FY25 FORMULA FUNDING GRANT APPLICATION

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

All program data for FY24 (July 1, 2023 through June 30, 2024), including all data for Countdown to Kindergarten for Summer 2023, should be entered in the First Steps Data Collection (FSDC) System by **July 15, 2024 at 11:59pm**.

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

**Table 1** lists each program’s minimum qualifications from the Formula Funding Grant Application, as well as which FSDC screens and reports should be checked to ensure compliance. FSDC data will be used to determine compliance with minimum qualifications for program performance.

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

For additional information, refer to:

Program Officer Data Checks (emailed to the partnership ED)

FY24 Program and Operational Guidelines (online)

**QUESTIONS? Contact your Program Officer.**

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

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|  | **MINIMUM QUALIFICATION** | **DATA SYSTEM REPORT(S) AND SCREENS FOR CHECKING COMPLIANCE** |
| Clients served | All strategies must serve at least 75% of projected clients.  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. | *If entered in Cases Data:*  Cases Visit Summary and PTS Report (all clients), vendor level  *If entered in Child Care Data:*  Child Care QE Intensity Summary Report (all intensive clients)  *If entered in Outputs Data:*  Outputs Summary Report  *If program strategy is not recorded in the FSDC:*  Additional Program Outcome Summary due July 15 |
| 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 | Staff must be certified in the program model and all required screenings and assessments. These certifications must be entered in the FSDC system.  Quality Enhancement staff must be a certified TA Provider with SC Endeavors. | *If entered in Cases Data:*  Cases Data main screen  *If entered in Child Care Data:*  SC Endeavors web site |
| Service delivery (frequency of client visits, group meetings or trainings) | Average home visits per client: min. 1.8 per month (exception: ParentChild+ min. 6 visits per month; HIPPY weekly visits). Home visit duration: min. 30 minutes PC+, 1 hour all other models  Child Care TA visits: min. 2.0 per month for each active provider.  Group meetings and trainings: program must offer the min. required by the model or as outlined in the partnership’s Child Care Training Plan. | *If entered in Cases Data:*  Visits: Parenting Home Visit Intensity Report  Visit Duration: Parenting Intensity Summary Report  Group sessions: Cases Data main screen *and*  Group Meeting Detail Report  *If entered in Child Care Data:*  Visits: Child Care QE Intensity Summary Report (all intensive clients)  Child Care Trainings: Outputs Summary Report  *If entered in Outputs Data:*  Outputs Summary Report |
| Connections to other services (serving as a local portal for client families) | Intensive parenting support, family literacy, EI&R, and scholarship programs: min. 70% 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. | *Connections to Scholarships:*  Scholarships Report (all clients, all programs)  *Connections to Imagination Library, NFP:*  Cases Visit Summary and PTS Report (all clients)  *Connections to all other programs and services:*  Connections Detail Report (all clients) |
| 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. | ASQ Report (active clients)  Health Screenings Report (all clients)  Well-Child Visits Report (all clients) |
| Assessments  (per the assessment schedule outlined in the program standards) | HV programs (PAT, PC+, Early Steps) must assess at least 75% of active, eligible clients for changes in parenting skills (HFPI or PICCOLO). PAT and PC+ 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.  Family Literacy, Nurturing Parenting, Triple P, LENA and other programs with numerical assessment scores: enter as an Other Assessment.  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 (unless waiver to postpone the assessment). The ERS assessor cannot be the TA. | *ACIRI:*  ACIRI Program Accountability Report (active clients)  *HFPI:*  HFPI Report (active clients)  *LSP:*  View case records  *Other child/parent/family assessments in FSDC:*  Other Assessment/Screening Report  *ITERS/ECERS/FDCRS:*  Child Care ERS Accountability Report *and*  Child Care Intensity Summary Report |
| 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 | At least 75% of strategy funds must be spent on the purchase of books.  At least 25% of strategy funds FOR BOOKS must be non-state funding. | Ethority expenditure report, year-end |

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

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| **Program(s)** | **Required Data Entry** |
| **Parents as Teachers, ParentChild+, Early Steps, Healthy Families** | **Cases Data:** Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; VPM 1.8+ (6+ PC+); Visit Duration 45min (30min PC+); Retention 6+ months current year/9+ months cumulative; Connections 70% (PAT, PC+, HF); ASQ-3 80% active clients; ASQ:SE2 80% active clients (PAT); HFPI 75% active clients (PAT, PC+, Early Steps); ACIRI 75% active clients (PAT, PC+); LSP (PAT); Health Screenings (PAT); Group meetings and attendance entered (PAT, ESSS); Well-Child Visits (PAT) |
| **HIPPY** | **Cases Data:** Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; weekly visits; Visit Duration 45min; Retention 6+ months current year/9+ months cumulative; Connections 70%; ASQ-3 80% active clients; ASQ:SE2 80% active clients; Group meetings and attendance entered. |
| **Supporting Care Providers through Visits (SCPV)** | **Cases Data:** FCCH 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; ASQ-3 opportunity must be made available for active clients; Group Meetings and attendance entered; FCCERS done per standards |
| **Nurturing Parenting** | **NP Home Visiting Model:**  **Cases Data:** 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 70%; ASQ-3 80% active clients; ASQ:SE2 80% active clients; AAPI and NSCS entered for 75% active clients; Group Meetings and attendance entered  **NP Group Models:**  **Cases Data:** Family data entered; staff and required training entered; Risk Factors 100% 1+, 60% 2+; Retention 6+ months current year/9+ months cumulative; Connections 70%; ASQ-3 80% active clients; ASQ:SE2 80% active clients; AAPI and NSCS entered for 75% active clients; Group Meetings and attendance entered  **If not the primary program:** enter as Intervention within the Case Data record for the primary program, as well as all other data listed above. |
| **LENA** | **Cases Data:** Family data entered; staff entered; Risk Factors 100% 1+, 60% 2+; visits entered; LENA assessments entered |
| **Family Literacy** | **Cases Data:** Family data entered; staff entered; Risk Factors 100% 1+, 60% 2+; parenting education/events and attendance entered as Group Meetings; Retention 75% of clients get 120+ hrs; Connections 70%; 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; HFPI, PEP or other entered for parenting outcomes; LSP optional for family goal setting  Components of Family Literacy listed as separate programs for the purpose of evidence-based calculations: It is not necessary to enter as separate programs in the data system. Include connections to these programs as Interventions within the Cases Data. |
| **Triple P, Incredible Years, Strengthening Families, Motheread/Fatheread, Raising a Reader-Enhanced** | **Cases Data:** Family data entered; Risk Factors entered; sessions and attendance entered as Group Meetings; assessments entered (Triple P, others as available in FSDC); Connections 70%; ASQ-3 80% active clients  **If not the primary program:** enter as Intervention within the Case Data record for the primary program, as well as all other data listed above. |
| **Child Care Scholarships** | **Cases Data:** 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 70%; training on quality child care entered as Group Meeting  **DSS Report for 7031 scholarships**: number of vouchers purchased vs. number of vouchers connected for services (as per Projected to Serve requirements, must serve at least 75% of projected clients)  **If not the primary program:** enter as a Scholarship within the Case Data record for the primary program, as well as all other data listed above. |
| **Early Identification and Referral** | **Cases Data:** Family data entered; staff entered; ASQ-3 entered; MCHAT entered; Connections 70% |
| **Countdown to Kindergarten** | **Cases Data:** Previous Summer families entered; Risk Factors 100% 1+, 60% 2+; CTK visits for all families regardless of number of visits; 5K teacher as home visitor Y/N; name of CTK home visitor and 5K teacher  **Survey Monkey:** pre/post parent surveys entered; teacher surveys completed |
| **Child Care Quality Enhancement** | **Child Care Data:** 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 (unless waiver to postpone the assessment). |
| **Child Care Training** | **Outputs Data:** entered accurately  **Child Care Data:** Site visits to providers as follow-up to training (if partnership provides follow-up visits to training participants not in QE) |
| **ALL OTHER STRATEGIES**  Reach Out and Read, Raising a Reader, Imagination Library, Library-Based Programs, Early Education not within a school district | **Outputs Data:** 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) |