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## THE LEADERSHIP PROGRAM

### Client Overview

The Leadership Program is a company whose purpose is to cultivate students' and educators' sense of empowerment and connectedness to create positive change in schools. They offer a wide variety of programs that appeal to youth, teachers, and parents and are tailored to meet the needs of inner-city elementary, middle and high schools.

### Business Need

The Leadership Program and the consulting firm, HSEDA (Human Services Evaluation and Development Associates), needed help in managing both in-class and after-school training programs for school-aged children. In order to determine the effectiveness, reach, and value of these programs, the coordinators needed to collect attendance records and generate reports for internal use and for delivery to funding providers. Their existing process was time-consuming and cumbersome and the burden fell on the program facilitators who were required to, not only plan and run their classes, but also handle registration, create attendance rosters, and submit attendance and lesson logs to the administrative offices, manually, using a paper based set of forms. The facilitators performed this work by hand each week. At the end of the month, the administrative office would essentially shut-down to tally and manage all of the information submitted by hundreds of facilitators city-wide. The office then had to create complex spreadsheets to aggregate the data to report back to the state, as well as to handle their monthly payroll process based on the submitted data.

### Solution

In response to this challenge, 7sm created an application called DataFish. DataFish allows facilitators to track club activities via a web-based, distributed application. DataFish helps centralize student demographics and provides a common pool of information regarding attendance across the various clubs. This data is used to track student performance, club effectiveness and generates reports to comply with the project's charter objectives.

DataFish is now used by three community-based organizations. Each instance is customized with features specific their needs, including:

- Simple, straightforward enrollment and attendance tracking ensures that facilitators spend most of their time working with children.
- Robust tools to manage clubs and facilitators for many locations and multiple programs.
- Ability to track funding sources for grant and charter compliance and reporting.
- Ability to assign permissions and change functionality based on roles.
- Ability to take class attendance quickly by clicking a check-box next to the student's name.

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- Full timesheet capability (including approvals), and auto-population based on the instructors' class dates, once attendance and lesson logs are submitted.
- Direct integration with PayChex and other payroll systems.
- Data Feeds can be directly uploaded to the New York Department of Education's data collection system via web services

### Results

The payroll process can now be performed by two or three people over a day or two; they now have been able to move to a semi-monthly payroll cycle. Other community-based providers have expressed interest in the capabilities of DataFish. 7sm is working with TLP to help DataFish reach a wider market.