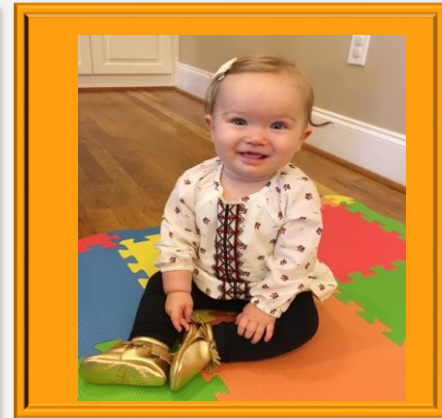# 2018 November Leadership Webinar

November 27, 2018
10:00am - 11:30 am
To access this meeting by voice, please dial
888-537-7715,
participant code 43126552#

FIRST STEPS
Getting children ready for school.
SOUTH CAROLINA

Today's Agenda

1. Welcome
2. Executive Directors Report
3. First Steps 2018 State Annual Report
3. Association for the Study of African American Life and History (ASALH)
4. Preschool Development Grant - Birth to 5
5. Non Profit Management – 10 Minute Tip
5. Finance Update
7. Data System/Confidentiality Update
8. 4K Update
9. PAT Update
10. Early Childhood Summit and Parenting Conference
11. Announcements / Key Partnership Dates

Executive Director's Report

Grant Opportunities

Local Partnership Competitive Grants

- 16 Local Partnerships applied/ 18 applications submitted

- External Review Committee is scoring applications

- Awards will be announced at the State Board Meeting Dec. 6

Association for the Study of African American Life and History (ASALH)

Julia-Ellen Craft Davis, President, Charleston Area Branch of ASALH

juliaellendavis@gmail.com

843.906.5195

ASALH

The mission is to promote, research, preserve, interpret and disseminate information about Black life, history and culture to the global community.

Headquarters in Washington, DC with local and state branches promoting greater knowledge of African American history.

Supports diversity and the study of African American history in schools, colleges, organizations, businesses and government

Publishes training tools for teachers by teachers.

Sets the annual theme for the National African American History Month. 2019 Theme: "Black Migrations". Topics include African American migration patterns 1865-1915, new music forms like ragtime, blues, and jazz, International Migration (noted African Americans to Africa and to European cities after the end of World War I and World War II.

Dr. Carter G. Woodson Founder

- **Recognized "Father of Black History"**

- **Received a Ph.D. from Harvard as the first descendant of slaves to graduate.**

- **Founded ASALH in 1915**

- **Established Negro History Week in 1926. Expanded from a week to a month**

- **Realized the need for special research into the neglected past of African Americans.**
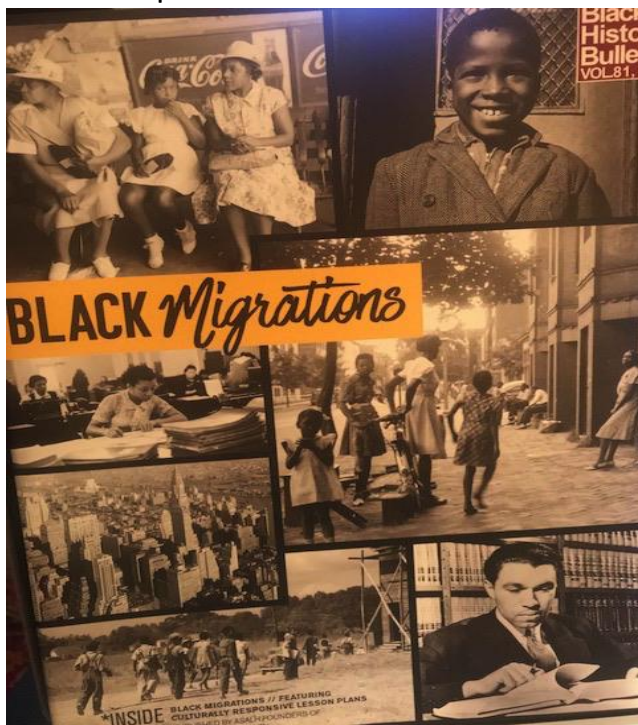
ASALH Publications

Black History Bulletin

Published Twice Per Year by ASALH since 1937
Formerly *Negro History Bulletin*
Initiated at suggestion of Dr. Mary McLeod Bethune, first woman president of ASALH from 1936-1951.
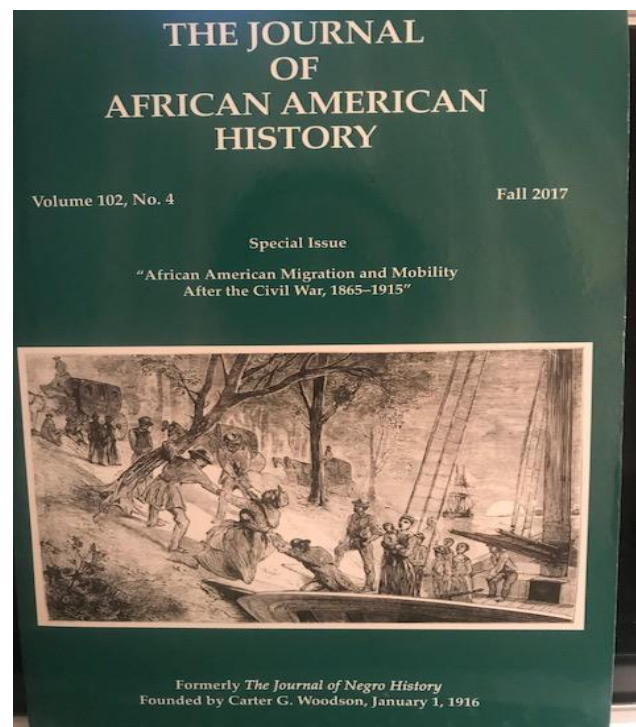

The Journal of African American History

Published Quarterly by ASALH since 1916
Formerly *The Journal of Negro History*
The oldest professional journal by and about African Americans.

104th Annual ASALH Conference

October 2-6, 2019
Charleston Convention Center
North Charleston, South Carolina

- **Expect over 1500 participants.**

- **Need 200-300 Volunteers.**

- **Hold conference sessions on annual theme and other historical topics.**

- **Implement a Youth Day and Teachers' Workshop for the tri-county area.**

- **Find plenary sessions with national speakers, film festival, author signings, and exhibits.**

- **Three specially designed tours to historical sites in Charleston, the islands and to Beaufort.**

- **Available on the ASALH website: "Call for Papers" and Conference information.**

asalh.org

AFRICAN AMERICAN LIFE AND HISTORY

ASALH
CARTER G. WOODSON, FOUNDER
THE FOUNDERS OF BLACK HISTORY MONTH

SAVE THE DATE

104th Annual Meeting and Conference
OCTOBER 2-6, 2019

2019 BLACK HISTORY THEME
BLACK MIGRATIONS

EMBASSY SUITES BY HILTON CHARLESTON CONVENTION CENTER
5055 International Boulevard, North Charleston, South Carolina

The Association for the Study of African American Life and History (ASALH®) was founded in 1915 by Dr. Carter Godwin Woodson, the recognized "father" of Black History. The mission is to promote, research, preserve

PDG B-5 Competition

The Departments of Health and Human Services and Education (collectively, the Departments) are holding a competition for:

Preschool Development Grant Birth through Five

(PDG B-5) Initiative, CFDA Number 93.434

Purposes of the PDG B-5 Initiative

- **Develop, update, or implement a strategic plan** that facilitates collaboration and coordination among existing programs of early childhood care and education in a mixed delivery system across the State;

- More efficiently use existing Federal, State, local, and non-governmental resources to **align and strengthen the delivery of existing programs**;

Purposes of the PDG B-5 Initiative
(continued)

- **Encourage partnerships** among the wide range of ECE programs and service partners that make up the B-5 Early Childhood State System;

- **Expand parental choice and knowledge** about existing programs; and

- Enhance school readiness for children from low-income and disadvantaged families, including during children's **transition into elementary school** by **sharing best practices** between and among ECE providers.

South Carolina PDG B-5

- **$4,864,336** requested
- DSS is lead agency, First Steps is primary partner
- 30% match includes:
  - SCFS 4K quality $
  - Local partnership and SCFS CTK $
  - Local partnership core function $
- Notification: by Dec. 31
- 12-month project period (calendar year 2019)

South Carolina PDG B-5

- **Activity 1: State B-5 Needs Assessment**
  - DSS and First Steps co-lead
- **Activity 2: State B-5 Strategic Plan**
  - DSS and First Steps co-lead
- **Activity 3: Maximizing Parent Choice and Knowledge**
  - DSS and First Steps co-lead
  - Public awareness messaging for B-5 system
  - Portal development: B-5 system and 4-year-old programs
  - Expanding system navigation resources: PASOs
  - Parent Leadership Council

South Carolina PDG B-5

- **Activity 4: Sharing Best Practices**
    - DSS and First Steps co-lead
    - Early Childhood Policy Fellowship
    - Transition support: CTK expansion, Family Connection, SC SIC
    - ACEs training
    - Early childhood mental health consultation network
    - Home visitor core competencies
- **Activity 5: Improving Overall Quality**
    - Incentives for ABC Quality participation/advancement
    - Pilot PAT with home-based child care

South Carolina PDG B-5

SCFS:
- 2 positions: interagency coordinator and communications manager
- Data system consultation

Local partnership $ opportunities:
- Needs assessment and strategic planning
- CTK expansion (400 slots)
- PASOs Connections for Child Development program (3)
- Public awareness campaign resources

Finance Update

Carry Forward Policy

- Carry forward should be added to your budget spending plan through a budget reallocation before December 14, 2018.

- If the use of carry forward was not approved during the Renewal Plan Process, your board must approve use of carry forward funds.

Audits

Currently sending out draft emails from the auditor for approvals from the ED, RFM, and State Office.

New Accounting Software Update

Finance Update

Process for Verifying Staffing Time Study results with Budget Spending Plan Cost Allocation

– Once period for time sheet study is complete – send time sheets along with summary analysis to Finance Office

– If time sheet %'s are in line with BSP cost allocation %'s, then no further documentation is necessary

– If time sheet %'s do not reflect BSP cost allocation %'s, then BSP must be adjusted to reflect proper time allocated to each program based on actual time sheets. Finance office will assist you in making the appropriate adjustments

Data System Update

September 1: Deadline to have programs registered and Projected to Serve entered

October 31: first quarter data deadline

October 31: CTK 2018 data entry deadline

Mid-year data check coming up! Review reports monthly.

Cases Data Entry Training:

https://attendee.gotowebinar.com/recording/1506508345012799233

Child Care Data Entry Training:

https://attendee.gotowebinar.com/recording/9371616782132163

Data Privacy and Security

Data Privacy and Security

Partnership Grant Agreement

17. Confidentiality/Safeguarding Information

*"The Partnership agrees that **any of its employees, contractors, agents or representatives** who may be in receipt of or are required to work with such confidential information in the performance of their duties **shall comply in all respects with this confidentiality requirement."***

*"... the Partnership shall **contractually obligate all its employees, agents, contractors and representatives** to, comply with the requirements of this Agreement and all applicable laws including, but not limited to, the Federal Educational Rights and Privacy Act of 1994 **(FERPA) and the Family Privacy Protection Act of 2002**."*

*"The Partnership **shall have every employee sign a Confidentiality Form** (Attachment B) annually and keep this on file."*

Data Privacy and Security

First Steps Confidentiality Form

I understand and agree that as an employee of _____, I may occasionally view privileged and confidential information. **I shall respect the privacy of the people we serve and hold in confidence all information obtained in the course of my employment,** *whether the information is obtained through reports, records, the web-based data or interactions with a participant. I understand that all participant information must be kept safe from loss, destruction, theft, and unauthorized use*. **I understand that the copying of information or removal thereof is strictly prohibited unless authorized for legitimate purposes by a supervisor.** *I understand that participant information may only be released by authorized personnel and in accordance with all state and federal privacy laws. When my service with the agency is complete, I shall maintain participant and co-worker confidentiality, and I shall hold confidential information about any sensitive situations within this agency.*

I further understand that the divulging of confidential information and computer access codes (passwords) to unauthorized persons may make me the subject of civil action, as well as disciplinary action up to and including termination.

Data Privacy and Security

Client Data Entry Consent Form

*"Please be assured that this individual information will be **securely maintained in a locked file and will be considered strictly confidential. Only authorized staff** will have access to this information. Furthermore, **individual names and/or identities will never appear in any report for public distribution**. This information will be used only for statistical analyses (aggregate data) about groups of people."*

Data Privacy and Security

Data Login Request Form

(signed by data system user and county admin)

1. The user will not move certificates authorizing access to the First Steps data system to any other computer without written approval by the Revenue and Fiscal Affairs Office (RFA).

2. **The user will not share logins and/or passwords**. Anyone found to have shared a login and/or password will have access to the First Steps data system terminated.

3. **The user will adhere to all federal and state requirements for privacy and security** as presented in the educational training provided. The RFA will assist the First Steps State Office in identification of these requirements.

4. No attempt will be made to identify a client/person/patient indirectly using these aggregate data.

5. This agreement can be terminated in the event of extenuating circumstances by any party involved or any agency/organization submitting data

6. The user will direct all questions about the use of the data system for the agency to _____ (insert name and contact information of person who coordinates system access. First Steps Executive Directors may be the coordinator).

7. Access to the data system must be surrendered upon direction of the Office of First Steps to RFA

FSDC Logins

3 Levels of Access within the FSDC for local partnerships:

1. Vendor Level

- Who should have: the staff person(s) <u>directly responsible for working with clients</u>.
- Can view and enter data in all screens within a caseload
- Cannot view other caseloads within the same program
- Cannot delete clients or cases
- Vendors should:
  - Log out of the FSDC when not in use
  - Not log in to the FSDC on public networks/free WiFi
  - Save electronic copies of FSDC records containing client information
  - Keep all client data hard copies in a safe place (locked file) when not in use
  - Black out any personal client information on printed reports
  - Not share personal client information
  - Not share their login information

FSDC Logins

3 Levels of Access within the FSDC for local partnerships:

2. Program Supervisor Level

- Who should have: the staff person <u>who is the direct supervisor of staff within a particular program, or is the primary staff person responsible for monitoring a contracted (vendor operated) program.</u>

- Can view and enter data in all screens, for all vendors within a particular program

- Can delete individual clients; cannot delete cases

- Program Supervisors should:
    - Log out of the FSDC when not in use
    - Not log in to the FSDC on public networks/free WiFi
    - Save electronic copies of FSDC records containing client information
    - Keep all client data hard copies in a safe place (locked file) when not in use
    - Black out any personal client information on printed reports
    - Not share personal client information
    - Not share their login information

FSDC Logins

3 Levels of Access within the FSDC for local partnerships:

3. County Admin Level

- Who should have: the Executive Director or a staff person responsible for monitoring data across ALL local partnership programs (not volunteers, interns, etc.)

- Can view and enter data in all screens, for all vendors and programs, except the client information screen (birthdates, SSNs, etc.)

- Can delete individual clients and transfer cases; cannot delete cases

- County Admins should:
  - Monitor system use by vendor and program supervisor staff
  - Log out of the FSDC when not in use
  - Not log in to the FSDC on public networks/free WiFi
  - Save electronic copies of FSDC records containing client information
  - Keep all client data hard copies in a safe place (locked file) when not in use
  - Black out any personal client information on printed reports
  - Not share personal client information
  - **Not share their login information.**

Data Privacy and Security

Next Steps:

- Review data security with partnership and vendor staff

- Terminate any logins that are in violation of existing policies

- County admins can see all logins for their county:

- Have passwords reset, if necessary

Login contact:

Carla Sadlier, RFA

803-898-9545

carla.sadlier@rfa.sc.gov

SC First Steps 4K News

- Enrollment is **always** on-going in our 4K classrooms. There are still eligible four year olds who are going unserved. Maybe in your county?
- New center and student applications for 2019-2020 will be going out in January of 2019. Do you have any referrals for high quality centers in your county?

Please check http://scfirststeps.com/4k/ for timely news.

4K Territories:

Cassandra Legette, Lead * - Richland, Sumter

   Suzanne McGougan*- Chester, Chesterfield, Fairfield, Kershaw, Lee, York

   Carla Brown * - Anderson, Greenwood, Laurens, Oconee, Pickens

   Sharon Bruton * - Cherokee, Spartanburg, Union

   Anna Henrickson * – Aiken, Richland

   Meada Fogle *- Aiken, Barnwell, Orangeburg, Edgefield

Kristine Jenkins, Lead **- Horry, Marion, Sumter

   Nancy Ziobro **- Georgetown, Horry, Williamsburg

   Cindy Galloway **- Horry, Marion

   Shayla Pettigrew**- Darlington, Dillon, Florence, Marlboro
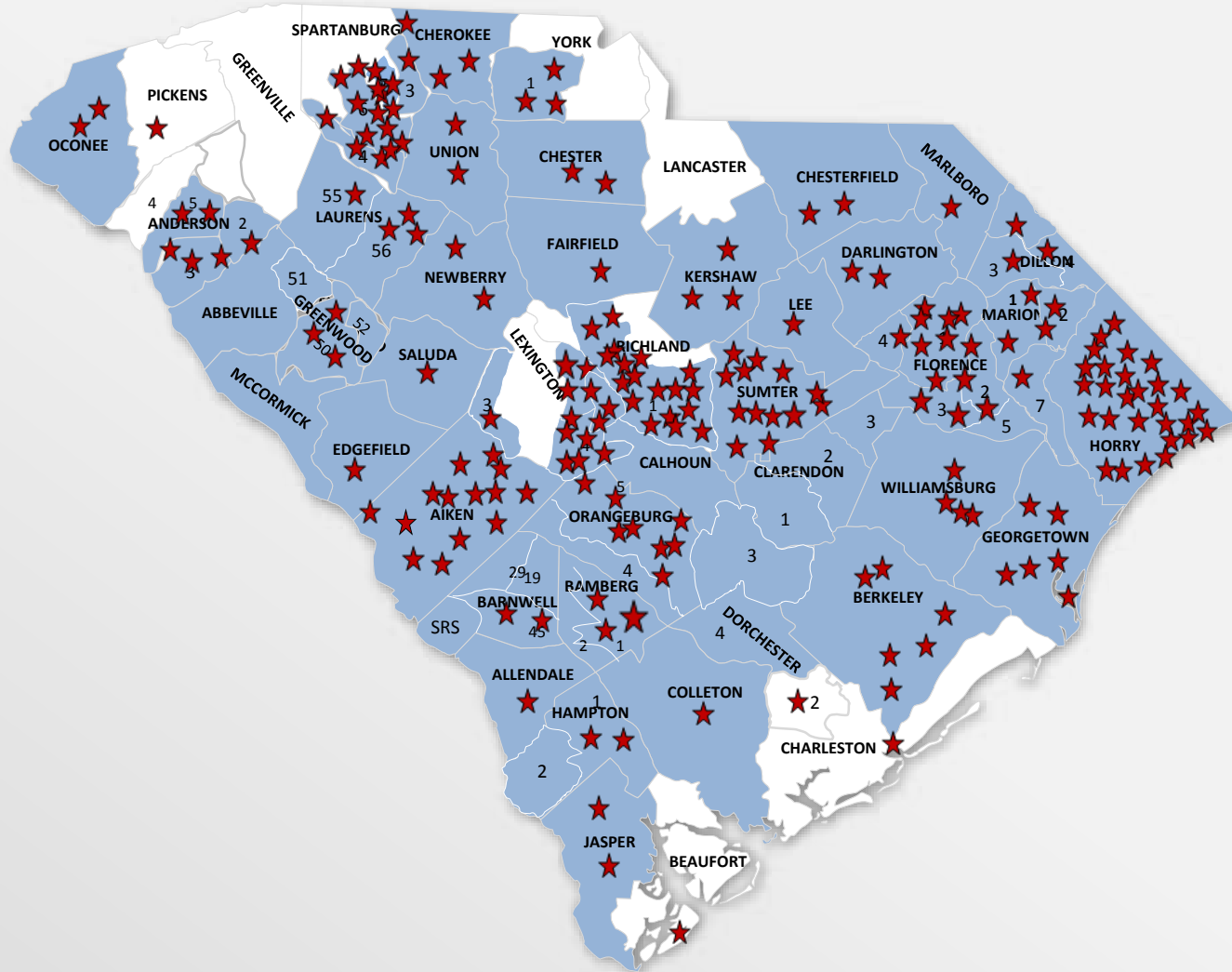
   TBD- Sumter

Joy Mazur, Lead & BLOOM coordinator - Lexington, Newberry, Richland

   Lorie Caldwell **- Allendale, Bamberg, Beaufort, Berkeley, Colleton, Dorchester, Hampton, Jasper

   TBD- Lexington, Aiken

First Steps 4K 2018-2019

SC Parents as Teachers

2017-18 State PAT Report

- 47 Affiliates in SC (37 have some or all FS Funding)

- 31 out of 47 met all 17 Essential Requirements or 66%

- 73% of First Steps funded met all 17 ER's.

- Families Served: 2,245

- Children Served: 2,583

- 73% Families Served had 2 or more high needs characteristics

SC Parents as Teachers

- 94% Had 1 or more high needs characteristics
- 82.1% Non-Hispanic/Non-Latinno
- 16.1 % Hispanic or Latino
- 33,981 Personal Home Visits
- 83% of 19-35 month olds had up to date immunizations
- 2177 children received a complete screening
- 677 potential delays/concerns were identified

SC Parents as Teachers

- 93% had Family Centered Assessment
- 93% had goals documented
- 88% were connected to resources
- 90% had an annual screening
- 82% Family Retention Rate
- 86% Family retention excluding those who moved out of service area
- 150 Parent Educators

SC Parents as Teachers

Updates

- OLIVER is now Live
- Foundational and F2 Curricula are in OLIVER
- Training Registrations/Schedule are in OLIVER
- Model Implementation Library in OLIVER
- Quality Endorsement Resources in OLIVER
- Renewals and Renewal Certificates are in Portal
- Affiliate Renewal info is in Portal

Special Sessions: SC PLAY

SC PLAY is a project with technical assistance from BUILD and the Boston Children's Museum to better integrate museums and libraries into the state's early childhood system, with the ultimate goal of improving child development and school readiness.

Special SC PLAY sessions at the Summit:

Morning breakout (11:15-12:30): Pee Dee and Low Country

Afternoon breakout (2:45-4:00): Midlands and Upstate

SC PLAY exhibit area (idea exchange)

**Library and Museum staff
can attend the Summit for FREE!**

Special Sessions: SC PLAY

- Please consider attending the SC PLAY session for your region – include Quality Enhancement/Training staff as applicable

- Help promote the Summit with library and museum staff in your community (will send email following the webinar)

- Think of ideas for how your local partnership can support local libraries and museums with developing early childhood programs

SC Parenting Conference
December 6th, 2018

Beatrice Brown, Children's Book Author and Retired Educator

Constance Gully, President/CEO of Parents as Teachers National
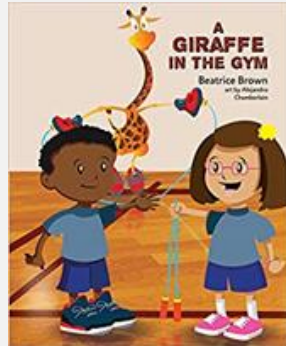
Announcements

County Level Data Now Available for Child Well-Being and Adverse Childhood Experiences

https://scchildren.org/research/kids-count-south-carolina/child-well-being-data-county-profiles/

https://scchildren.org/research/adverse-childhood-experiences/ace-data-county-profiles/

Announcements

Together SC
ALLIES FOR GOOD

2019 Non-Profit Summit – Greenville, March 11ᵗʰ – 13ᵗʰ

- SC First Steps is offering one scholarship per county
- To apply for a scholarship please fill out the form at this link: https://www.togethersc.org/page/2019FirstStepsScholarship
- For any additional registrations, beyond the one scholarship, board or staff members can register at: https://summit.togethersc.org/2019/register/
- As in years past we will be hosting an event especially for First Steps executive directors and board members.

Announcements

Nurturing Developing Minds - February 28 to March 1 in Greenville, South Carolina.

• The Institute for Child Success and the Children's Hospital will be sponsoring the **Early Childhood Research and Implementation Symposium** in conjunction with the conference.

National Smart Start Conference – April 29 to May 2 in Greensboro, North Carolina

BUILD 2019 QRIS National Conference – June 25 to 27th, New Orleans, Louisiana

Key Partnership Dates

- December 6 - First Steps Board of Trustees Annual Meeting, 3pm – 5pm, Columbia Metropolitan Convention Center

- December 18 - First Steps Monthly Leadership Webinar, 10 AM

- December 18 – First Steps Equity, Diversity and Inclusion Working Group Meeting, Noon - 2:30 PM

- January 10 – Webinar re: new child care licensing regulations, 10:00 AM

Key Partnership Dates

D...?	November	Due By	
	Develop carry-forward plan. Request board approval for use of carry-forward funds if not already obtained as part of the partnership's Renewal Plan. Provide written justification for carry-forward exceeding 15% of current year's allocation, if applicable.	12/31/2018	
	Monthly data check, all strategies (data entered w/in 30 days of service)		
	Work on any **Comprehensive Plan** updates, if necessary	12/1/2018	
	~~If your last needs and resources assessment was completed in 2016, work on update (template available)~~	~~12/31/2018~~	
	Monitor program staff and vendors for compliance with program standards, progress toward strategy objectives		
	Progress check: Resource Development Plan. Prepare to launch your year-end giving campaign. Giving Tuesday is 11/27/18.		
	Monthly check: Ethority reports		
	Progress check: Community Education and Outreach Plan. Congratulate your legislative delegation on their election victory, and introduce yourself to new legislators.		
	Progress check: state-local teams		

Key Partnership Dates

Done?	December	Due By	
	3rd Annual Early Childhood Summit in Columbia Dec. 7	12/7/2018	
	First Steps Parenting Conference in Columbia Dec. 6-7	12/6/2018	
	Comprehensive Plan updates due to SCFS (if applicable)	**12/1/2018**	
	~~Needs and Resources Assessment 3-Year Update due to SCFS (if applicable)~~	~~12/31/2018~~	
	Submit reallocation to allocate carry-forward funds, board minutes (if applicable), justification for exceeding 15% (if applicable)	**12/14/2018**	
	Review progress on any conditional approvals for the 1st half of 2018-19. Status as of 12/31 will be reviewed by the SCFS Board in February.	**12/31/2018**	
	Plan which staff and board members will attend the Together SC (formerly SCANPO) Conference March 11-13, 2019 in Greenville, submit registration request to SCFS by the deadline		
	Monthly data check, all strategies (data entered w/in 30 days of service)		
	Monitor program staff and vendors for compliance with program standards, progress toward strategy objectives		
	Progress check: Resource Development Plan. Implement your year-end giving campaign. Check with your community foundation to see if there is a 2019 online giving day planned for your area, and sign up! Don't forget to thank those who give and/or volunteer.		
	Monthly check: Ethority reports		
	Quarterly check: progress toward partnership goals and objectives		
	Mid-year check on program strategies: What is the data telling us? Do any changes need to be made to achieve better implementation and outcomes?		
	Progress check: Community Education and Outreach Plan. Share resources from the I CAN web site and social media.		
	Progress check: state-local teams		