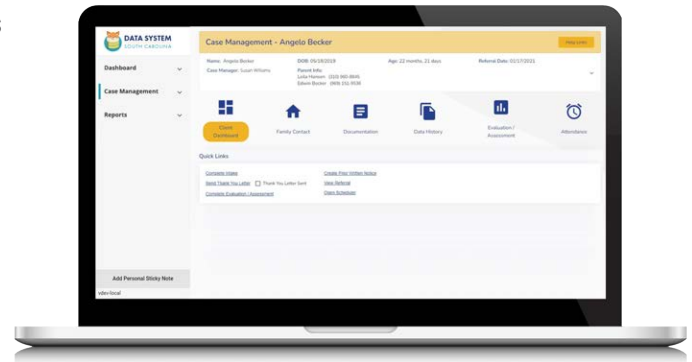


## What is KITS?

KITS (Knowledge, Information, and Teaming System) is an online program and case management system designed to support the implementation and monitoring of South Carolina First Steps local partnership and 4K programs. KITS will be used by teams of state staff, local program administrators, practitioners, and families to address a variety of program and case data management needs. KITS will be designed to:

- Focus attention on the child and family;
- Simplify data collection processes;
- Provide easy access to data for meaningful use; and
- Facilitate communication and collaboration among all First Steps partners, including families.



## Key System Features

KITS is designed to support the work of First Steps teams at the state and local level implementing health, parenting, early care and education, and school transition programs for young children and their families and communities.



### System Integration.

Connect with other systems like SC's Statewide Longitudinal Data System (SLDS).



### Family Portal.

Improve communication and engagement with families through a secure portal.



### Application and Referral.

Streamline applications and referrals across programs for easier submission and processing.



### User Friendly.

Clean, simple presentation makes it easy to fulfill all data collection and information access needs.



### Flexible Navigation.

Users can complete their work in the order that is most suited to their organizational style.



### Accountability.

Robust reporting functionality that supports data-driven decision-making.

# How Will KITS Be Built?

KITS will greatly enhance First Steps' ability to manage the significant components of program planning and implementation. Additionally, this fully-customized integrated data system will meet local and state needs for compliance and results monitoring.

## Phases of Development

KITS will be developed using the phased approach described below:

### Stakeholder Engagement.

First Steps and its partner vendor, AnLar, will engage with stakeholders throughout the design and development of the system to ensure it meets the needs of all intended users.



### Process Review.

Process Reviews consist of First Steps and AnLar staff working together to define the processes to be supported by the KITS. Processes are then organized into "modules" or components of the system.



April 2021 – June 2021

### Requirements Documentation.

Once the processes associated with a module have been defined, the AnLar Development Team will create written descriptions of the functional requirements for the system, including wireframes of screen layouts and features.



July 2021 – December 2021

### Development.

As the Requirements Documentation is finalized and approved for each system module, the AnLar Development Team will begin work on programming (or coding) the system and conducting internal testing.



January 2022 – July 2022

### User Testing and Approval.

First Steps state staff and other identified stakeholders will complete user acceptance testing (UAT) on each module. Needed changes will be made and final approval will be obtained on all tested modules.



August 2022 – October 2022

### Professional Learning.

AnLar will develop professional learning materials for users to receive training on the functionality and features of KITS. Role-specific user guides, video tutorials, and other training materials will be created.



August 2022 – February 2023

### Deploy to Production.

Following First Steps' approval of the completed development work in KITS, AnLar will deploy the system to a production environment for all intended users.



March 2023

