FY 2020-21 Activity Outputs:
Reporting Instructions

Data Submission Calendar

Due Date	Quarter	Service Deliver Months in the Quarter
October 31, 2020	First Quarter	July 1 through September 30, 2020
January 31, 2021	Second Quarter	October 1 through December 31, 2020
April 30, 2021	Third Quarter	January 2 through March 31, 2021
July 31, 2021	Fourth Quarter	April 1 through June 30, 2021

Note: For consistency, the deadlines are set by dates rather than days of the week. If the date falls on a weekend, please plan to enter the data on the Friday before the deadline so you do not have to report the data over the weekend.

Contact Information

If you have technical problems with entering data or need other help with fabrik, contact:
- The Help Desk at helpdesk@smartstart.org

To make Program ID (PID) changes in fabrik and to align local data collection and program implementation with network data systems, contact your Program Officer:
- Bill O'Donnell at bodonnell@smartstart.org
- Jenna Nelson at jnelson@smartstart.org
- Lakeisha Johnson at lajohnson@smartstart.org
- Rachael Burrello at rburrello@smartstart.org
- Wren Davisson at wdavisson@smartstart.org

If you have questions related to understanding the outputs instructions or how to develop a process to collect output data, contact:
- Ann Spence at aspence@smartstart.org
- Katie Mason at kmason@smartstart.org

If you are not able to locate a child care facility on the Facility Assignment screen, contact:
- Meshell Reynolds at mreynolds@smartstart.org

TABLE OF CONTENTS

General Instructions for FY2020-21

During the annual submission of activities (ASA), local partnerships assign one or more Program IDs (PIDs) to each activity. Outputs are then automatically assigned based on the chosen PIDs. This enables NCPC to collects data it can aggregate on a statewide basis. In addition to the required outputs, some partnerships choose to assign optional outputs as well.

Outputs are the count of units such as staff, parents, child care facilities, and medical practices. Numbers served are common outputs.

If the PID you assigned has a required output that does not reflect how you implement the activity, then you will be able to report a zero (0) for number served and indicate it is not an appropriate output for your activity. In some cases, it may be necessary to remove or unselect a PID.

You are able to run a report that lists the outputs you will be required to report on each quarter. To find this report in fabrik, go to Activity Manager 2.0 P and in the brown Actions area on the right, go to the "Choose an action" drop down menu and select Output Report in the Data section.

Please keep in mind that a local partnership will need to collect and use more data than it submits to NCPC. Local partnerships collect additional data that may be used for a variety of reasons including:
- to manage staffing patterns, workloads, and activity budgets,
- to track participant recruitment and retention practices,
- to drive local decisions in a continuous quality improvement environment,
- to ensure the activities are addressing the needs in the community, and
- to report to other stakeholders

Partnerships are reminded to review and update internal documents (e.g., quarterly reports and logic models) to ensure that outputs collected in these documents are aligned with outputs to be reported in fabrik.

Activities with Multiple PIDs
If you have an activity with multiple PIDs, please report output data for each PID so NCPC can aggregate similar data across the state.

Partnerships bundle components of their activities differently.
- In some activities, all participants will receive all components of the activity, each component represented with a distinct PID.
- In other activities, participants may only receive a subset of the components represented with different PIDs.

For example, in an activity that includes both the Technical Assistance to Support Stars and Incentives to Support Stars PIDs, all the child care facilities participating in the technical assistance component may also receive incentives. In another activity with these same two PIDs, that may not be the case. Therefore, you need to report outputs for each PID separately so NCPC can determine how many child care facilities across the state participate in each service or component.

Report Unduplicated Numbers

Reported numbers should represent UNDUPLICATED COUNTS for each output question. The output reported each quarter represents *ONLY THOSE WHO PARTICIPATE IN THE ACTIVITY FOR THE FIRST TIME DURING THE FISCAL YEAR*. A year-end total for each output will be generated by adding across quarters. Therefore, unduplicated numbers within an activity are critical to avoid overreporting of annual output totals.

Note: For a few outputs, the output prompt will include a note in parentheses such as "(not unduplicated)". If this is noted, you can report duplicated data. Please do not report duplicated data unless you see this specific notation.

Avoid duplication of data –
- o The outputs in the example below are duplicated each quarter, resulting in a year-to-date (YTD) total that exceeds the numbers served.

Question	Q1	Q2	Q3	Q4	YTD Total
Number of staff participating	100	100	100	100	400
Number of child care facilities participating {overall total}.	25	25	25	25	100

- o The example below results in a YTD total that accurately reflects the numbers served.

Question	Q1	Q2	Q3	Q4	YTD Total
Number of staff participating	100	0	0	0	100
Number of child care facilities participating {overall total}.	25	0	0	0	25

Systems Building and Outreach

Community Outreach, Information & Resources

Required Outputs	Instructions
a. Number of community presentations given b. Number of community outreach events Optional: c. Number of referrals for services made (not unduplicated)	a. Include the number of community presentations the staff from this activity present to increase parent and community awareness of, and build public support for, the importance of early childhood development and health as well as the availability of community services and resources. b. Include the number of community outreach events the partnership hosts or participates in through this activity to increase parent and community awareness of the importance of early childhood development and health and availability of services and resources. An example might be a community event held on a weekend for parents and their young children where a partnership has a designated table or area to support developmentally appropriate activities for young children and their parents and share information with participants. If staff give a community awareness presentation at a community outreach event, include both the number of presentations and events in questions a and b if appropriate. If the presentation is at a meeting that is not a community outreach event, please do not report the meeting as a community outreach event in question b. c. Optional: Include the number of children or parents you refer to other services as a result of connecting with families through outreach efforts in this activity. Do not include referrals made through other activities. This may include duplicate counts of families or children. For example, if you refer a family to a specific family support activity and NC Pre-K, you would report 2 referrals for this same parent.

Systems Building

Required Outputs	Instructions
a. Number of EC Profile indicators working to improve through collective efforts	a. Include the number of EC Profile indicators that the partnership is working with partner organizations to improve. Include indicators that the partnership is working on as the primary convener of collective efforts as well as indicators that the partnership is actively participating in collective efforts to improve but is not the primary convener. There are 10 possible EC Profile indicators so 10 is the maximum number you could report.
b. Number of meetings the local partnership convened with outside organizations to address one or more EC Profile indicators c. Number of meetings led by other organizations where local partnership raised issue about one or more EC Profile indicators	b. Include the number of meetings that the partnership convened with outside partner agencies for community systems building efforts that will ultimately positively impact one or more of the EC Profile Indicators. c. Include the number of meetings led by other organizations convened for community systems building efforts that partnership staff attended as collaborative partners. These efforts represent those for which partnership staff have expressly connected with one or more of the EC Profile Indicators. *Please see the definition of Purpose Service Code (PSC) 5517 for a more thorough definition of community systems building.*

Early Care and Education

CCR&R: Consumer Education & Referral

Required Outputs	Instructions
a. Number of parents/guardians receiving consumer education about child care b. Number of parents/guardians receiving referrals to child care	a. Include the number of individual parents/guardians receiving information about finding child care and the importance of child care quality. b. Include the number of individual parents/guardians receiving referrals to child care Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included

Consultation and Coaching: Advising for Higher Education*

Required Outputs	Instructions
a. Number of staff receiving/participating in higher education advising b. Number of child care facilities with at least one staff person participating	**a.** Include the number of direct teaching staff receiving/participating in professional development planning/advising assistance related to the completion of college courses as a part of the activity. This number should not include staff who get an award for completing a class who do not receive Professional Development Advising. If the staff only receive Smart Start funded course completion bonuses, for example, include the number of staff in the PID Incentives for Accessing Higher Education. Direct teaching staff include, but are not limited to, those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Directors are counted as "direct teaching staff" if they spend the majority of their time working directly with children. b. Include the total number of child care facilities with at least one staff person reported in question a.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Health Benefits for Child Care Providers

Required Outputs	Instructions
a. Number of child care facilities participating b. Number of staff participating	a. Count the number of child care facilities that had one or more direct teaching staff receiving health benefits that were at least partially paid for with Smart Start funding. b. Include direct teaching staff who have a portion of their health insurance premiums paid by a Smart Start-funded activity. Direct teaching staff include, but are not limited to, those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Directors are counted as "direct teaching staff" if they spend the majority of their time working directly with children. Reimbursement for health services costs should ONLY be for the portion of the cost NOT covered by health insurance. If payment or reimbursement is made directly to staff persons, count ONLY those staff persons who receive the payment or reimbursement. If payment or reimbursement is made to a facility, count all staff who are eligible for health insurance/services through this activity.

Incentives for Accessing Higher Education*

Required Outputs	Instructions
a. Number of staff in child care *centers* attending a college course b. Number of family child care *home* providers attending a college course c. Number of *license-exempt* staff attending a college course d. Number of staff receiving a scholarship to attend a college course e. Number of child care facilities with at least one staff person participating	a, b, c & d. DCDEE has requested that we collect more data for the CCDF report that is sent to the federal government each year. Specifically: • We are separating out data based on type of facility served. Note that license-exempt practitioners include those in religious sponsored facilities (GS-110's) who receive support to attend a college course paid for with Smart Start funds. • Early Childhood staff who receive a scholarship paid for in full or part by Smart Start funds should be counted in two places. First, they are included as part of those assisted by the type of facility where they are employed (a-c: center, home, license-exempt). Second, they are counted in the output asking for number of caregivers receiving a scholarship (d). Include direct teaching staff who receive support to ENROLL in and ATTEND at least one for-credit college-level course in which they will earn college credit hours. • <u>Direct teaching staff</u> include but not limited to those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Directors are counted as "direct teaching staff" if they spend the majority of their time working directly with children. • <u>Enroll</u> means that a person has done what they need to commit to completing a course (pay fees, etc.). If a person "drops" or "withdraws" from a class during the period when there is no penalty for doing so, this person should NOT be counted as "enrolled." • If direct teaching staff are participating in T.E.A.C.H. AND a Smart Start funded activity is providing additional support, the number of direct teaching staff who receive this additional support (e.g. bonus for attaining an educational milestone) from Smart Start are counted. e. Include all the facilities with staff reported in a, b, c & d. **Do NOT count:** Direct teaching staff if they are receiving ONLY T.E.A.C.H.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Incentives to Support Stars*

Required Outputs	Instructions
a. Number of child care *centers* that receive <u>ongoing or periodic</u> funding or incentives designed to support quality b. Number of family child care *homes* that receive <u>ongoing or periodic</u> funding or incentives designed to support quality c. Number of child care *centers* that receive <u>one time</u> grants, awards, or bonuses designed to support quality d. Number of family child care *homes* that receive <u>one time</u> grants, awards, or bonuses designed to support quality e. Number of child care facilities participating (overall total)	a, b, c, d,& e. These outputs refer to funding or other incentives provided to support the cost of the high quality of child care. Payment should be made to the center/home. In order to provide better data for the CCDF report which DCDEE sends to the federal government each year, we are separating out data based on: - Type of facility receiving the awards or incentives - Frequency of payments In tracking awards, please distinguish between those facilities receiving an award, funding, or other incentives just one time during the year from those that received an incentive more than once or ongoing throughout the year. In addition, report separately awards to centers from awards to child care homes. These may include payments for lower staff/child ratios, offering health insurance, or substitutes to cover sick leave. For the total number of child care facilities participating (overall total) count each facility only once. For example, if a center receives both ongoing or periodic funding or incentives, only count the center once in the overall total. **Do NOT count:** Centers and homes that receive a quality bonus through either the DCDEE Subsidy Reimbursement System OR the Smart Start Reporting System.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Inclusive Child Care

Required Outputs	Instructions
a. Number of child care facilities participating	a. Count the number of child care facilities that had one or more classrooms participating.
a. Number of children with *special needs* participating	b. Include the number of children with *special needs* participating in this activity. Each child should ONLY be counted once.

Incredible Years (IY) – Teacher Classroom Management

Required Outputs	Instructions
a. Number of staff participating b. Number of child care facilities with at least one staff person participating	a. Include the number of direct teaching staff participating in, receiving assistance in, or receiving funding as a part of the activity. Direct teaching staff include, but are not limited to, those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Directors are counted as "direct teaching staff" if they spend the majority of their time working directly with children. b. Include the number of child care facilities with at least one staff person reported in question a.

Kindergarten Transitions

Required Outputs	Instructions
a. Number of families participating b. Number of child care staff participating c. Number of K-12 representatives participating	a, b, & c Include the number of families, child care staff, and K-12 representatives actively participating in kindergarten transition activities fully or partially funded with Smart Start funds.

Lending Library

Required Outputs	Instructions
a. Number of adults who use lending library resources (overall total) b. Number of child care staff who use lending library resources c. Number of child care facilities that use lending library resources d. Number of parents/caregivers who use lending library resources e. Number of other adults who use lending library resources f. Total number of visits to the lending library (cumulative number each quarter, <u>not</u> unduplicating visitors) -	a. Provide an unduplicated count of the total number of adults who use your lending library resources. This includes adult visitors to the resource center as well as those not visiting the resource center but who use materials available through your resource center such as developmentally appropriate toys or books on loan. b, c, d, & e. Provide an unduplicated count of the number of child care staff, facilities, parents/caregivers, and other adults such as technical assistants, home visitors, or therapists who use your lending library resources. This includes adult visitors to the resource center as well as those not visiting the resource center but who use materials available through your resource center such as developmentally appropriate toys or books on loan. For those adults who fit more than one category (parent and child care staff, for example), they should be asked at each visit which role they are filling for that particular visit. Note that some adults may be counted in both the number of child care staff and the number of parents. f. Provide the total number of visits to your lending library. This may represent the same adult visiting the lending library on multiple occasions. Remember the numbers reported in Quarters 2-4 should only include those <u>not</u> already counted in a previous quarter.

Mentoring

Required Outputs	Instructions
a. Number of staff in child care *centers* that receive mentoring b. Number of staff in family child care *homes* that receive mentoring c. Number of *license-exempt* staff that receive mentoring d. Number of child care facilities with at least one staff participating	a, b, & c. In order to provide better data for the CCDF report which DCDEE sends to the federal government each year, we are separating out data based on type of facility served. c. License-exempt staff include those in religious sponsored facilities (GS-110's) and who receive mentoring services paid for with Smart Start funds. d. Include the all the facilities with staff reported in a, b & c.

Motheread: Story Exploring

Required Outputs	Instructions
a. Number of child care facilities participating b. Number of children whose teachers are participating	a. Count the number of child care facilities that had one or more classrooms participating. b. Include the number of children in the classrooms participating.

Part-Day Child Care Program

Required Outputs	Instructions
a. Number of children participating	a. Include the number of children participating in this activity. Each child should ONLY be counted once.

Professional Development Supplements-Other

Required Outputs	Instructions
a. Number of child care facilities participating b. Number of staff participating	These supplements are intended to increase the provider compensation based on educational achievement and continuity of service. Do NOT include data related to supplements paid through WAGE$. There is a separate PID for WAGE$ participants (Professional Development Supplements – WAGE$.) Do NOT include course completion bonuses/awards/grants. If the activity awards a specific grant to child care providers for completing a course with a B, for example, you would report those providers as staff attending a college course in the Incentives for Accessing Higher Education Program ID (PID). a. Count the number of child care facilities that had one or more direct teaching staff receiving a supplement that was at least partially paid for with Smart Start funding. b. Include direct teaching staff who receive a supplement through a Smart Start-funded activity. Direct teaching staff include, but are not limited to, those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Directors are counted as "direct teaching staff" if they spend the majority of their time working directly with children.

Professional Development Supplements - WAGE$

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include the number of child care facilities that had one or more direct teaching staff receiving a supplement though WAGE$ that was at least partially paid for with Smart Start funding. This number is reported in Table 2 of CCSA's WAGE$ semi-annual report as the total number of programs.
b. Number of staff participating	b. Child Care Services Association (CCSA) provides partnerships with these data on number of participants on a semi-annual basis in Table 2 of CCSA's WAGE$ report. The dates you receive the data from CCSA may not line up with the Smart Start data reporting timeline. Follow these guidelines for each reporting period: *Quarter 1* - Leave blank, click submit data, and when prompted indicate data not yet available *Quarter 2* – If you have received the semi-annual report from CCSA before the reporting deadline, then enter the number served in first 6 months. If you have not yet received the CCSA report before the deadline, then leave blank, click submit data, and when prompted indicate data are not yet available. Please go back to enter the data once you receive the report. *Quarter 3* - Leave blank, select submit data, and when prompted indicate data not yet available *Quarter 4* – If you have received the report from CCSA before the reporting deadline, then enter the number served in the second 6 months. Remember to only include new staff not included in the Quarter 2 number. If you have not yet received the CCSA report before the deadline, then leave blank, click submit data, and when prompted indicate data not yet available. Please go back to enter the data once you receive the report. The total for the year should reflect the grand total in the WAGE$ report you receive from CCSA. Please <u>do not contact CCSA</u> to request these data. NCPC has spoken with CCSA and they are aware of our reporting needs. Contact NCPC if you have questions.

Technical Assistance to Support Other Quality*

Required Outputs	Instructions
a. Number of child care facilities receiving TA with CLASS b. Number of child care facilities receiving TA with PAS c. Number of child care facilities receiving TA with BAS d. Number of child care facilities receiving TA with POEMS e. Number of child care facilities receiving TA for NAEYC accreditation f. Number of child care facilities participating (overall total)	Only include measurable technical assistance based on the use of the specific assessments noted. Pre/post-data should be tracked to measure the impact. Do <u>not</u> include resource sharing. a. Include those facilities with at least 1 classroom receiving a pre and post assessment using CLASS (Classroom Assessment Scoring System). b. Include those facilities receiving a pre and post assessment using PAS (Program Administration Scale used in center-based child care). c. Include those facilities receiving a pre and post assessment using BAS (Business Administration Scale for Family Child Care). d. Include those facilities receiving a pre and post assessment using POEMS (Preschool Outdoor Environment Measurement Scale). e. Include those facilities that are receiving consultation during any stage of the NAEYC (National Association for the Education of Young Children) accreditation process. f. Include the **unduplicated** number of facilities in which you funded technical assistance using one or more of the assessments listed (CLASS, PAS, BAS, POEMS), or that is focused on NAEYC accreditation. This number may be smaller than the total number of facilities listed in a-e because a technical assistant may be using multiple assessments with the same child care facility. This number should not exceed the total number of facilities listed in a-e.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

*Technical Assistance to Support Stars**

Required Outputs	Instructions

a. Number of child care facilities receiving technical assistance with ECERS
 	
b. Number of child care facilities receiving technical assistance with ITERS
 	
c. Number of child care facilities receiving technical assistance with FCCERS
 	
d. Number of child care facilities participating (overall total)
	Only include technical assistance provided with a pre and post assessment. on the use of the specific assessments noted. Do <u>not</u> include general technical assistance or resource sharing.
	a. Include those centers that receive technical assistance with a pre and post assessment using ECERS (Early Childhood Environment Rating Scale).
	  • Include unduplicated facilities even if only selected classrooms within a facility are receiving the technical assistance with the ECERS.
	
	b. Include those centers that receive technical assistance with a pre and post assessment using ITERS (Infant Toddler Environment Rating Scale).
	  • Include unduplicated facilities even if only selected classrooms within a facility are receiving the technical assistance with the ITERS.
	
	c. Include those family child care homes that receive technical assistance with a pre and post assessment using the FCCERS (Family Child Care Environment Rating Scale).
	
	d. Include the total number of unduplicated child care facilities that receive technical assistance with a pre and post assessment using at least one of the environment rating scales (ECERS, ITERS, or FCCERS) reported in questions a, b, & c.
	  • If a center received technical assistance with both ECERS and ITERS, only count the center once in this overall total.

*Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.*

Training

Required Outputs	Instructions
a. Number of staff participating Optional: Number of child care facilities with at least one staff person participating	a. Count the number of child care staff participating in training. Include direct teaching staff who attend a Smart Start-funded non-credit DCDEE approved training or workshop. • <u>Direct teaching staff</u> include but not limited to those individuals who spend a majority of their day working with children (e.g. lead teachers, teachers, and assistant teachers), directors, and program coordinators. Staff may be employed by facilities that are not regulated or licensed; OR licensed or unlicensed outside the county. • Can include direct teaching staff who were able to attend non-credit based training and/or workshops during school hours because Smart Start funds provided substitute teachers. "Non-credit" means that the participants do not earn college semester credit hours. Participants may receive DCDEE contact hours or Continuing Education Units (CEUs). Please count all who were served regardless of the county where they work or reside, license status, etc. Do not include staff who teach school-age children as Smart Start funds cannot fund services to children after they enter kindergarten.

Family Support

Adolescent Parenting Program

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Attachment and Biobehavioral Catch-Up (ABC)

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Circle of Parents

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Dolly Parton Imagination Library

Required Outputs	Instructions

a. Number of children participating	a. Include the number of children participating in the activity. Include all children receiving books through the DPIL activity funded with your <u>base</u> Smart Start allocation and/or other local funding streams. Do NOT include children whose books are paid for directly by NCPC with "expansion" funding.
	
	a. Each child should ONLY be counted once.
	  o For Quarter 1: Report the total number of books for the month of July <u>and</u> the number of "welcome" books (The Little Engine That Could) for both August and September. Add these three totals to report the number of children participating in Quarter 1.
	  o For Quarter 2: Report the number of "welcome" books (The Little Engine That Could) for October, November, and December.
	  o For Quarter 3: Report the number of "welcome" books (The Little Engine That Could) for January, February, and March.
	  o For Quarter 4: Report the number of "welcome" books (The Little Engine That Could) for April, May, and June.
	
	Do NOT Count:
	• The number of children receiving books through the "expansion" funding for the program implemented by the Expansion Affiliate.

Facilitated Parent Child Playgroups – Other

Required Outputs	Instructions
a. Number of parents/guardians participating b. Number of children participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.

Family Connects

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Family Intervention

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Family Support Services

Required Outputs	Instructions
a. Number of parents/guardians participating Optional: b. Number of children receiving transportation assistance	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. b. Optional: Include the number of children who receive transportation assistance funded by the Smart Start activity.

Healthy Families America (HFA)

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

The Incredible Years (IY) – Autism Spectrum Disorder (ASD)

Required Outputs	Instructions
a. Number of parents/guardians participating b. Number of children with special needs benefiting	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. b. Report the number of children with special needs whose parents participate in IY ASD.

The Incredible Years (IY) – Preschool

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. C Child care center or home providers/staff should NOT be included.

The Incredible Years (IY) - Toddler

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Intensive Home Visiting – Other

Required Outputs	Instructions
a. Number of parents/guardians participating	b. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

Kaleidoscope

Required Outputs	Instructions
a. Number of parents/guardians participating b. Number of children participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.

Literacy- Other

Required Outputs	Instructions
a. Number of children participating or whose parents/guardians are participating	a. Include the number of children participating in the activity. Each child should ONLY be counted once. If it is an activity that serves adults only, then provide here a count of the number of children whose parent/guardians/caregivers are participating. Do not report the number of adults, only the number of children.

Motheread/Fatheread

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.
b. Number of children whose parents/guardians are participating	b. Include the number of children participating in the activity. Each child should ONLY be counted once.

Mother Goose

Required Outputs	Instructions
a. Number of parents/guardians participating b. Number of children participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.

Nurse Family Partnership (NFP)

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

Nurturing Parenting Program (NPP) – Nurturing Fathers

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of fathers participating in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Nurturing Parenting Program (NPP) – Nurturing Skills for Families

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Nurturing Parenting Program (NPP) – Parents and their Infants, Toddlers, and Preschoolers – Group Sessions

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Nurturing Parenting Program (NPP) – Parents and their Infants, Toddlers, and Preschoolers – Home-Based

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity.
	This is a count of individual parents/guardians rather than family units.
	When more than one adult in the family participates in the activity, each should be counted separately.
	Child care center or home providers/staff should NOT be included.

Nurturing Parenting Program (NPP) – Young Parents and Their Families

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity.
	This is a count of individual parents/guardians rather than family units.
	When more than one adult in the family participates in the activity, each should be counted separately.
	Child care center or home providers/staff should NOT be included.

Parent Education – Other

Required Outputs	Instructions
a. Number of parents/guardians participating in other one time parent education class, workshop, or seminar b. Number of parents/guardians participating in other ongoing parent education	a & b. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. Be sure to report those receiving parent education only once in a. and those participating in ongoing parent education in b.

Parents As Teachers (PAT)

Required Outputs	Instructions
a. Number of parents/guardians participating in home visits	a & b. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included. Do NOT count a parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities.
b. Number of parents/guardians participating in group connections	b. Include any parent/guardian who participates in PAT group parent education, even if the family is not yet in the home visiting portion of PAT.
c. Number of group connections held	c. Count the number of PAT group connections (or group parent education sessions) actually held. If the session is offered but no parents attend, do not count that session.

Parent to Parent Support

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Positive Parenting Program (Triple P) – Level 1

Required Outputs	Instructions
No outputs required	This level is exempt from reporting. Partnerships are not required to report outputs for this activity.

Positive Parenting Program (Triple P) – Level 2

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Positive Parenting Program (Triple P) – Level 3

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

Positive Parenting Program (Triple P) – Level 4

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

Positive Parenting Program (Triple P) – Level 5

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians who are active participants in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. **Do NOT Count:** • A parent/guardian or other individual who may be in the home during the home visit but does NOT participate in the home visit activities. • Family child care providers or child care center staff.

Raising a Reader

Required Outputs	Instructions
a. Number of child care facilities participating	a. Report the number of child care centers and homes that have at least one classroom participating in RAR.
b. Number of children participating	b. Include the number of children participating in the activity. Each child should ONLY be counted once.
Optional: c. Number of community sites participating	c. Optional: Include the number of community sites if you implement RAR at community sites instead of child care facilities.

Reach Out and Read

Required Outputs	Instructions
a. Number of children participating	a. ROR Carolinas will provide these data. Do not obtain them directly from the medical providers. Due to the ROR Carolinas reporting cycle for medical providers, these output data will not be available until September. However, the system will still expect you to submit outputs for this activity each quarter. Follow these guidelines each quarter: When entering outputs data into fabrik, leave it blank for the quarter you are reporting on, then click Submit for that quarter. When you see a pop up box, select Data Not Yet Available as the justification. The system will convert the blanks to NA. Follow these steps each quarter. Enter your year-end total count for Quarter 4 once you receive it.
b. Number of medical practices participating	b. Report the number of primary care medical practices participating. Include each site as a separate practice. For example, if a medical practice has 3 offices, count each separately. Remember, the annual total should be an unduplicated count of the number of practices participating during the year.

SafeCare

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Health

Assuring Better Child Health and Development (ABCD)

Required Outputs	Instructions
a. Number of medical practices participating	a. Report the number of primary care medical practices participating. Include each site as a separate practice. For example, if a medical practice has 3 offices, count each separately.
b. Number of children in participating practices	b. Count all children 0-5 in the participating medical practices, regardless of insurance status, i.e., Medicaid and Non-Medicaid. Answer to the best of your knowledge using estimates from practices.

Be Active Kids*

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include child care centers and homes with at least one classroom participating.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Child Care Health Consultation (CCHC)*

Required Outputs	Instructions
a. Number of child care classrooms receiving technical assistance using the NC Health and Safety Assessment. b. Number of child care facilities receiving technical assistance using the NC Health and Safety Assessment. Note: If providing training that offers DCDEE contact hours, please also select the ECE Training PID so you can report CCHC training related data in the Training PID.	Only include measurable technical assistance with pre and post assessment. Do <u>not</u> include general technical assistance or resource sharing. a. Count the number of classrooms receiving technical assistance with a pre and post NC Health and Safety Assessment. b. Count the number of child care facilities that had one or more classrooms receiving technical assistance with a pre and post NC Health and Safety Assessment.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Color Me Healthy*

Required Outputs	Instructions
a. Number of child care facilities participating b. Number of children participating	a. Include child care centers and homes with at least one classroom participating. Only classrooms serving 4- and 5-year-olds may participate in Color Me Healthy. b. Include the number of 4- & 5-year-old children not yet in kindergarten participating in the activity. Each child should only be counted once.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Early Intervention Services

Required Outputs	Instructions
a. Number of children with special needs who receive early intervention therapy or services	a. Children with special needs are children who are being served by the Children's Developmental Services Agency (CDSA) or the Exceptional Children's Program (ECP) and have an IFSP or IEP or are at risk for emotional, behavioral, or developmental delay. Examples of therapy and interventions include audiology/hearing, early identification and screening, family counseling and therapy, evaluation/assessment, nursing, nutrition, occupational therapy, physical therapy, psychological services, respite care, social work, special instruction, speech-language therapy, transportation, vision. **DO NOT count:** a. Children whose parents and/or caregivers receive the following services: parent support, parent and other caregiver training, technical assistance and information. Count ONLY those children whose therapy or intervention is being fully or partially paid for with Smart Start funds.

Go NAP SACC/NAP SACC*

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include child care centers and homes with at least one classroom participating.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Health Care Access & Support

Required Outputs	Instructions
a. Number of children participating	a. Include the number of children participating in the activity. Each child should ONLY be counted once.
b. Number of parents/guardians participating	b. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Health - Other

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include child care centers and homes with at least one classroom or one staff member participating. If your activity is not based in child care, then enter a 0 for this output each quarter and select "output not appropriate for this activity."
b. Number of children participating	b. Report the number of children participating in this activity. If this activity doesn't directly serve children, then enter a 0 for this output each quarter and select "output not appropriate for this activity."
c. Number of parents/guardians participating	c. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Oral Health Services

Required Outputs	Instructions
a. Number of children participating	a. Include the number of children participating in the activity. Each child should ONLY be counted once.

Prenatal-Newborn Services

Required Outputs	Instructions
a. Number of parents/guardians participating	a. Include the number of individual parents/guardians participating in the activity. Other adults who have responsibility for the child (i.e. grandparents, aunt/uncle) may be included if said adult is a participant in the activity. This is a count of individual parents/guardians rather than family units. When more than one adult in the family participates in the activity, each should be counted separately. Child care center or home providers/staff should NOT be included.

Preventing Obesity by Design*

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include child care centers and homes with at least one classroom participating.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Pyramid Model – Social-Emotional Competence

Required Outputs	Instructions
a. Number of child care facilities participating	a. Report the number of child care facilities participating in a Smart Start funded activity to ensure that children with special needs have a consistent, developmentally appropriate learning environment in the child care setting.
b. Number of children with special needs participating	b. Children with special needs are children who are being served by the Children's Developmental Services Agency (CDSA) or the Exceptional Children's Program (ECP) and have an IFSP or IEP or are at risk for emotional, behavioral, or developmental delay. Report the number of children with special needs participating in or benefiting from this activity.

Shape NC*

Required Outputs	Instructions
a. Number of child care facilities participating	a. Include child care centers and homes with at least one classroom participating.

* Partnerships will be asked to identify child care facilities served when they report outputs data for certain PIDs. These PIDs are marked with an *.

Subsidy

Subsidy Services Supports PIDs: Dual Subsidy Services Support AND DSS Services Support

Required Outputs	Instructions
No output required	This activity is exempt from reporting. Partnerships are not required to report outputs for this activity.

All Other Subsidy PIDs

Required Outputs	Instructions
a. Number of children funded	a. We recognize that managing subsidy could involve recoding and reclassification throughout the year. Therefore, partnerships are not required to report actual subsidy numbers until the end of the year. Note that fabrik will still expect you to enter information each quarter. For all subsidy activities, please follow these guidelines each reporting period: For Quarters 1-3, leave the cells in fabrik blank, click Submit for that quarter, and when prompted, select Data Not Yet Available. For Quarter 4, enter the total for the year once you have that data. If you do not have the data before the due date, then follow the steps above for Quarters 1-3. Go back to fabrik to enter the quarter 4 data once you receive it. Remember, report to NCPC an unduplicated count of the number of children served in this activity for the year. This is a count of the number of children rather than the number of slots. **For Pre-K, for example, if one child leaves the program and you fill that slot with a new child, be sure to count each child separately.** In this example, both children would be counted.

Other

Administration

Required Outputs	Instructions
No output required	This activity is exempt from reporting. Partnerships are not required to report outputs for this activity.

Program Coordination/Evaluation

Required Outputs	Instructions
No output required	This activity is exempt from reporting. Partnerships are not required to report outputs for this activity.

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