

## Average Daily Attendance, Tips for Monitoring and Troubleshooting

### What is ADA?

Average daily attendance (**ADA**) is the average number of participants per service day in your program. For your contract, service days are the number of days per year when programming is available. For example, if your program operates 5 days a week for 10 weeks, that's equal to 50 service days. If your program operates 3 days a week for 10 weeks, that's equal to 30 service days.

ADA is not the same as your total units of service, which is the number of unduplicated participants you serve during the contract year. Your units of service might be much higher than your ADA if you have multiple program cycles during the year.

For your contract, DCYF asks you to project your units of service and ADA. For your ADA projection, you should factor in the entire contract year. If your summer ADA is higher than your school-year ADA, you will need to account for this in your projection. If you want to know what your ADA was for your DCYF grant in 2007-08 or 2008-09, you can run an Average Daily Attendance and Attendance by Activity report on the CMS.

Below is an example of ADA for one week for a program that meets Monday through Friday.

Day	# of Participants
Monday	15
Tuesday	10
Wednesday	12
Thursday	14
Friday	10
Total	61

ADA for this example =  $61/5$  or 12.2 participants. Some days there were more than 12 participants and some days there were less. But on average for this example, there was an average of 12 participants per day. This same formula can be applied over your entire program year.

### How can I check my ADA?

Within a program, ADA can be calculated for each activity or for each participant. You can check ADA for each of your program's group and individual activities by running an Average Daily Attendance report on the CMS. To run this report, log into your program's page on the CMS, select 'Reports' from the side menu, check the circle next to 'Average Daily Attendance' in the main pane, and click 'Next Step' on the bottom of the main pane. You will be asked to enter parameters such as begin date and end date before you run your ADA report. Once you run the report, each of your program's group and individual activities will be listed for the time frame specified with various information showing how ADA was calculated. Each group activity will have the following information:

- Total days the activity was scheduled
- Total number of present participant records

- Average daily attendance
- Days without present attendance

Each individual activity will have the following information:

- Total days service provided
- Total number of present participant records
- Average daily attendance

You can check ADA for each of your program's participants enrolled in group activities by running an Attendance by Activity report on the CMS. To run this report, log into your program's page on the CMS, select 'Reports' from the side menu, check the circle next to 'Attendance by Activity' in the main pane, and click 'Next Step' on the bottom of the main pane. You will be asked to enter parameters such as begin date and end date before you run your attendance report. Once you run the report, each of your program's group activities will be listed along with all participants enrolled in each activity. Each participant will have the following information showing how ADA was calculated for the specified time frame:

- Enroll date
- Drop date
- Days present
- Days absent
- Scheduled days
- Average daily attendance

#### What if I think the CMS is not capturing my full ADA?

There are several ways in which incorrectly entered data will prevent an accurate calculation of ADA for your program's activities. If your program's ADA does not look right, proceed through the following checklist:

1. Check that all scheduled dates for each activity have complete attendance.
2. If a scheduled date for an activity was canceled, make sure you delete the date from the activity's schedule.
3. If a participant stopped coming to your program, make sure to delete him or her from the activity in which they were enrolled.
4. If none of these options solves your problem, call the Cityspan helpline at 866-469-6884.