



## COUNTDOWN TO KINDERGARTEN DATA GUIDELINES

Updated June 2017

***The following are important guidelines for collecting and entering data in the First Steps Data System for Countdown to Kindergarten (4062).***

---

**Countdown to Kindergarten data is entered in the latter fiscal year.** Example: for Summer 2017, data is entered in 2017-18, not 2016-17.

Partnership Administrators: Please register your CTK program as soon as possible after the data system opens for the new program year, in July. All First Steps partnership directors will receive an email when programs have been loaded for data entry in the new program year.

If you need to create a 4062 vendor login for a new staff member to enter CTK data, or if CTK is a new strategy for you, the form is available on the data system web site to send to Carla Sadlier at RFA (address provided on the form).

Also don't forget to enter your Projected to Serve numbers for CTK and all other partnership strategies!

Countdown to Kindergarten is unique in that partnerships do not have to enter data into the First Steps Data System until after the program is over (yay!). HOWEVER, this can be risky if you have not clearly explained to CTK home visitors and staff the data collection requirements, and do not realize that not all data was collected until after the program is over!!! ***Remember to collect the following data:***

1. DATA CONSENT FROM PARENTS IS REQUIRED. Make sure all CTK home visitors are aware of this requirement, and have the appropriate consent form with them for parents to sign. The full name and birth date of both the child being served and the primary adult giving consent is needed in order to create a case in the First Steps Data System.
2. **(NEW for 2017)** HOME ADDRESS and SCHOOL DISTRICT are required data in the First Steps Data System.
3. SOCIAL SECURITY NUMBERS ARE STRONGLY ENCOURAGED. SSNs are not a pre-requisite for service but please make sure efforts are made to collect as many SSNs as possible.
4. Risk factor data collection is necessary. Whatever forms your partnership currently uses to collect risk factor data is fine, just make sure it is collected by whoever is doing client recruitment and selection. CTK has 3 additional risk factors so make sure you collect information on them as well – refer to the program standards for more information. CTK has the same targeting criteria as other home visiting programs: 100% with one risk factor, and 60% with 2 or more risk factors. Make sure home visitors and staff understand that checking both TANF and SNAP eligibility does NOT equal two risk factors: income only counts as one risk factor.

**Recommend collecting all data consent forms (with as many SSNs as possible) and risk factor data while the program is operational, so that you have an opportunity to address any issues.**

5. **(NEW for 2017)** Data on CTK home visitors AND 5K teachers: Beginning Summer 2017, CTK programs will enter the names of their CTK Home Visitors and 5K Teachers of CTK children into the First Steps data system under **Program Staff**, as follows:
  - a. Staff Member Name: first and last name
  - b. Staff Member Title: enter "CTK Home Visitor", "CTK Home Visitor/5K Teacher", or "5K Teacher"
  - c. Job Category 1: enter "CTK Home Visitor" if they performed home visits for the CTK program. Enter "5K Teacher" if CTK children will be in their 5K classroom but they were not a CTK Home Visitor.
  - d. Job Category 2: enter a 2<sup>nd</sup> category (such as 5K Teacher) if CTK Home Visitor was entered for Category 1. Otherwise, leave blank.
  - e. Staff Member Employer: enter the name of the school or employer they work for during the school year (ex: Ballentine Elementary). If they are retired or not employed during the school year, leave blank.
  - f. Date of Hire: leave blank
  - g. Degrees: enter if you have that info, otherwise leave blank
  - h. Trainings and Certifications: enter the most recent month and year that the staff member attended CTK training.

1300 Sumter Street • Concord Bldg., Suite 100 • Columbia, South Carolina 29201  
Phone 803-734-0479 • Fax 803-734-1431 • Web site [www.scfirststeps.org](http://www.scfirststeps.org)



Though not entered in the data system, it is important to collect email addresses for all CTK Home Visitors and 5K Teachers for later distribution of the Home Visitor/Teacher Survey.

For CTK, once the case has been created using the child and adult information, the only screen that requires data entry is the **Case Info** screen, as follows:

- Entry Date: June or July of the current year, depending on when visits started
- Service Date: July of the current year
- Exit Date: August of the current year
- Home address of the CTK child
- School district of the CTK child
- Enter Risk Factors and other demographic information
- Enter the number of home visits for each child served
- Indicate whether each child served was assigned to their home visitor's classroom for 5K
- **(NEW for 2017)** Select the name of each child's CTK Home Visitor from the drop-down menu
- **(NEW for 2017)** Select the name of each child's 5K Teacher from the drop-down menu
- **Click on the "Save Information" button at the bottom of the screen to save your work!**

**CTK DATA ENTRY IS DUE IN THE FSDC BY THE FIRST QUARTER DATA DEADLINE: OCTOBER 31**

## **DON'T FORGET PARENT AND TEACHER SURVEYS!!!**

### **Parent Surveys**

Pre and Post Parent Surveys should be entered in Survey Monkey by the October 31 data deadline.

**NEW for 2017:** the pre and post parent surveys ask for both the FIRST and LAST NAME of the primary adult – this is so survey data can be linked to data in the data system. Make sure that pre and post parent surveys include this identifying information.

The Summer 2017 Survey Monkey link for Parent Surveys: <https://www.surveymonkey.com/r/58S6WV8>

### **Home Visitor/Teacher Surveys**

Home Visitor/Teacher surveys shall be completed by the BOTH the CTK Home Visitor AND the child's 5K teacher (if not one and the same). The survey will be posted to Survey Monkey after the first nine weeks of school. SCFS will email the Survey Monkey link to EDs, who are responsible for making sure CTK Home Visitors and 5K teachers complete the survey.

## **QUESTIONS?**

Countdown to Kindergarten: Janice Kilburn, [jkilburn@scfirststeps.org](mailto:jkilburn@scfirststeps.org), 803-730-3084  
First Steps Data System: Betty Gardiner, [bgardiner@scfirststeps.org](mailto:bgardiner@scfirststeps.org), 803-734-0219