, and expenditures from the period July 1 2024-June 30, 2025. There is an optional comment box for explaining your process of engagement with each of the educational partner groups. You can use that space to explain your historical work with those groups or add any other details you think are important to understand your engagement strategies.

Whole Child and Family Supports Inventory

25. Were the school sites expected to **know and complete** the Whole Child and Family Supports Inventory?

In Section 1.3. “CCSPP Whole Child and Family Supports Inventory” we ask you to identify if each support was part of your Community Schools Implementation Plan or Needs and Assets Assessment and how these were implemented. The list of supports are taken from the [Whole Child and family supports inventory](#).

Although this particular document was written after the CCSPP was launched, the Inventory is just a set of activities that are common along Community Schools. These supports are activities that may have existed before the implementation of the CCSPP. The purpose of this section in the APR is not to ask every school to do every item all the time. Instead, we want to find out if School Sites were doing this before Community Schooling, because of Community Schooling, or even if they are expanding upon these supports as part of the CCSPP.

Check as many of the Whole Child and family supports as they are applicable to the uniqueness of your community.

26. What does ‘**previously implemented**’ refer to in this question?

The column listed as “previously implemented and now integrated into community schools work” refers to the time before the implementation of CCSPP funding. In Section 1.3. “CCSPP Whole Child and Family Supports Inventory” we ask you to identify if each support was part of your Community Schools Implementation Plan or Needs and Assets Assessment and how these were implemented. It is possible that your school site had implemented Community Schools strategies before the CCSPP funding, so we want to know if that is the case. Knowing about supports being implemented before the CCSPP funding helps us understand the baseline in order to assess the growth and impact of the program.

CCSPP Goals and Actions

27. Do we need to specify the answers for **three goals**?

Yes. We ask you to describe the top three goals for your community schools’ initiative. These goals should be a reflection of the topics, goals, and/or challenges emerging from the deep Needs and Assets Assessment, and they should form the initial focus areas for transformation for the community schools work. Three goals are required. At least 1 of the 3 goals should be identified from the [Whole Child and Family Supports Inventory](#).

28. Can the Goals be the same as those in the Implementation Plan Template?

The goals can be the same as those in the Implementation Plan Template as long as they

reflect the topics, goals, and/or challenges emerging from the deep Needs and Assets Assessment. They should also form the initial focus areas for transformation for the community schools work. Three goals are required. At least 1 of the 3 goals should be identified from the Whole Child and Family Supports Inventory.

Site-Level Optional Attachments

29. Other than the APR, what **attachments** should we add?

Before you submit the online form via Qualtrics, you will have the opportunity to include the following documents:

The following documents were added in the 2022 Legislative Update about the CCSPP.

CCSPP implementation plan (2024-2025) for your school site

Please submit or resubmit your most current implementation plan as a PDF using [this link to a Box folder](#). You can use the CCSPP [Implementation Plan template](#). **Include your school name and CDS code in the name of the file. (Example: ShadowUSD_12123451234567.pdf.) This is a required upload for all grantees.**

Evidence that the CCSPP implementation plan was posted to share with your school community.

Please include the online link (URL) where the plan was posted on your school website.

Cohort 1 and Cohort 2 ONLY: Sustainability plan

Please attach your current sustainability plan as an Excel document as it stands at the time of your APR submission (we are aware that it is not a static document). Use the optional CCSPP [Sustainability Plan Template](#). Include your school name and CDS code in the name of the file. (Example: ShadowUSD_12123451234567.xls). **This is a required upload.**

Other artifacts or evidence, such as pictures or context for Section 1.1. CCSPP Capacity Building Strategies do not need to be attached. For that section, check the corresponding checkbox and use the Open-Ended box to explain the evidence mentioned.

30. Does the implementation plan need to be submitted to the governing board?

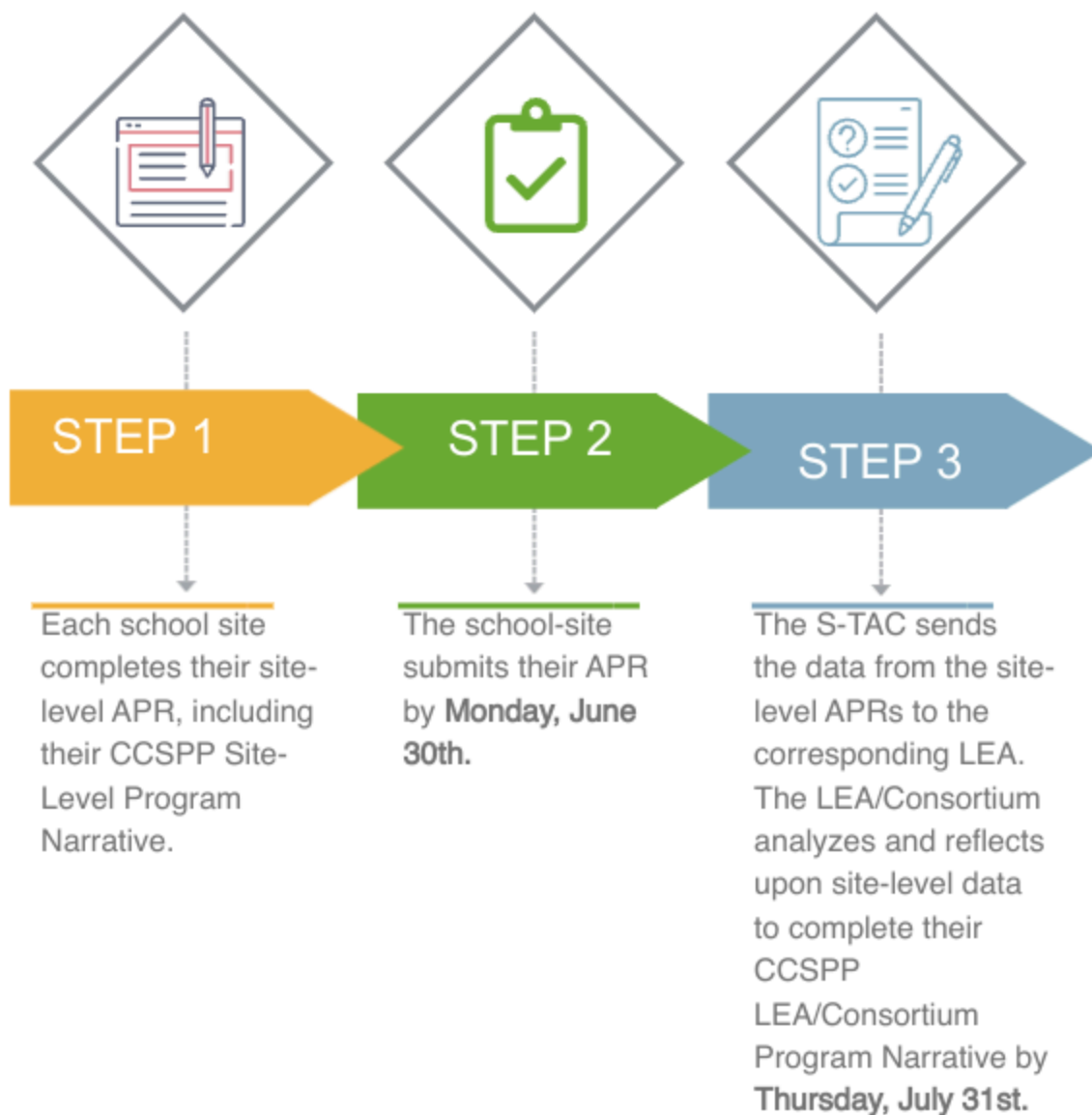
CDE response - Legislation requires LEAs to present implementation plans to their governing board. Planning Grantees: Education Code 8902(g)(1)(F): "Preparing a community school implementation plan for submission to the governing board or body of the local educational

agency and to the department.” Implementation Grantees: Education Code 8902(h)(6): “Qualifying entities that receive implementation grants shall annually report and publicly present their community school plans, including data and outcomes from the prior year, at the school site and at a meeting of the governing board of the school district, county board of education, or the governing body of the charter school. Implementation grant recipients shall publicly post their community school grant application and community schools plan on the local educational agency’s internet website.” The expectation is to present the most current plan to the governing board on an annual basis.

Implementation Grantees: Local Educational Agency/Consortium APR

31. What is the **process** to submit the LEA-level APR?

To complete the report you and your shared decision-making team or council need to submit a completed version of the questionnaire in the platform. Only one report is required per each LEA. We recommend you open the report using the link provided, or see the Word attachment, and look at the questions. To respond to the questions you will need to analyze the data submitted by your corresponding school sites. Please note the dates and steps outlined in the process flow below:



32. Do we have to **communicate with our schools** to respond to the LEA-level APR?

Yes, please stay in close communication with your school sites. To respond to the questions you will need to analyze the data submitted by your corresponding school sites.

33. Other than the APR questionnaire, what other **documents** should we submit?

In the email sent by CDE to LEAs/Consortiums, the Annual Expenditure Report template was attached. Please submit the Annual Expenditure Report in an Excel Spreadsheet directly to the CDE via email, CCSPP@cde.ca.gov.

34. If my LEA only serves **one school**, do we need to submit two different reports (LEA level and school site level)?

Yes. All Implementation Grantees in Cohorts 1, 2, and 3 have to submit an APR. In the case that the LEA-level grantee is the same as the School Site-level grantee, for example, in Charter Schools or single-school districts, they need to submit two different reports (one for each level).

The LEA-level report and the School Site-level report are different and capture different perspectives of the implementation of the Grant. For this reason, we ask that both reports are submitted, even in the cases when the institution might be the same.

35. I see a question that is “*how many schools will you be submitting the report for*”, does this mean that **LEA submits the reports for their Schools?**

No. Each Implementation Grantee in Cohort 1, 2, and 3 has to submit their own APR. The questions in the LEA-level report aims to know how many School Sites are implementing the grant in your LEA or District. Only one APR is needed for each LEA or Consortium at the LEA-level.

36. How does the APR relate to the **LEA-level self-assessment?**

In the “CCSPP Capacity Building Strategies” section of the APR we ask you to reflect on your team's progress in strengthening and building the capacity of all interest-holders in implementing the community schools approach.

For this purpose, you can refer to the OPTIONAL [LEA-level self-assessment](#). It is not required to have that self-assessment in order to complete the APR. If you have not completed the self-assessment, please continue to fill the section using the [Capacity Building Strategies: A Developmental Rubric](#), the information in the APR and in collaboration with your community.

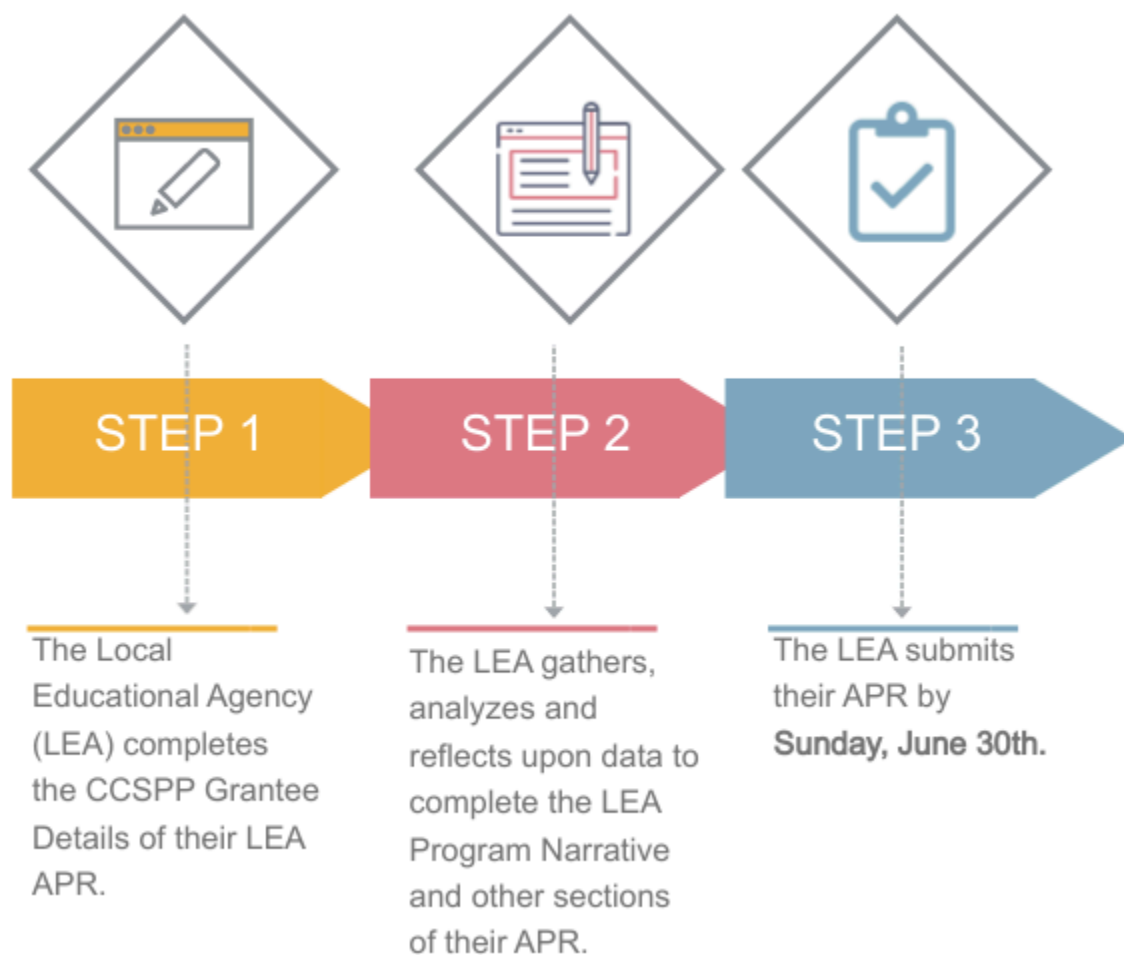
37. Do we need to attach the **evidence** referenced in section “CCSPP Capacity Building Strategies”?

Artifacts or evidence for the CCSPP Capacity Building Strategies section do not need to be attached. For that section, check the corresponding checkbox and if there is evidence that you don't see as an option to select, you need to check the “Other” option and explain it in the Open-Ended box.

Planning Grantees: Local Educational Agency APR

38. What is the **process** to submit the LEA-level planning APR?

The APR should be developed by the local educational agencies (LEA's) CCSPP shared decision-making team or council to ensure participation from students, staff, families, and community partners. The APR encourages grantees to identify and reflect on areas for growth, learning and evidence of progress.



39. Do we need to submit the APR if we are a **Cohort 1 or 2 Planning Grantee moving to implementation** right now?

Yes, you still need to submit an APR.

40. Other than the APR questionnaire, what other **documents** should we submit?

In the email sent by CDE to LEAs/Consortiums, the Annual Expenditure Report template was attached. Please submit the Annual Expenditure Report directly to the CDE via email, CCSPP@cde.ca.gov.

41. Do we need to submit the APR if we are a **Cohort 4**?

No. Only Cohorts 1, 2, and 3 are required to submit their APR this year. Starting next year (AY 2025-26), Cohort 4 grantees will need to submit an APR.