



Phase II Reporting Template “Community Voices”

Developed by Dione Brabham and Chelsea Richard

Due to your program officer by February 29, 2020

This is the reporting template for Phase II of the Needs and Resources Assessment. The final report, and any other records you would like include, must be submitted by February 29, 2020.

As you consider the qualitative data you uncovered in Phase II, keep in mind the overarching goals of the exercise: (1) uncovering the unmet needs of children 0-5 not identified in Phase I; (2) comparing findings from Phase I to anecdotes in your community; and (3) collecting feedback to inform your comprehensive plan. Regardless of how you have chosen to conduct Phase II, focus groups and key informant interviews should have revealed the strengths and limitations of services in your county.

Now that you have findings from Phase I and Phase II, analyze the data by using the reporting tables below. Be sure to look for correlations between Phase II and Phase I results. Consider, for example: “Do qualitative and quantitative reports show cause and effect;” “Are there voices from the community that disagree with quantitative results;” “Are there needs in your county that the numbers do not show?” Although this is a fact-finding mission of gaps First Steps can fill, it is also an opportunity to discover resources offered by other organizations in your community.

If your partnership has completed interviews and/or focus groups as a minimum requirement of Preschool Development Grant (PDG) funding, you are not expected to complete any additional interviews or focus groups. Please report the key findings in the Phase II reporting template.

You are welcome to make your own guide and conduct Phase II activities as you see fit.

All activities done for Phase II will be counted towards your Core Function goals for FY20. For any questions and further details, please email Dione Brabham at dbrabham@scfirststeps.org, or call (803) 521-0012.



Sample Size

Focus Groups, Key Informant Interviews & Surveys

Focus Groups (minimum of 2 required)

How many focus groups did your Local Partnership conduct for Phase II? _____

Use the list below to summarize attendance at your focus groups. For each stakeholder type, provide the total number of attendees as best you can.

_____ Parents	_____ Caregivers
_____ School Administrators	_____ School Personnel
_____ Teachers	_____ Child Care Center Providers
_____ First Steps Board Members	_____ Community Professionals
_____ State Agencies	_____ Legislators
_____ Other (please describe): _____	

Key Informant Interviews (minimum of 2 required)

“Key informant interviews” may include, but are not limited to: interviews conducted with relevant community-based service providers, key stakeholders, representatives of key constituent groups, parents receiving services, etc.

How many key informant interviews were you able to complete? _____

Surveys (minimum of 2 required)

It may be easiest to conduct surveys during your routine community events. Community events may include, but are not limited to: convener activities, parent meeting, QE activities, etc.

How many community members do you estimate participated in community surveys by stakeholder type?

_____ Parents	_____ Caregivers
_____ School Administrators	_____ School Personnel
_____ Teachers	_____ Child Care Center Providers
_____ First Steps Board Members	_____ Community Professionals
_____ State Agencies	_____ Legislators
_____ Other (please describe): _____	



Needs and Resources Assessment: Phase II Discussion Guide

1. Did the risk factors identified in your focus groups/key informant interviews/surveys match the three most prevalent risk factors you reported in Phase I?

YES NO

If yes, which risk factors?

If no, list new risk factors revealed:

2. Were you able to extract key themes from feedback shared in focus groups/key informant interviews that surprised you?

3. Are the most prevalent race/ethnicity groups in your community represented in your focus groups, key informant interviews, and surveyed population?

YES NO

If no, what populations need more attention?

If the demographics of the children you serve are not representative of your county, what barriers/challenges can you identify?



4. What resources, other than First Steps, are available to families with children ages 0-5?
 (Please list the organizations in your community that provide the services in the table below. If a resource type is not in your area, it is okay to leave the corresponding “Community Organizations” row blank.)

Resource	Community Organizations
Parent and Family Resource Centers	
Parent Education and/or Parenting Classes	
Healthcare Providers: County Health Departments, Federally Qualified Health Centers, Pediatricians, Health Clinics, Dentist, etc.	
Mental/Behavioral Health Providers	
Libraries	
Museums, Cultural Centers, Art organizations, etc.	
Recreation Centers	
Housing Assistance (Financial/Transitional Housing)	
Food Banks	
Domestic Abuse Shelters	
Rape Crisis Centers	
Other resources not listed.	



Which of resources identified on the previous page did you most frequently refer families to in FY2018-2019? (Check all that apply. *Referral data can be found in the Connections Detail Report, First Steps Data Collection System.*)

WIC

Medicaid

Parent and Family Resource Centers

Parent Education and/or Parenting Classes

Childcare

Baby Net

Healthcare Providers: County Health Departments, Federally Qualified Health Centers, Pediatricians, Health Clinics, Dentist, etc.

Mental/Behavioral Health Providers

Libraries

Museums, Cultural Centers, Arts organizations, etc.

Recreation Centers

Housing Assistance (Financial/Transitional Housing)

Food Banks

Domestic Abuse Shelters

Benefit Bank (SC Thrive)

4K Centers

Federal & State Emergency Aid

Other (Please list all that apply): _____

5. What is your referral process for families who have needs beyond First Steps programs?

6. If you offer developmental screenings, and delays are identified, what are next steps?



7. Based on the findings you gathered from the community, do parents of children with delays know where or how to seek resources?

YES NO

8. Reviewing the indicators that you listed as the worst in your county (question 8/Phase I), what are some of the community resources that exist to address these needs?

9. Anecdotally, what First Steps programs do residents of your county perceive as most successful?

10. What industries are most prevalent in your county (agriculture, textiles, hospitality, etc.)? How does this effect the people you serve?

Are there any correlations between employment trends and drops in enrollment?

11. Did you ask about availability of child care in any of your focus groups/key informant interviews/surveys?

YES NO

If so, did feedback identify the same child care deserts specified by the Census Tract Map Tool in Phase I?



12. Are there growing communities that you may need to consider for service expansion, or are underserved historically?

YES NO

If yes, describe them neighborhood name and/or zip code.

13. Do your county residents have good understanding of First Steps' brand and services? *(Residents to consider: parents, caregivers, teachers, school district personnel, providers (e.g. childcare centers), nonprofit partners, other community partners, state agencies, and/or legislators.)*

YES NO SOMEWHAT

Based on findings from your focus groups/key informant interviews/surveys, how did most of your community hear about First Steps? (Check all that apply.)

Self-referral (Billboards; flyers posted at community events; ads)

Personal referral (Friend; former participant)

Professional referral (school districts; providers; state agencies; legislatures; First Steps core function activities)

Other agency referrals

Other: _____

14. What are the biggest barriers prohibiting families in your county from accessing early childhood resources? (Check all that apply.)

Transportation

Child care locations

Hours of available child care

Language barriers

Cultural norms

Other: _____



15. What are key barriers prohibiting children and families from taking advantage of First Steps programs? (Check all that apply.)

Transportation

Child care locations

Hours of available child care

Language barriers

Cultural norms

Program capacity (no resources to expand)

Other: _____

16. Are there noticeable service gaps between families eligible for service, and those being served?

YES

NO

If yes, please list below:

17. From all data collected through focus groups/key informant interviews, and surveys, what was the most helpful feedback provided by stakeholders?

Optional. Do you have any stakeholder quotes you would like to add? Please include below.