



Wrangle Your Program Data And Reporting

Manage Your Learners

- Registration, Payment and Program Participation history
- Contact information, Communication Preferences
- Demographic information
- Referrals in and out

Manage Your Programs

- Set up registration for learning activities, courses, classes, information sessions
- Track volunteer tutor pairs and small groups, including instructional hours and CALP Outcomes
- Set early registration fees, apply subsidies and/or discounts
- Create invoices, receipts and track payments
- Generate class lists, attendance sheets, and waiting lists
- Record and report on programs of interest that are requested by your community

Enhanced Reporting Features

- Track indicators and measures for the 4 outcomes identified in the CALP Final Report
- Automatically calculate # and % values by reporting category for the CALP Final Report
- Create a complete snapshot of each completed program with the Course Summary report
- Print treasurer's reports, revenue and expenses, and in-kind contributions
- Generate Referrals Reports to track which referrals are seen as valuable
- **NEW THIS YEAR! Save and print a "CALP-reportable" Final Report to submit to Advanced Education instead of filling out the programming and evaluation sections of the CALP Grant Final Report Form for Advanced Education.**

Want to Know More?

The CALP Database is supported by the Community Learning Network, and is available to any CALP-funded Program. For more information, or to have a custom database created for your organization, contact Odette at the CLN Provincial office at news@calp.ca.

The CALP Database is available for use to all CALPs at no cost.



CALP Database - Privacy and Security FAQs

The CALP Database is a web-based registration and data collection application, with custom reports that have been built to mirror the information you are asked to report on to Advanced Education in the CALP Final Report.

CLN is committed to ensuring the integrity, safety and security of your CALP's data when you choose to use the CALP Database.

Here are a few of the most frequently asked questions about Data Protection and Security:

Q: Is our data safe online?

A: The CALP Database is protected using technology called SSL (Secure Sockets Layer). SSL is the industry standard used to ensure the integrity and security of data that is accessed or transmitted online, and is used for e-commerce websites, online banking sites, etc. In plain language, "SSL" means that when you connect to a server on the Internet, the transfer of data between your computer and the server is encrypted. The data is encrypted, or "scrambled" so that, without authenticated credentials, the data just looks like nonsense as it is being transmitted over the Internet.

Q: Who has access to our data?

A: System administrators, including select CLN staff and the system's software developer, are able to access data.

- Only CLN staff who have been trained in the administration of the CALP Database may be given access. All CLN staff are required to sign a code of conduct annually, which includes a confidentiality clause.
- CLN has also put in place a "Data Protection Agreement" with the company contracted to develop and host the Database, Ignite Web Solutions. The agreement outlines the responsibilities and requirements that have been agreed to ensure the protection of personal and confidential information, and to ensure compliance with relevant legislation.
- Each organization using the Database ONLY has access to their own records, and not to any other information.
- Government of Alberta staff do not have access to any of the data on the CALP Database.

Q: Where does our data "live"?

A: Data for and from the CALP Database is stored on a secure server, located in Montreal, Quebec. It is backed up to a separate secure server located in Ottawa, Ontario.