

November 2023  
Washington, D.C.

# Reporting Tool: Calculating Average Number of Days Served

Related Consolidated State Performance Report (CSPR) Tables  
and *EDFacts* File Specifications

[www.Neglected-Delinquent.ed.gov](http://www.Neglected-Delinquent.ed.gov)



THE  
NATIONAL TECHNICAL  
ASSISTANCE CENTER  
FOR  
THE EDUCATION OF  
NEGLECTED OR DELINQUENT  
CHILDREN & YOUTH

## **About the National Evaluation and Technical Assistance Center for the Education of Children and Youth Who Are Neglected, Delinquent, or At-Risk**

The mission of the National Evaluation and Technical Assistance Center for the Education of Children and Youth Who Are Neglected, Delinquent, or At-risk (NDTAC) is to improve educational programming for youth who are neglected or delinquent. NDTAC's legislative mandates are to develop a uniform evaluation model for State Educational Agency (SEA) Title I, Part D, Subpart 1 programs; to provide technical assistance to states in order to increase their capacity for data collection and their ability to use those data to improve educational programming for youth who are neglected or delinquent; and to serve as a facilitator among different organizations, agencies, and interest groups that work with youth in neglect or delinquent facilities. For more information on NDTAC, visit the Center's website: <https://neglected-delinquent.ed.gov>.

# Purpose of this Tool

---

Starting with the 2022-23 school year, a new data element was added to the [Consolidated State Performance Report \(CSPR\)](#) to collect the average number of days served. The Department of Education defines this as:

*The average number of days that each student is in attendance receiving services supported by Title I, Part D in the reporting year.*

This tool will help program administrators to collect this information by providing examples and a step-by-step process for the calculation.

## Consolidated State Performance Report Tables

*2.5.1.1 Title I, Part D Subpart 1 programs and facilities by program/facility type and 2.5.3.1 LEA Title I, Part D Programs and Facilities-Subpart 2. (See Appendix A for the complete listing.)*

For more information on the CSPR, please visit the department's [CSPR page](#).

## Example 1: Calculating the Average Number of Days Served

This tool will use a Subpart 2 facility as an example; however, the process for calculating the average number of days served is the same for both Subpart 1 and Subpart 2.

### Steps

1. Facility tracks and counts the number of days each student receives services in the program funded by Title I, Part D between July 1 and June 30.
2. Add the days each student received services.
3. Divide the sum by the total number of duplicated students as reported in File Specification 119.

*Note:* The duplicated count of students should be used in this process. Students may exit and re-enter the program throughout the year and should be counted during both stays. See example 3 described below.

### Step 1 in Detail: Count the Number of Days each Student Received TIPD Services

- **Student A** received **11 days** of TIPD services.
- **Student B** received **10 days** of TIPD services.
- **Student C** received **6 days** of TIPD services.
- **Student D** received **5 days** of TIPD services.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Student A Student D	Student C	Student B	Student B Student D	Student A Student B Student C
<b>Week 2</b>	Student A	Student A Student B	Student C Student D	Student A Student B	Student A Student B Student C
<b>Week 3</b>	Student B	Student B	Student A	Student A Student B Student C	Student A
<b>Week 4</b>	Student D		Student A Student D	Student A Student D	Student B Student C

### Step 2 in Detail: Sum all the Number of Days each Student Received Services

11 days + 10 days + 6 days + 5 days = 32 days

	A	B
1	<b>Students</b>	<b>Days</b>
2	Student A	11
3	Student B	10
4	Student C	6
5	Student D	5
6	<i>Sum</i>	32

	A	B
1	<b>Students</b>	<b>Days</b>
2	Student A	11
3	Student B	10
4	Student C	6
5	Student D	5
6	<i>Sum</i>	=SUM(B2:B5)

Note: See [more tips](#) for using Excel AutoSum.

### Step 3 in Detail: Divide Sum of Days Served by the Number of Duplicated Students (as reported in FS119)

32 days served divided by 4 students (duplicated count of students) equals 8 days.

### Example 2: Duplicated Student Count

At times students may exit a facility and then re-enter a facility later in the year. These students should be counted for both of their stays. In the example below, student D leaves the facility after the first week and then returns to the facility in week 4. This student would be a duplicated student and should be counted for both stays. If these students are counted in the duplicated count of students in the facility, they should factor into the calculation.

**In this example:**

- **Student A** received **11 days** of TIPD services.
- **Student B** received **10 days** of TIPD services.
- **Student C** received **6 days** of TIPD services.
- **Student D<sup>1</sup>** received **5 days** of TIPD services.
- **Student D<sup>2</sup>** received **5 days** of TIPD services (on second stay).

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Student A Student D <sup>1</sup>	Student C Student D <sup>1</sup>	Student B Student D <sup>1</sup>	Student B Student D <sup>1</sup>	Student A Student B Student C Student D <sup>1</sup> ( <b>leaves facility at the end of the day</b> )
<b>Week 2</b>	Student A	Student A Student B	Student C Student D	Student A Student B	Student A Student B Student C
<b>Week 3</b>	Student B	Student B	Student A	Student A Student B Student C	Student A
<b>Week 4</b>	Student D <sup>2</sup> ( <b>returns to facility</b> )	Student D <sup>2</sup>	Student A Student D <sup>2</sup>	Student A Student D <sup>2</sup>	Student B Student C Student D <sup>2</sup>

**Calculation:**

- 11 days + 10 days + 6 days + 5 days + 5 days = 37 days
- 37 days divided by 5 students (duplicated count of students. Student D should be counted as two separate students, one for each of his stays in the facility) equals 7.4 days.

## Data Quality Checks

Before submitting your data, it is important to conduct data quality checks. Here are some checks that may help you in ensuring your data is accurate and complete:

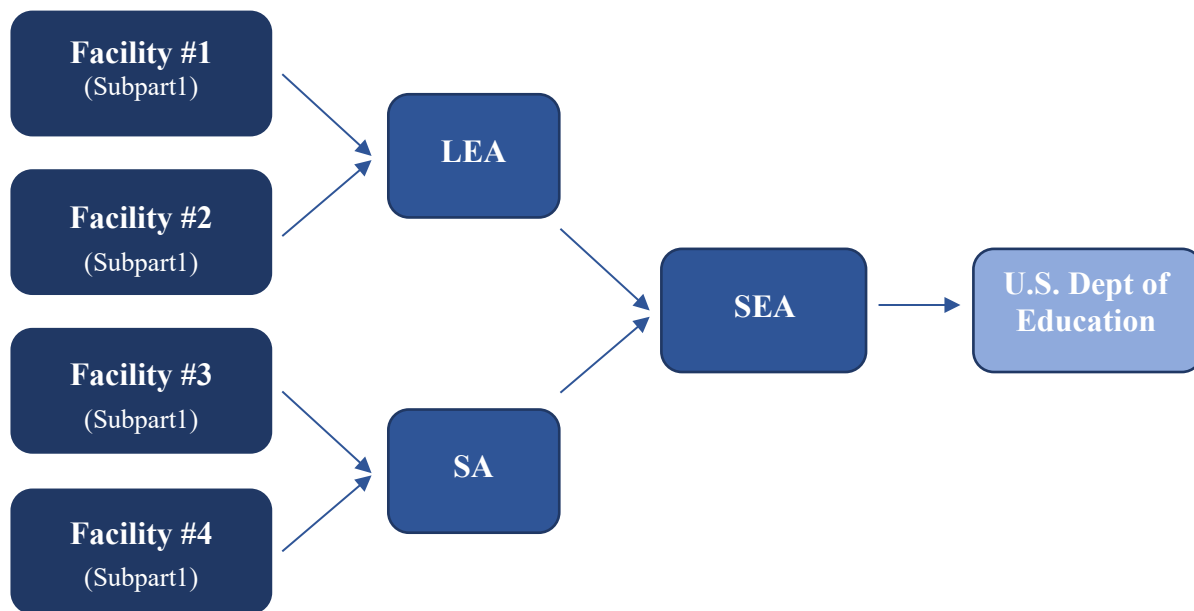
- The average number of days served should not exceed the average length of stay.
- The total number of students that are used in the calculation for average number of days served should be the same as the number used for the duplicated count of students.
- Average number of days served is a new and different field than average length of stay. In most cases, the average number of days served will be less than the average length of stay. Average number of days served is collecting how many days the student received TIPD services. Average length of stay is collecting the number of days each student is enrolled a facility or program during the reporting year. In both cases, multiple enrollments can be counted.

## Reporting Hierarchy from an Individual Facility to an SEA

**Figure 1 below shows:**

1. Facilities should collect and calculate their data to arrive at the average number of days served and report that information to the Local Education Agency (LEA) for subpart 2 and the State Agency (SA) for Subpart 1.
2. LEA's and SA's should collect the data from all TIPD programs they serve and report the data to the State Education Agency (SEA). Data should be aggregated when the LEA or SA serves multiple programs of the same type (for example, SA operates two juvenile correctional facilities, or the LEA serves three delinquent programs in three local facilities).
3. SEA's must collect and aggregate the data for Subpart 1 and Subpart 2 separately (as applicable) and report the data to the Department of Education through the CSPR data collection process.

Figure 1



## Using the Data to Support Program Improvement

This new set of data can be used to assist in the evaluation of the program and help subgrantees and SEAs in program improvement. Some questions the subgrantee and SEA may want to consider when reviewing the data:

- **How does the average length of stay compare to average number of days served?**
  - If there are large discrepancies between the two fields, you may want to explore why this is. Some programs may have a targeted TIPD program where students only receive TIPD services on certain days of the week. For others, this could indicate a lack of access to the educational program for students.
- **How often do students have access to TIPD services?**
  - Does the TIPD program provide adequate and consistent access to all students in the facility?
- **Are all eligible students in the program receiving TIPD services?**
  - Are there discrepancies between numbers enrolled and numbers receiving services?
  - Are any groups of students being excluded from services? (ex. students with disabilities, students of different racial/ethnic categories)

# Appendix A

2.5.1 State Agency Title I, Part D programs and facilities that serve neglected and delinquent students and the average length of stay for these students.

The following table contains data on Title I, Part D, Subpart 1 programs and facilities. States report only programs and facilities that received Title I, Part D, Subpart 1 funding during the reporting year and count a facility once if it offers only one type of program. If a facility offers more than one type of program (i.e., it is a multipurpose facility), each of the separate programs is counted.

## Consolidated State Performance Report Tables

*2.5.1.1 Title I, Part D Subpart 1 programs and facilities by program/facility type and 2.5.3.1 LEA Title I, Part D Programs and Facilities, Subpart 2.*

### 2.5.1.1 Title I, Part D Subpart 1 Programs and Facilities – By Program/Facility Type

SEA Program/ Facility Type	Count of Programs/ Facilities	Count of Programs Reporting Data	Average Length of Stay (Number of days)	Average Number of Days Served
<b>Adult correction</b>	Manual Entry	FS119/DG870	Manual Entry	Manual Entry
<b>Community day programs</b>	Manual Entry	FS119/DG869 + FS119/DG870	Manual Entry	Manual Entry
<b>Group homes</b>	Manual Entry	FS119/DG869 + FS119/DG870	Manual Entry	Manual Entry
<b>Juvenile detention</b>	Manual Entry	FS119/DG870	Manual Entry	Manual Entry
<b>Long-term secure juvenile facilities</b>	Manual Entry	FS119/DG870	Manual Entry	Manual Entry
<b>Ranch/wilderness Camps</b>	Manual Entry	FS119/DG870	Manual Entry	Manual Entry



<b>Residential treatment centers</b>	Manual Entry	FS119/DG869 + FS119/DG870	Manual Entry	Manual Entry
<b>Shelters</b>	Manual Entry	FS119/DG869 + FS119/DG870	Manual Entry	Manual Entry
<b>Other</b>	Manual Entry	FS119/DG869 + FS119/DG870	Manual Entry	Manual Entry
<b>Total</b>	(Calculated)	(Calculated)	N/A	N/A

### 2.5.3 LEA Title I, Part D Programs and Facilities – Subpart 2

The table below contains the number of LEA Title I, Part D, Subpart 2 programs and facilities that serve neglected and delinquent students and the yearly average length of stay by program/facility type for these students.

Only the programs and facilities that received Title I, Part D, Subpart 2 funding during the reporting year are reported. A facility is counted once if it offers only one type of program. If a facility offers more than one type of program (i.e., it is a multipurpose facility), each of the separate programs is counted.

#### 2.5.3.1 LEA Title I, Part D, Subpart 2 – Programs and Facilities that Serve Neglected and Delinquent students and the Yearly Average Length of Stay by Program/Facility Type

LEA Program/ Facility Type	Number of Programs/ Facilities	Number of Programs Reporting Data	Average Length of Stay in Days	Average Number of Days Served
<b>At-risk programs</b>	Manual Entry	FS127/DG873	Manual Entry	Manual Entry
<b>Adult correction</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Community day programs</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Juvenile detention</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Shelters</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry

<b>Group homes</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Ranch/wilderness camps</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Residential treatment centers</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Long-term secure juvenile facilities</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Other</b>	Manual Entry	FS127/DG872	Manual Entry	Manual Entry
<b>Total</b>	Calculated	Calculated	NA	NA

## Appendix B

### Questions from the Field

**Question:** In a recent conversation in NDTAC’s Community of Practice, State coordinators raised the question of what it means to be “served” by Title I, Part D, with regards to a new question in the Consolidated State Performance Report (CSPR) that requires a State to report “the average number of days that each student is in attendance receiving services supported by Title I, Part D in the reporting year.” Specifically, State coordinators asked whether those services have to be provided by an instructor or could they include access to materials.

**Answer:** Under section 1401(b) of the Elementary and Secondary Education Act of 1965 (ESEA), Title I, Part D grants are made to State educational agencies (SEAs), which then “award subgrants to State agencies and local educational agencies [LEAs] to establish or improve **programs of education** for neglected, delinquent, or at-risk children and youth” (emphasis added). Accordingly, a student would be considered to be receiving services supported by Title I, Part D if they are receiving services funded by Title I, Part D as part of a **program of education** for neglected, delinquent, or at-risk children and youth. Regardless of which aspects of the program are funded by Title I, Part D funds, and which are supported by other funding sources, a student must be participating in a **program of education** for neglected, delinquent, or at-risk children and youth to be counted.

---

*The content of this document does not necessarily reflect the views or policies of the U.S. Department of Education. This document was produced by NDTAC at Longevity Consulting with funding from the Student Achievement and School Accountability Programs, OESE, U.S. Department of Education, under Contract Number ED-04-CO0025/0006. Permission is granted to reproduce this document. This NDTAC tool is intended as a quick reference and does not supersede or replace any federal forms or information about the collection and reporting of data pertaining to Title I, Part D.*