



COUNTDOWN TO KINDERGARTEN DATA GUIDELINES

May 2015

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 2015, data is not entered in 2014-15, but rather 2015-16.

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 (yay!). 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. 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.
3. 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 NEW risk factors that go into effect July 1, so whatever forms you have used in prior years need to be updated. Again, refer to the 2015-16 program standards for CTK for more information.**

A good practice would be to collect all data consent forms (with as many SSNs as possible) and risk factor data while the program is operational, so that you have an opportunity to address any issues.

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

QUESTIONS: Contact Betty Gardiner at SC First Steps, bgardiner@scfirststeps.org, 803-734-0219

1300 Sumter Street • Concord Bldg., Suite 100 • Columbia, South Carolina 29201

Phone 803-734-0479 • Fax 803-734-1431 • Web site www.scfirststeps.org