Monthly Service Check ~ Tip Sheet

With the monthly check of schools’ services in GEARS, please be on the lookout for the following:

**General information on service entries into GEARS** – Only those services funded by Montana GEAR UP or used as match to schools’ grants (or both) should be entered into GEARS.

- Do the services in GEARS match what schools indicated they would provide in their IPs?
- Does the number of services entered for each school seem reasonable?
- Are there large gaps in time where a school has not entered a service, e.g., a couple or more months?
- Do they have any parent services entered? What seems reasonable – two per semester? Per quarter?
- Have they entered any services but forgotten to select participants? You can check on this through the following reports in GEARS under the services tab: a) student services no participants, b) parent services no participants, and c) staff services no participants.
- Are the services categorized correctly? Please refer to the student and parent service cheat sheets for guidance.
- All ongoing services should end at the end of the APR reporting period – by March 31 – and then a new one should be established beginning April 1.
- No doubling up on services. If a school takes students on a visit to Helena and visits Carroll College, Helena College, the Montana Historical Society, the Capital, takes in a show at the Myrna Loy Center, and visits the water treatment plant, then these should all be entered as separate services.

**Academic enrichment** – We want to minimize the use of the Student-Academic Enrichment service type because the Consortium does not track it and it is not a required service type to report on for the Annual Performance Report.

**Other** – We want to minimize the use of Student/Parent-Other service types. Please check whether these could be categorized as something else.

**Professional development** – Our office will enter professional development services that are sponsored program-wide, e.g., liaisons meetings, NCCEP/GEAR UP West conferences, Spring IP development workshop, MCAN conference. Schools are responsible for entering other professional development offered at the school or regional level that is funded by MTGU or used as match. Please note that in almost all situations, these PD services should be categorized under “Teacher – GEAR UP Professional Development”. This service type title is confusing and will be changed in the near future.

**Rigorous academics** – Remember that Rigorous Academic Curricula includes students who are taking the MUS college prep curriculum and those who are taking the rigorous core. Montana GEAR UP will enter students taking the ASPIRE and ACT tests as a service for schools.

**Summer program services** – We will enter the statewide summer programs. Schools, however, are required to enter their local summer program services. As schools complete a local summer program, please check to make sure it is entered into GEARS. Sometimes these services are overlooked as the person who runs the summer program is not the liaison or GEARS data entry person. If you know that is...
the case for one of your schools, please check to see that there is a plan in place for getting that service entered into GEARS.

**Transportation** – For all services that require taking a bus, e.g., college visits, summer programs, educational field trips, workshops sometimes, liaisons should record the hours of service for only the amount of time that a participant is receiving that service. In most cases, bus time does not count – unless the school is using that bus time for productive learning, e.g., maybe a school is taking students on a college visit and playing on-the-bus games with the students or completing the college visit survey or discussing the upcoming college.

**Tutoring** – Tutoring services should be broken out by the following subjects: Math, English/Reading, Science, Social Sciences/Studies, Other. Each subject should have its own service entry. “Other” should not be used as a catch-all for tutoring across multiple subjects but rather for a subject not listed, such as studying for the Smarter Balanced or ACT tests or Spanish. It is okay for a school to set up an ongoing tutoring service. There is no set time-frame for how long a service should last. It could be monthly, bi-monthly, quarterly, semester.

**Ways to check on your service entries & service data reports** – There are several different ways to check on services:

- To get a quick sense of how many student, parent or PD services a school has, you can check the “View School Summary Report” on the home page. You can also access this report under the Reports tab and select “Student Data Status and Download”
- You can select “Download Services Data” under the services tab and export/copy the data to Excel. This is handy if you want to sort services by school, service type, etc.
- There are also several useful reports under the Service Data Reports. Please note that the reports Services Provided to Students/Parents/Staff/Schools can only be viewed by school year. These reports at the program level (not school) can be filtered for a specified date range in the APR report under the Reports Tab. Select the Services APR report.