| **Strategy** | **Performance Standards (RED = Conditional Approval)** | **Data Source(s)** |
| --- | --- | --- |
| **ALL Strategies** | **Projected vs. Actual Served:**  Serve 75% or higher of projected clients. | FSDC Projected to Serve |
| **Home Visitation (non-NFP)** | **Collecting Data Consent from Clients**  **Collecting Client SSNs** | FSDC Client List Report, or  FSDC Cases Data main entry screen (yellow=no consent, pink=no SSN) |
| **Qualified Staff:**  Staff are a) certified in the program model; b) have current certification in KIPS, which must be renewed annually; and c) be trained in ASQ-3. Staff must also be trained in ACIRI, LSP and ASQ:SE if program standards require those tools be used. Staff should also be receiving ongoing in-service training and PD per program standards. | FSDC Cases Data main entry screen:   * staff information is current * green “Y’s” present for all required trainings and certifications |
| **Service Intensity: Average Visits Per Month:**  2.0+ non-PCH/6.0+ PCH | FSDC Parenting Home Visit Intensity Report (all cases) |
| **Service Intensity: Average Duration of Visits:**  45+ min non-PCH/30+ min PCH | FSDC Parenting Intensity Summary Report (all cases) |
| **Service Intensity: Group Meeting Attendance:**  Are families attending group meetings per the program model? | FSDC Parenting Intensity Summary Report (all cases)  Programs should keep data for each group connection:   * Title, topic, date * Duration * Attendee names |
| **Client Targeting:**  Do all families have at least one risk factor, and at least 60% have 2 or more risk factors?  Are at least 70% of new clients (since July 1) under 36 months at the time of enrollment? | FSDC Risk Factor Report (all cases)  FSDC Dashboard Report |
| **Service Intensity: Client Retention:**  Are families staying in the program long enough to achieve significant improvement? Benchmark: at least 6 months on average during the current year, and 9 or more months cumulative service. | FSDC Parenting Home Visit Summary Report: # active vs. exited  FSDC Parenting Intensity Detail Report: when cases exited  FSDC Parenting Home Visit Intensity Report: months served in current year  FSDC Retention Report: served 9 or more consecutive months |
| **Health Screenings:**  Are children receiving vision, hearing and dental screenings? (required for PAT, optional for other models) | FSDC Health Screenings Report (all cases) |
| **Developmental Screenings:**  Are children receiving developmental screenings? (ASQ-3 and ASQ:SE required for PAT, ASQ-3 required for other models) | FSDC ASQ Report (all cases)   * ASQ-3 (required all models) * ASQ:SE (required for PAT) |
| **Achievement of Family Goals:**  Tracking progress via family assessments  Life Skills Progression (required for PAT, optional for other models), HOME assessment (ESSS), Family-Centered Assessment (PCH), Family Goal Plans | FSDC Cases Data main entry screen: LSP |
| **Connections to Other Services:**  Are families being referred and connected to services they need? In particular:   * Connections to other partnership strategies; * BabyNet/school district special education/other early intervention services for developmental screening concerns; * Medical/health services for health screening concerns; and * Services identified via LSP or other family assessments | FSDC Connections Detail Report (all cases) |
| **Improvement in interactive parenting skills:**  At least 75% of families will be assessed at appropriate intervals via KIPS. | FSDC KIPS/ACIRI Accountability Report (active cases)  FSDC KIPS/ACIRI Client Detail Report (pre to post change) |
| **Improvement in literacy skills:**  At least 75% of families with children 30 months or older will be assessed at appropriate intervals via ACIRI (does not apply to ESSS). | FSDC KIPS/ACIRI Accountability Report (active cases)  FSDC KIPS/ACIRI Client Detail Report (pre to post change) |
| **Nurse-Family Partnership** | **Is NFP serving its projected number of clients?** | Local Implementation Agency  NFP Data System Reports (SCFS) |
| **Is NFP being implemented with fidelity to the program model?** |
| **Is the strategy achieving the NFP goals, objectives, outcome measures, and implementation plan as described in the partnership’s renewal plan?** |
| **Family Literacy** | **Collecting Data Consent from Clients**  **Collecting Client SSNs** | FSDC Client List Report, or  FSDC Cases Data main entry screen (yellow=no consent, pink=no SSN) |
| **Client Targeting:**  Do all families have at least one risk factor, and at least 60% have 2 or more risk factors? | FSDC Risk Factor Report (all cases) |
| **Adult Education, GED or High School Diploma:**  Are adult clients meeting their target goals for completing their GED or HS diploma? | FSDC Case Information Screen |
| **Adult Education:**  Are adult clients increasing their education and/or English proficiency levels? | FSDC Other Assessment Report: TABE  FSDC Other Assessment Report: BEST |
| **Parent Education:**  Are parents increasing their parenting skills? KIPS (recommended) or other parenting assessment | KIPS Client Detail Report (pre to post change)  or  FSDC Other Assessment Report |
| **Developmental Screenings:**  Are children receiving developmental screenings? (ASQ-3 or other developmental screening) | FSDC ASQ Report (all cases)  or  FSDC Other Assessment Report |
| **Early Childhood Education:**  Are children increasing their language and literacy skills? | FSDC Other Assessment Report: PPVT |
| **Service Intensity:**  Are adults and children participating at a level of intensity necessary to achieve program outcomes? | Programs should keep a record of hours of operation for each component of Family Literacy. Ideally, programs should be tracking attendance by participant.   * Type of service (Adult Education, Parent Workshop, etc.) * Duration of service * Attendee names |
| **Service Intensity: Client Retention:**  Are families staying in the program long enough to achieve significant improvement? | FSDC Parenting Home Visit Summary Report: # active vs. exited  FSDC Parenting Intensity Detail Report: when cases exited  FSDC Parenting Home Visit Intensity Report: months served in current year  FSDC Retention Report: served 9 or more consecutive months |
| **Achievement of Family Goals:**  Tracking progress via family assessments:  Life Skills Progression (recommended) or other family assessment tool | FSDC main vendor data entry screen: LSP |
| **Connections to Other Services:**  Are families being referred and connected to services they need? In particular:   * Connections to other partnership strategies; * BabyNet/school district special education/other early intervention services for developmental screening concerns; * Services identified via LSP or other family assessments | FSDC Connections Detail Report (all cases) |
| **Imagination Library** | **Number of families served** | FSDC Monthly Outputs  FSDC Outputs Summary Report  In-house records |
| **Number of books distributed, total and by family** |
| **Integration of Imagination Library with other strategies** | FSDC Connections Detail Report  (If partnership connects clients of other First Steps strategies with DPIL) |
| **Spend at least 92% of expenditures on books**  **No more than 50% of expenditures from state funds** | Budget Spending Plan  Ethority expenditure reports |
| **Early Identification and Referral** | **Community Awareness:**  Are all categories of primary referral sources aware of how to refer children for screening/assessment?  Do referral sources have a supply of BabyNet materials to distribute to clients?  Are the partnership’s services listed in the BabyNet Central Directory? | FSDC Monthly Outputs  FSDC Outputs Summary Report  BabyNet Central Directory:  <http://scfirststeps.org/babynet-central-directory/> |
| **Children Served:**  How many children have received early identification services through all activities: case management, screening, on-site consultation or observation? (corresponds to projected vs. actual served) | FSDC Monthly Outputs  FSDC Outputs Summary Report (item 18) |
| **Collecting Data Consent from Clients**  **Collecting Client SSNs** (if possible)  For families receiving a developmental screening or referrals to services, including BabyNet | FSDC Client List Report, or  FSDC main vendor data entry screen (yellow=no consent, pink=no SSN) |
| **Developmental Screenings:**  Are children being screened for developmental delays? (ASQ-3 required, ASQ:SE optional, MCHAT autism screening at 18 and 24 months) | FSDC ASQ Report  FSDC Early Identification and Referral Report |
| **Connections to Other Services:**  Are families being referred and connected to services they need? In particular:   * BabyNet/school district special education/other early intervention services for developmental screening concerns; * Connections to other partnership strategies; * Connections to other services | FSDC Connections Detail Report (all cases)  FSDC Early Identification and Referral Report |
| **Countdown to Kindergarten** | **Collecting Data Consent from Clients**  **Collecting Client SSNs** | FSDC Client List Report, or  FSDC Cases Data main entry screen (yellow=no consent, pink=no SSN) |
| **Client Targeting:**  Do all families have at least one risk factor, and at least 60% have 2 or more risk factors? | FSDC Risk Factor Report (all cases)  FSDC Countdown to Kindergarten Report |
| **Service Intensity:**  Did at least 80% of CTK families receive all 6 visits, per the program model? | FDSC Countdown to Kindergarten Report |
| **Assignment to Home Visitor’s Classroom:**  Were the majority of CTK participants assigned to their home visitor’s 5K classroom? | FDSC Countdown to Kindergarten Report |
| **Child Care Quality Enhancement** | **Qualified Technical Assistance (TA) Staff:**  QE Technical Assistants must be certified as Technical Assistance Providers with CCCCD, participate in ongoing professional development in early education and TA (30 hours every 3 years), and meet program standard requirements for ERS assessors. Staff credentials and certifications must be current in the FSDC. | CCCCD Directory of Certified TA Providers by County:  <http://tap.sc-ccccd.net/TAPReport.aspx>  FSDC Child Care Provider Data Collection Main Page  In-house records |
| **Accurate Child Care Provider Information:**  Provider information on enrollment, staff names and qualifications, classroom information and enrollment, and ABC Level are current (within 30 days) in the FSDC. | FSDC Child Care Provider Data Collection Main Page  FSDC Child Care Provider Summary Report |
| **Service Intensity: Average TA Visits Per Month:**  Each participating child care provider receives at least 2.0 visits per month. | FSDC Child Care QE Intensity Summary Report (centers receiving intensive TA) |
| **Service Intensity: Average Duration of TA Visits:**  Visits should be planned and purposeful, and may be of several hours duration and entail visits to one or more classrooms. | FSDC Child Care QE Intensity Summary Report (centers receiving intensive TA) |
| **Child Care Staff Training and Certifications:**  QE strategies must ensure all child care staff complete at least ECD 101, or if new plan to complete within 2 semesters.  At least 75% of child care staff must complete 8 or more hours of training directly related to their center’s Quality Improvement Plan. | FSDC Provider Profile (education level ECD 101 or higher)  In-house training records (see Child Care Training) |
| **Improvement in the Classroom Environment and Staff-Child Interaction:**  Visited classrooms must be assessed pre/post at appropriate intervals using ITERS or ECERS, per program standards. Family child care providers must be assessed using pre/post FCCERS, per program standards. | FSDC Child Care ERS Assessment Accountability Report  FSDC Child Care QE Intensity Summary Report (current year ERS scores)  FSDC Child Care QE Assessment Summary Report (cumulative pre/post change) |
| **Child Care Training** | **Quality Training that Meets Local Needs:**  Topics must be based on a local training needs assessment and meet First Steps standards for quality training (multi-session topics, collaboration with other training providers, use of research-based curriculum). | Partnership’s Child Care Training Plan |
| **Service Intensity: Number of Certified Training Hours, Number of Participants**  All child care training, with the exception of health/safety, must be certified by CCCCD. The number of certified training hours offered, and the number of people who attended training, should be comparable to what was proposed in the partnership’s renewal plan and child care training plan, as well as to expenditures within this strategy (in particular partnership staff time). | FSDC Monthly Outputs  FSDC Outputs Summary Report  Partnerships are expected to keep an electronic record of training attendees, their participation in training sessions and follow-up, and the child care providers they represent.  Child Care Training Strategy Data Summary Page: to be submitted with the partnership’s FY16 Renewal Plan |
| **Implementation of Training (Training Folllow-up):**  At minimum, partnerships shall conduct a follow-up post assessment questionnaire to each training participant within one month following training, using a format obtained from the certified trainer or curriculum model. Other recommendations for training follow-up include:   * Director-guided technical assistance supported by the partnership * Learning community of staff designed to discuss and support work in classroom * On-site visits by original training provider * Completion of interim assignments between meetings of multi-session trainings * Visit to a model center exemplifying training principles   Partnerships should share information from training follow-up activities with the original trainer(s) to improve practice, arrange for additional training opportunities or refer to CCR&R for follow-up TA. | Partnerships are expected to keep an electronic record of training attendees, their participation in training sessions and follow-up, and the child care providers they represent.  Child Care Training Strategy Data Summary Page: to be submitted with the partnership’s FY16 Renewal Plan  **Starting July 1, 2015, training strategies will be required to track on-site follow-up activities in the FSDC.** |
| **Child Care Scholarships** | **Collecting Data Consent from Clients**  **Collecting Client SSNs** | FSDC Client List Report, or  FSDC Cases Data main entry screen (yellow=no consent, pink=no SSN) |
| **Complete Data Entry for Scholarship Families**  Partnerships should enter scholarship-only clients under program code 7031/7032, whereas scholarship clients who are ALSO receiving a home visitation (HV) strategy should be entered under their HV program code.  Regardless of what program code is used to enter a scholarship, clients are defined in the FSDC as receiving a scholarship based on an application date and connection date entered in the Scholarship data entry screen. All necessary data to demonstrate performance benchmarks (risk factors, screenings, etc.) must be entered in the same client record as the scholarship. | Several reports in the FSDC include the drop-down menu, “Connected Through”. Using this report filter, select either the scholarship code (7031 or 7032), or select the option “All but DSS/Other”. The report will then generate results for all clients connected to a First Steps-funded scholarship, regardless of the program code used to enter data in the Cases Data.  Use the “Connected Through” filter to ensure ALL scholarship clients are correctly entered and represented on reports. |
| **Client Targeting:**  All families receiving child care scholarships must have at least two risk factors, unless they are a NFP client or have been waived by a SCFS TA. | FSDC Scholarships Report (all cases, connected through: all but DSS/Other)   * Shows clients with SCFS TA waiver   FSDC Risk Factor Report (all cases, connected through: all but DSS/Other)   * Shows clients connected to NFP |
| **Connections to Child Care Providers that Pursue Quality Standards**  Providers receiving First Steps-funded scholarships must either be a B level or higher; participate in a QE program; or have a ERS score of 4.0 or higher if not in ABC, unless a written waiver has been provided by SCFS. | FSDC Scholarship Report (connected through: all but DSS/Other)  Listing of child care facilities and ABC levels by county:  <http://www.scchildcare.org/search.aspx> |
| **Developmental Screenings:**  Are children receiving developmental screenings? (ASQ-3 required, ASQ:SE optional) | FSDC ASQ Report (all cases, connected through: all but DSS/Other) |
| **Health Screenings:**  Are children receiving vision, hearing and dental screenings? (optional for scholarship strategies) | FSDC Health Screenings Report (connected through: all but DSS/Other) |
| **Connections to Other Services:**  Are families being referred and connected to services they need? In particular:   * Connections to other partnership strategies; * BabyNet/school district special education/other early intervention services for developmental screening concerns; * Medical/health services for health screening concerns; and * Services identified via LSP or other family assessments | FSDC Connections Detail Report (all cases, connected through: all but DSS/Other) |
| **Raising Parent Awareness of the Importance of Quality Child Care**  Strategies must document client participation in one hour of training on the benefits of high quality child care. | FSDC Home Visit Screen: Group Meeting, “Training on Quality Child Care”  FSDC Parenting Intensity Summary Report (connected through: all but DSS/Other)   * # group meetings attended |
| **Early Education: 4K** | **Documented Need for 4K Funding**  School districts must document the need for First Steps 4K funding. Children in partnership-funded public school classrooms must be documented as qualifying for free/reduced lunch or Medicaid, and/or qualify for IDEA Part B services. | School district letter submitted with renewal plan |
| **Connecting First Steps-funded 4K Children to the K-12 Data System**  Children must also have their student record entered in PowerSchool and identified in PowerSchool as being served in a First Steps funded 4K classroom. | School district letter submitted with renewal plan  PowerSchool student records |
| **Other Strategy 1**  **NAME** | **Achievement of strategy goals and objectives:**  Strategies not described above are expected to document progress toward goals, objectives and outcome measures specified in the partnership’s renewal plan.  Strategies are expected to do the following:   * Target children most in need of services, using board-approved risk factors in absence of specific targeting criteria within the chosen program model * Deliver services with fidelity to the chosen curriculum or program model(s) * Use qualified staff that meet the minimum education and training requirements of the chosen curriculum or program model * Maintain detailed data collection records, and enter timely data in the First Steps Data Collection System (FSDC), if required. | Indicate the data sources used for this strategy:  FSDC Cases Data (check all that apply):  Client consent/SSNs  Case Information (entry/exit dates, risk factors)  Home Visits/Group Meetings  Scholarships/Interventions/Referrals  Screenings and/or Assessments (please specify):  FSDC Child Care Provider Data  FSDC Outputs Data  Other data system provided by the program model (specify):  In-house Data (please specify what is collected): |
| **Goal 1 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 1 and where they are located (FSDC, in-house, etc.): |
| **Goal 2 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 2 and where they are located (FSDC, in-house, etc.): |
| **Goal 3 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 3 and where they are located (FSDC, in-house, etc.): |
| **Other Strategy 2**  **NAME** | **Achievement of strategy goals and objectives:**  Strategies not described above are expected to document progress toward goals, objectives and outcome measures specified in the partnership’s renewal plan.  Strategies are expected to do the following:   * Target children most in need of services, using board-approved risk factors in absence of specific targeting criteria within the chosen program model * Deliver services with fidelity to the chosen curriculum or program model(s) * Use qualified staff that meet the minimum education and training requirements of the chosen curriculum or program model * Maintain detailed data collection records, and enter timely data in the First Steps Data Collection System (FSDC), if required. | Indicate the data sources used for this strategy:  FSDC Cases Data (check all that apply):  Client consent/SSNs  Case Information (entry/exit dates, risk factors)  Home Visits/Group Meetings  Scholarships/Interventions/Referrals  Screenings and/or Assessments (please specify):  FSDC Child Care Provider Data  FSDC Outputs Data  Other data system provided by the program model (specify):  In-house Data (please specify what is collected): |
| **Goal 1 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 1 and where they are located (FSDC, in-house, etc.): |
| **Goal 2 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 2 and where they are located (FSDC, in-house, etc.): |
| **Goal 3 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 3 and where they are located (FSDC, in-house, etc.): |
| **Other Strategy 3**  **NAME** | **Achievement of strategy goals and objectives:**  Strategies not described above are expected to document progress toward goals, objectives and outcome measures specified in the partnership’s renewal plan.  Strategies are expected to do the following:   * Target children most in need of services, using board-approved risk factors in absence of specific targeting criteria within the chosen program model * Deliver services with fidelity to the chosen curriculum or program model(s) * Use qualified staff that meet the minimum education and training requirements of the chosen curriculum or program model * Maintain detailed data collection records, and enter timely data in the First Steps Data Collection System (FSDC), if required. | Indicate the data sources used for this strategy:  FSDC Cases Data (check all that apply):  Client consent/SSNs  Case Information (entry/exit dates, risk factors)  Home Visits/Group Meetings  Scholarships/Interventions/Referrals  Screenings and/or Assessments (please specify):  FSDC Child Care Provider Data  FSDC Outputs Data  Other data system provided by the program model (specify):  In-house Data (please specify what is collected): |
| **Goal 1 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 1 and where they are located (FSDC, in-house, etc.): |
| **Goal 2 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 2 and where they are located (FSDC, in-house, etc.): |
| **Goal 3 (specify):**  **Objectives, Output and Outcome Measures, and Assessment Tools Used (specify):** | Data Source(s) to demonstrate achievement of Goal 3 and where they are located (FSDC, in-house, etc.): |