



COUNTDOWN TO KINDERGARTEN DATA GUIDELINES

February 2020

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 2020, data is NOT entered in 2019-20, but rather 2020-21.

Partnership Administrators: Please register your vendors for CTK, and 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, 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. 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!!! **Therefore ...**

PLEASE MAKE SURE ALL CTK HOME VISITORS AND STAFF UNDERSTAND THE FOLLOWING:

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. 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. Also note that there are 3 additional risk factors - refer to the current program standards for CTK for more information.

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

5. Data on CTK home visitors and 5K teachers. CTK programs must 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 were not a CTK Home Visitor.
 - d. Job Category 2: enter a 2nd 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 (e.g., 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 information, otherwise, leave blank
- h. Trainings and Certifications: enter the most recent month and year that the staff member completed CTK training

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: July of the current year
- Service Date: July of the current year
- Exit Date: August of the current year
- Enter Risk Factors and other demographic information
- Enter number of total home visits for each child served
- Enter whether each child served was assigned to their home visitor's classroom for 5K
- Click on the "Save Information" button at the bottom to save your work

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

DON'T FORGET FAMILY AND TEACHER SURVEYS

Family Surveys

Beginning Summer 2020, local First Steps partnerships make their own decisions on type of family survey administered. The shorter post-survey only survey is anonymous and will either be entered online by parents/caregivers, or completed paper copies must be entered into Survey Monkey by local partnership staff. If family pre-program and post-program surveys are administered, they also must be entered into Survey Monkey. The pre-program and post-program family surveys are NOT anonymous and 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 the pre-program and post-program surveys include this identifying information. The deadline for entry into Survey Monkey is October 31.

Home Visitor Surveys

Beginning in Summer 2020, the home visitor survey will be posted to Survey Monkey by the end of July, rather than mid-October. SCFS staff will email the survey link to First Steps local partnership Executive Directors. SCFS staff will keep Executive Directors apprised of home visitor survey completion. In this way, Executive Directors can require completion of the survey before processing the 2nd stipend/payment to CTK home visitors.

QUESTIONS: Contact Dione Brabham, dbrabham@scfirststeps.org, 803-734-1636, or Janice Kilburn, jkilburn@scfirststeps.org, 803-730-3084 – both at SC First Steps