

## APPENDIX G. Instructions for Checking Program Minimum Qualifications in the First Steps Data Collection (FSDC) System

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All program data for FY19 (July 1, 2018 through June 30, 2019), including all data for Countdown to Kindergarten for Summer 2018, should be entered in the First Steps Data Collection (FSDC) System by **July 31, 2019 at 5:00 pm**.

**It is the local partnership's responsibility to ensure that required data has been entered completely and accurately in the FSDC.**

**Table 1** lists each program minimum qualification from the Formula Funding Grant Application, along with which FSDC screens and reports should be checked to ensure compliance. FSDC data, along with information on Program Outcomes submitted to the partnership's assigned Program Officer (see Appendix H) will be used to determine compliance with minimum qualifications for program performance.

**Table 2** provides information on what data should be entered into the FSDC, by program type.

For additional information, refer to:

Program Officer Data Checks (emailed to the partnership ED)

Resources on the SCFS Web Site:

- [First Steps Program Accountability Standards for FY19](#)
- [Checklists for Compliance with First Steps Standards](#)

**QUESTIONS? Contact your Program Officer.**

**TABLE 1: Checking Program Compliance in the FSDC**

	MINIMUM QUALIFICATION	DATA SYSTEM REPORT(S) AND SCREENS FOR CHECKING COMPLIANCE
Clients served	<p>All strategies must serve at least 75% of projected clients.</p> <p>Service slots that are purchased in advance (i.e., scholarships operated through SCDSS) must be used to a) renew a slot for an existing client, or b) serve a new client for the majority of the program year.</p>	<p><i>If entered in Cases Data:</i> Cases Visit Summary and PTS Report (all clients), vendor level</p> <p><i>If entered in Child Care Data:</i> Child Care QE Intensity Summary Report (all intensive clients)</p> <p><i>If entered in Outputs Data:</i> Outputs Summary Report</p> <p><i>If program strategy is not recorded in the FSDC:</i> Additional Program Outcome Summary due July 31</p>
Targeting clients at risk for early school failure	Min. 100% 1 risk, 60% 2+ risks (exceptions: Family Literacy 100% 1 risk, 80% 2+ risks; Scholarships: 100% 2+ risks unless a waiver is granted by SCFS)	Risk Factor Report or Parenting Home Visit Intensity Report
Staff qualifications	<p>Staff must be certified in the program model and all required screenings and assessments. These certifications must be entered in the FSDC system.</p> <p>Quality Enhancement staff must be a certified TA Provider with CCCCD.</p>	<p><i>If entered in Cases Data:</i> Cases Data main screen</p> <p><i>If entered in Child Care Data:</i> CCCCD web site</p>
Service delivery (frequency of client visits, group meetings or trainings)	<p>Average home visits per client: min. 1.8 per month (exception: Parent-Child Home min. 6 visits per month). Home visit duration: min. 30 minutes PCH, 1 hour all other models</p> <p>Child Care TA visits: min. 2.0 per month for each active provider.</p> <p>Group meetings and trainings: program must offer the min. required by the model or as outlined in the partnership's Child Care Training Plan.</p>	<p><i>If entered in Cases Data:</i> Visits: Parenting Home Visit Intensity Report Visit Duration: Parenting Intensity Summary Report Group sessions: Cases Data main screen <i>and</i> Group Meeting Detail Report</p> <p><i>If entered in Child Care Data:</i> Visits: Child Care QE Intensity Summary Report (all intensive clients) Child Care Trainings: Outputs Summary Report</p> <p><i>If entered in Outputs Data:</i> Outputs Summary Report</p>
Connections to other services (serving as a local portal for client families)	Intensive parenting support, family literacy, EI&R, and scholarship programs: min. 50% of clients must have at least one connection or attempted connection entered in the FSDC system. Connections can include participation in additional programs offered by the partnership or services provided to the child and/or caregiver by outside organizations.	<p><i>Connections to Scholarships:</i> Scholarships Report (all clients, all programs, connected through 7031 or 7032)</p> <p><i>Connections to Imagination Library, NFP:</i> Cases Visit Summary and PTS Report (all clients)</p> <p><i>Connections to all other programs and services:</i> Connections Detail Report (all clients)</p>
Screenings	Programs that require developmental screenings (ASQ3, ASQ:SE2) must screen at least 80% of active clients (exception: EI&R strategies must screen all clients with the ASQ3). PAT programs must also document Health Screenings and Well-Child Visits.	<p>ASQ Report (active clients)</p> <p>Health Screenings Report (all clients)</p> <p>Well-Child Visits Report (all clients)</p>
Assessments (per the assessment schedule outlined in the program standards)	<p>HV programs (PAT, PCH, Early Steps) must assess at least 75% of active, eligible clients for changes in parenting skills (KIPS). PAT and PCH programs must assess at least 75% of active, eligible clients for changes in interactive literacy skills (ACIRI). PAT programs must also administer the LSP to at least 75% of active clients.</p> <p>Family Literacy, Nurturing Parenting, Triple P, LENA and other programs with numerical assessment scores: enter as an Other Assessment.</p> <p>Quality Enhancement programs must assess using the ERS at least 90% of classrooms targeted for TA visits during the program year, or at least 1/3 of all 0-5 classrooms if providing TA center-wide. The ERS assessor cannot be the TA.</p>	<p><i>KIPS and ACIRI:</i> KIPS/ACIRI Program Accountability Report (active clients)</p> <p><i>LSP:</i> LSP Report (to come)</p> <p><i>Other child/parent/family assessments in FSDC:</i> Other Assessment/Screening Report</p> <p><i>ITERS/ECERS/FDCRS:</i> Child Care ERS Accountability Report <i>and</i> Child Care Intensity Summary Report</p>
Provider standards	Child care providers serving scholarship children must be rated B or higher by ABC Quality or participate in the partnership's QE strategy, unless a waiver is obtained by SCFS.	Scholarships Report (all programs, all clients, connected to 7031 or 7032) ABC Quality web site
Dolly Parton Imagination Library	<p>At least 87% of strategy funds must be spent on the purchase of books.</p> <p>At least 25% of strategy funds must be non-state funding.</p>	Ethority expenditure report, year-end
Countdown to Kindergarten	At least 50% of parents, home visitors and 5K teachers must complete program surveys.	Survey Monkey reports

**TABLE 2: Data Entry Required in the FSDC, by Program**

<b>EXEMPT from FSDC Data Entry**</b> Nurse-Family Partnership, Early Head Start-center based, PreK through a school district, Family Literacy components (see Family Literacy)	
**For any client entered in the FSDC who is receiving any of the above services, enter as an Intervention within the Cases Data (EXCEPTION: NFP clients enter in Case Info)	
PROGRAM(S)	REQUIRED DATA ENTRY
<b>Parents as Teachers, Parent-Child Home, Early Steps, Healthy Families</b>	<b>Cases Data:</b> Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; VPM 1.8+ (6+ PCH); Visit Duration 45min (30min PCH); Retention 6+ months current year/9+ months cumulative; Connections 50% (PAT, PCH, HF); ASQ-3 80% active clients; ASQ:SE2 80% active clients (PAT); KIPS 75% active clients (PAT, PCH, Early Steps); ACIRI 75% active clients (PAT, PCH); LSP (PAT); Health Screenings (PAT); Group Meetings and attendance entered (PAT, ESSS); Well-Child Visits (PAT)
<b>Nurturing Parenting</b>	<b>NP Home Visiting Model:</b> <b>Cases Data:</b> Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; VPM 1.8+; Visit Duration 45min; Retention 6+ months current year/9+ months cumulative; Connections 50%; ASQ-3 80% active clients; ASQ:SE2 80% active clients; AAPI and NSCS entered for 75% active clients; Group Meetings and attendance entered <b>NP Group Models:</b> <b>Cases Data:</b> Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; Retention 6+ months current year/9+ months cumulative; Connections 50%; ASQ-3 80% active clients; ASQ:SE2 80% active clients; AAPI and NSCS entered for 75% active clients; Group Meetings and attendance entered <b>If not the primary program:</b> enter as Intervention within the Case Data record for the primary program, as well as all other data listed above.
<b>LENA</b>	<b>Cases Data:</b> Family data entered; staff entered; Risk Factors 100% 1+, 60% 2+; visits entered; LENA assessments entered
<b>Family Literacy</b>	<b>Cases Data:</b> Family data entered; staff entered; Risk Factors 100% 1+, 80% 2+; parenting education/events and attendance entered as Group Meetings; Retention 75% of clients get 120+ hrs; Connections 50%; ASQ-3 80% active clients; HS diploma/GED goals and outcomes entered; TABE and/or BEST entered for adult outcomes; PPVT (36mo+) or other entered for child outcomes; KIPS, PEP or other entered for parenting outcomes; LSP optional for family goal setting <u>Components of Family Literacy listed as separate programs for the purpose of evidence-based calculations:</u> It is not necessary to enter as separate programs in the data system. Include connections to these programs as Interventions within the Cases Data.
<b>Triple P, Incredible Years, Strengthening Families, MotherRead</b>	<b>Cases Data:</b> Family data entered; Risk Factors entered; sessions and attendance entered as Group Meetings; assessments entered (Triple P, others as available in FSDC); Connections optional <b>If not the primary program:</b> enter as Intervention within the Case Data record for the primary program, as well as all other data listed above.
<b>Child Care Scholarships</b>	<b>Cases Data:</b> Family data entered; scholarship info entered; Risk Factors 100% 2+ or have waiver; child care providers B level+ (ABC web site checked) or have waiver; ASQ-3 80% active clients; Connections 50%; training on quality child care entered as Group Meeting <b>DSS Report for 7031 scholarships:</b> amount paid vs. scholarships allocated <b>If not the primary program:</b> enter as a Scholarship within the Case Data record for the primary program, as well as all other data listed above.
<b>Early Identification and Referral</b>	<b>Cases Data:</b> Family data entered; staff entered; ASQ-3 entered; MCHAT entered; Connections 50%
<b>Countdown to Kindergarten</b>	<b>Cases Data:</b> Summer 2018 families entered; Risk Factors 100% 1+, 60% 2+; CTK visits 5+; 5K teacher as home visitor Y/N; name of CTK home visitor and 5K teacher <b>Survey Monkey:</b> pre/post parent surveys entered; teacher surveys completed
<b>Child Care Quality Enhancement</b>	<b>Child Care Data:</b> staff entered (TAP certification checked); Center Info up to date; child care staff completing ECD101 and attending training; VPM 2+; Visit Duration long enough for impact; Site Visits properly divided among admin and classroom visits; ERS done per standards in focus classrooms
<b>Child Care Training</b>	<b>Outputs Data:</b> entered accurately <b>Child Care Data:</b> Site visits to providers as follow-up to training (if partnership provides follow-up visits to training participants not in QE)
<b>ALL OTHER STRATEGIES</b> Reach Out and Read, Raising a Reader, Imagination Library, Library-Based Programs, Early Education not within a school district	<b>Outputs Data:</b> entered accurately  If clients entered in Case Data for other programs ALSO receive this strategy, enter as an Intervention within the Case Data record (exception: Imagination Library clients enter in Case Info)