



FY 2022-2023 Activity Outputs: Reporting Instructions

Data Submission Calendar

Due Date	Quarter	Service Delivery Months in the Quarter
October 31, 2021	First Quarter	July 1 through September 30, 2022
January 31, 2022	Second Quarter	October 1 through December 31, 2022
April 30, 2022	Third Quarter	January 2 through March 31, 2023
July 31, 2022	Fourth Quarter	April 1 through June 30, 2023

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:

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- Courtney Latta-Sosebee at clatta-sosebee@smartstart.org
- Susan Armstrong at sarmstrong@smartstart.org
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- Emily Jones at ejones@smartstart.org
- Lakeisha Johnson, ECS Director at lajohnson@smartstart.org

If you have questions related to understanding the outputs instructions or how to develop a process to collect output data, contact:

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- Casey Strange, L&E Director at cstrange@smartstart.org
- Katya Bogomoletc, Data Analyst at ebogomoletc@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

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General Instructions for FY-2022-23

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 collect 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 –

- 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

- 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

Public Awareness

Required Outputs	Instructions
<ul style="list-style-type: none"> a. Number of community presentations given b. Number of community outreach events 	<ul style="list-style-type: none"> 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. <p>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.</p>

Systems Building

Required Outputs	Instructions
<ul style="list-style-type: none"> a. Number of cross sector coalitions (funded with any amount of PSC5517 Smart Start \$) supporting ECE b. Number of cross sector coalitions (funded with any amount of PSC5517 Smart Start \$) supporting HVPE c. Number of cross sector coalitions (funded with any amount of PSC5517 Smart Start \$) supporting Literacy d. Number of cross sector coalitions (funded with any amount of PSC5517 Smart Start \$) supporting Mental Health e. Number of cross sector coalitions (funded with any amount of PSC5517 Smart Start \$) supporting Physical Health f. Number of meetings the local partnership convened with outside organizations to address one or more EC Profile indicators g. Number of meetings led by other organizations where local partnership raised issue about one or more EC Profile indicators 	<ul style="list-style-type: none"> a.– e. Include the number of coalitions Smart Start is participating in with other community partners to support the topics in each of the categories noted. Count the coalition in the quarter that the first meeting occurs during the fiscal year. Please enter Zero if you do not have data to report for a-e in any of the quarters. If at the beginning of the fiscal year you have coalitions currently underway, please count those in the first quarter. f. 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. g. 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. <p><i>Please see the definition of Purpose Service Code (PSC) 5517 for a more thorough definition of community systems building.</i></p>

Early Care and Education

CCR&R: Consumer Education & Referral

Required Outputs	Instructions
<ul style="list-style-type: none"> a. Number of parents/guardians receiving consumer education about child care b. Number of parents/guardians receiving referrals to child care 	<p>The CCR&R Consumer Education & Referral PID should only be used by CCR&R Lead Agencies and CCR&Rs with special permission from the Leads to provide this type of support.</p> <ul style="list-style-type: none"> 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 <p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included</p>

Consultation and Coaching: Advising for Higher Education*

Required Outputs	Instructions
<ul style="list-style-type: none"> a. Number of child care staff receiving/participating in higher education advising b. Number of child care facilities with at least one staff person participating 	<ul style="list-style-type: none"> 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. <p>This number should not include child care 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.</p> <p>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.</p> <p>Directors are counted as “direct teaching staff” if they spend the majority of their time working directly with children.</p> <ul style="list-style-type: none"> 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
<p>a. Number of child care facilities participating</p> <p>b. Number of child care staff participating</p>	<p>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.</p> <p>b. Include direct teaching staff who have a portion of their health insurance premiums paid by a Smart Start-funded activity.</p> <p>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.</p> <p>Directors are counted as “direct teaching staff” if they spend the majority of their time working directly with children.</p> <p>Reimbursement for health services costs should ONLY be for the portion of the cost NOT covered by health insurance.</p> <p>If payment or reimbursement is made directly to staff persons, count ONLY those staff persons who receive the payment or reimbursement.</p> <p>If payment or reimbursement is made to a facility, count all staff who are eligible for health insurance/services through this activity.</p>

* 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 for Accessing Higher Education*

Required Outputs	Instructions
<p>a. Number of staff in child care <i>centers</i> attending a college course</p> <p>b. Number of family child care <i>home</i> providers attending a college course</p> <p>c. Number of <i>license-exempt</i> staff attending a college course</p> <p>d. Number of child care staff receiving a scholarship to attend a college course</p> <p>e. Number of child care facilities with at least one staff person participating</p>	<p>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:</p> <ul style="list-style-type: none"> • 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). <p>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.</p> <ul style="list-style-type: none"> • <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. <p>e. Include all the facilities with staff reported in a, b, c & d.</p> <p>Do NOT count: Direct teaching staff if they are receiving ONLY T.E.A.C.H.</p>

* 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
<p>a. Number of child care <i>centers</i> that receive <u>ongoing or periodic</u> funding or incentives designed to support quality</p> <p>b. Number of family child care <i>homes</i> that receive <u>ongoing or periodic</u> funding or incentives designed to support quality</p> <p>c. Number of child care <i>centers</i> that receive <u>one time</u> grants, awards, or bonuses designed to support quality</p> <p>d. Number of family child care <i>homes</i> that receive <u>one time</u> grants, awards, or bonuses designed to support quality</p> <p>e. Number of child care facilities participating (overall total)</p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> - Type of facility receiving the awards or incentives - Frequency of payments <p>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.</p> <p>These may include payments for lower staff/child ratios, offering health insurance, or substitutes to cover sick leave.</p> <p>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.</p> <p>Do NOT count: Centers and homes that receive a quality bonus through either the DCDEE Subsidy Reimbursement System OR the Smart Start Reporting System.</p>

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

Incredible Years (IY) – Teacher Classroom Management

Required Outputs	Instructions
<p>a. Number of child care staff participating</p> <p>b. Number of child care facilities with at least one staff person participating</p>	<p>a. Include the number of direct teaching staff participating in, receiving assistance in, or receiving funding as a part of the activity.</p> <p>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.</p> <p>Directors are counted as “direct teaching staff” if they spend the majority of their time working directly with children.</p> <p>b. Include the number of child care facilities with at least one staff person reported in question a.</p>

Kindergarten Transitions

Required Outputs	Instructions
<p>a. Number of families participating</p> <p>b. Number of child care staff participating</p> <p>c. Number of K-12 representatives participating</p>	<p>a.-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.</p>

Lending Library

Required Outputs	Instructions
<p>a. 1.a. Number of child care staff who use lending library resources</p> <p>b. 1.b. Number of child care facilities with at least one staff member who uses lending library resources</p> <p>c. 2. Number of parents/caregivers who use lending library resources</p> <p>d. 3 . Number of other adults (TAs, home visitors, therapists, etc.) who use lending library resources</p> <p>e. 4. Unduplicated total number of adults who use lending library resources (unduplicated number of adults reported in 1.a, 2, & 3)</p> <p>f. 5 . Total number of visits to the lending library (cumulative number each quarter, <u>not</u> unduplicating visitors)</p>	<p>a. a, c, d, & e. Provide an unduplicated count of the number of child care staff, 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 (for example, materials may be delivered to some adults) but who use materials available through your resource center such as developmentally appropriate toys or books on loan.</p> <p>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.</p> <p>Remember the numbers reported in Quarters 2-4 should only include those <u>not</u> already counted in a previous quarter.</p> <p>b. Provide an unduplicated count of the number of child care facilities with at least one staff member who uses the resources. This number should represent the facilities in which the staff reported in Question #1.a work.</p> <p>e. The data reported for Question 4 should be an unduplicated sum of child care staff (#1.a) , parents/caregivers (#2), and other adults (#3). If an adult uses resources one week as a child care teacher, count him/her as "staff" in Question 1.a. If the same adult borrows materials 2 weeks later as a parent, count him/her as a parent in Question 2. While you would add a "1" to both the rows for child care staff and parents, you would only report "1" (NOT "2") for Question 4 to unduplicate this individual in the overall total.</p> <p>f. Provide the total number of visits to your lending library. This may represent the same adult visiting the lending library on multiple occasions.</p>

Mentoring

Required Outputs	Instructions
<ul style="list-style-type: none"> a. Number of staff in child care <i>centers</i> that receive mentoring b. Number of staff in family child care <i>homes</i> that receive mentoring c. Number of <i>license-exempt</i> practitioners that receive mentoring d. Number of child care facilities with at least one staff participating 	<ul style="list-style-type: none"> a.-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 practitioners 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
<ul style="list-style-type: none"> a. Number of child care facilities participating b. Number of children whose teachers are participating 	<ul style="list-style-type: none"> 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
<p>a. Number of children participating</p> <p>b. Average number of program hours offered per child for the quarterly reporting period</p>	<p>a. Include the number of children participating in this activity.</p> <p>Each child should ONLY be counted once.</p> <p>b. Include the average number of hours the part-day child care was offered for a participating child during the quarter. This will provide data about the intensity of the program for a given child.</p> <p>You do not need to calculate this based on attendance. This is based on the schedule for an enrolled child. For example, if the program operates 4 hours per day, 5 days a week for 12 weeks in quarter 1, enter 240 hours. (4 X 5 X 12 = 240)</p> <p>If the program is closed two of these weeks due to a holiday, using the above example you would enter 4 X 5 X 10 (4 hours X 5 days X 10 weeks) for Quarter 1. Likewise, if the program is closed for 6 weeks due to hurricane damage, account for the 6 weeks in the data reported (4 hours X 5 days X 6 weeks of being open out of the 12 possible weeks)</p> <ul style="list-style-type: none"> - You do not need to account for limited closures due to facilitator sickness (less than 1 week) - Please account for extended closures due to COVID, hurricane damage, etc. (1 week or more)

Professional Development Supplements-Other

Required Outputs	Instructions
<p>a. Number of child care facilities participating</p> <p>b. Number of child care staff participating</p>	<p>These supplements are intended to increase the provider compensation based on educational achievement and continuity of service.</p> <p>Do NOT include data related to supplements paid through WAGE\$. There is a separate PID for WAGE\$ participants (Professional Development Supplements – WAGE\$.)</p> <p>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).</p> <p>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.</p> <p>b. Include direct teaching staff who receive a supplement through a Smart Start-funded activity.</p> <p>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.</p> <p>Directors are counted as “direct teaching staff” if they spend the majority of their time working directly with children.</p>

Professional Development Supplements - WAGE\$

Required Outputs	Instructions
<p>a. Number of staff participating</p> <p>b. Number of child care facilities participating</p> <p>Note: LPs must click “submit” in fabrik for the 4 quarters but will not need to enter the data in fabrik for this FY. NCPC will upload the data for 4th quarter reporting which will reflect the year-to-date data.</p>	<p>NCPC will collect the data from CCSA and upload the WAGE\$ data into fabrik for the 4th quarter <u>AFTER</u> the 4th quarter deadline. The data will <u>not</u> be entered for 2nd quarter because this would cause duplication in the data for the year-to-date number that fabrik calculates for outputs .</p> <ul style="list-style-type: none"> • Do NOT report output data for Quarters 1-4 in fabrik. <p>Follow these guidelines for each reporting period: <i>Quarter 1</i> - Leave blank, click submit data, and when prompted indicate data not yet available. <i>Quarter 2</i> - Leave blank, click submit data, and when prompted indicate that the data will be reported in Quarter 4. <i>Quarter 3</i> - Leave blank, click submit data, and when prompted indicate data not yet available. <i>Quarter 4</i> - Leave blank, click submit data, and when prompted indicate that the data will be reported for Quarter 4 by NCPC. NCPC will upload and submit the data just after the deadline.</p> <p>FOR LOCAL DATA REVIEW ONLY: The instructions below are to assist you with pulling the data from your WAGE\$ reports for local use.</p> <p>a. Include the number of staff who received a supplement through WAGE\$. Child Care Services Association (CCSA) provides local partnerships with data on the number of participants paid on a semi-annual basis in Table 4 of CCSA's WAGE\$ report.</p> <p>b. Include the number of child care facilities that had one or more direct teaching staff receiving a supplement though WAGE\$. This number is reported in Table 4 of CCSA's WAGE\$ semi-annual report as the total number of programs.</p> <ul style="list-style-type: none"> • Please review the mid-year output data you receive from CCSA but do <u>not</u> report it in fabrik for January or July reporting. Entering data in both January and July would cause fabrik to duplicate data in the year-to-date number that fabrik calculates. NCPC will upload the data for July reporting. <p>Please <u>do not</u> contact <u>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.</p>

Technical Assistance to Support Other Quality - CLASS*

Required Outputs	Instructions
<p>a. Number of child care facilities receiving TA with CLASS</p>	<p>Only include facilities receiving technical assistance (TA) based on the use of the specific assessments noted. This TA should be guided by pre/post-data to measure the impact.</p> <p>Include facilities once the pre-assessment has been conducted and TA, based on assessment results, has begun with the intent to complete a post-assessment. Only include facilities receiving measurable technical assistance (TA). Do <u>not</u> include general TA or resource sharing.</p> <p>a. Include those facilities with at least 1 classroom receiving a pre and post assessment using CLASS (Classroom Assessment Scoring System).</p> <p>Note: If the TA occurs such that the pre-assessment is conducted in one FY and some of the TA along with the post-assessment is conducted in the subsequent FY, you would count the facility in both the year of the pre-assessment and the year of the post-assessment.</p>

* 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 Other Quality - PAS*

Required Outputs	Instructions
<p>a. Number of child care facilities receiving TA with PAS</p>	<p>Only include facilities receiving technical assistance (TA) based on the use of the specific assessments noted. This TA should be guided by pre/post-data to measure the impact.</p> <p>Include facilities once the pre-assessment has been conducted and TA, based on assessment results, has begun with the intent to complete a post-assessment. Only include facilities receiving measurable technical assistance (TA). Do <u>not</u> include general TA or resource sharing.</p> <p>a. Include those facilities receiving a pre and post assessment using PAS (Program Administration Scale used in center-based child care).</p> <p>Note: If the TA occurs such that the pre-assessment is conducted in one FY and some of the TA along with the post-assessment is conducted in the subsequent FY, you would count the facility in both the year of the pre-assessment and the year of the post-assessment.</p>

* 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 Other Quality - BAS*

Required Outputs	Instructions
<p>a. Number of child care facilities receiving TA with BAS</p>	<p>Only include facilities receiving technical assistance (TA) based on the use of the specific assessments noted. This TA should be guided by pre/post-data to measure the impact.</p> <p>Include facilities once the pre-assessment has been conducted and TA, based on assessment results, has begun with the intent to complete a post-assessment. Only include facilities receiving measurable technical assistance (TA). Do <u>not</u> include general TA or resource sharing.</p> <p>a. Include those facilities receiving a pre and post assessment using BAS (Business Administration Scale for Family Child Care).</p> <p>Note: If the TA occurs such that the pre-assessment is conducted in one FY and some of the TA along with the post-assessment is conducted in the subsequent FY, you would count the facility in both the year of the pre-assessment and the year of the post-assessment.</p>

* 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 Other Quality - POEMS*

Required Outputs	Instructions
<p>b. Number of child care facilities receiving TA with POEMS</p>	<p>Only include facilities receiving technical assistance (TA) based on the use of the specific assessments noted. This TA should be guided by pre/post-data to measure the impact.</p> <p>Include facilities once the pre-assessment has been conducted and TA, based on assessment results, has begun with the intent to complete a post-assessment. Only include facilities receiving measurable technical assistance (TA). Do <u>not</u> include general TA or resource sharing.</p> <p>b. Include those facilities receiving a pre and post assessment using POEMS (Preschool Outdoor Environment Measurement Scale).</p> <p>Note: If the TA occurs such that the pre-assessment is conducted in one FY and some of the TA along with the post-assessment is conducted in the subsequent FY, you would count the facility in both the year of the pre-assessment and the year of the post-assessment.</p>

* 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 Other Quality – NAEYC Accreditation*

Required Outputs	Instructions
<p>a.—Number of child care facilities receiving TA for NAEYC accreditation</p> <p>a. Total Number of Facilitates (Child care centers or homes) that have made changes to the learning environment to meet the requirements of NAEYC Accreditation: ____</p> <p>b. Total Number of Facilitates (Child care centers or homes) that have made changes to the program operations to meet the requirements of NAEYC Accreditation: ____</p> <p>c. Number of Facilities (Child care centers or homes) that have received support to complete Step 1: Enrolled and Completed the Self-Study: ____</p> <p>d. Number of Facilities (Child care centers or homes) that have received support to complete Step 2: Applied and Self-assessed: ____</p> <p>e. Number of Facilities (Child care centers or homes) that have received support to complete Step 3: Site Visit and Accreditation: ____</p> <p>f. Number of Facilities (Child care centers or homes) that have received support to complete Step 4: Maintenance of Accreditation and submit annual report: ____</p> <p>g. * Total Number of Facilities (Child care centers or homes) that have received support towards NAEYC Accreditation-DOES NOT HAVE TO BE THE SUM OF THE PREVIOUS QUESTIONS: ____</p>	<p>Do <u>not</u> include general TA or resource sharing.</p> <p>A. Include those facilities that are receiving consultation during any stage of the NAEYC (National Association for the Education of Young Children) accreditation process AND have specifically made changes to the learning environment based on this.</p> <p>B. Include those facilities that are receiving consultation during any stage of the NAEYC (National Association for the Education of Young Children) accreditation process AND have specifically made changes to the program operations based on this.</p> <p>C. Include those facilities that are receiving consultation during the first stage of the NAEYC (National Association for the Education of Young Children) accreditation process. A single facility may receive consultation on multiple stages over the course of the FY, they should be counted based on the step they are receiving support on during a given quarter.</p> <p>D. Include those facilities that are receiving consultation during the second stage of the NAEYC (National Association for the Education of Young Children) accreditation process. A single facility may receive consultation on multiple stages over the course of the FY, they should be counted based on the step they are receiving support on during a given quarter.</p> <p>E. Include those facilities that are receiving consultation during the third stage of the NAEYC (National Association for the Education of Young Children) accreditation process. A single facility may receive consultation on multiple stages over the course of the FY, they should be counted based on the step they are receiving support on during a given quarter.</p> <p>F. Include those facilities that are receiving consultation during the fourth stage of the NAEYC (National Association for the Education of Young Children) accreditation process. A single facility may receive consultation on multiple stages over the course of the FY, they should be counted based on the step they are receiving support on during a given quarter.</p> <p>G. Include those facilities that are receiving consultation during any stage of the NAEYC (National Association for the Education of Young Children) accreditation process. Please note that this total count may be larger than the sum of the data reported above if, for example, a child care facility received TA on more than one stage during the fiscal year.</p>

* 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
<p>a. Number of child care facilities receiving technical assistance with ECERS</p> <p>b. Number of child care facilities receiving technical assistance with ITERS</p> <p>c. Number of child care facilities receiving technical assistance with FCCERS</p> <p>d. Number of child care facilities participating (overall total)</p>	<p>Only include facilities receiving technical assistance (TA) based on the use of the specific environment rating scales noted to support the star level. This TA should be guided by pre/post-data to measure the impact.</p> <p>Include facilities once the pre-assessment has been conducted and TA, based on assessment results, has begun with the intent to complete a post-assessment. Only include facilities receiving measurable technical assistance (TA). Do <u>not</u> include general technical assistance or resource sharing.</p> <p>a. Include those centers that receive a pre and post assessment using ECERS (Early Childhood Environment Rating Scale).</p> <ul style="list-style-type: none"> • Include unduplicated facilities even if only selected classrooms within a facility are receiving the technical assistance with the ECERS. <p>b. Include those centers that receive a pre and post assessment using ITERS (Infant Toddler Environment Rating Scale).</p> <ul style="list-style-type: none"> • Include unduplicated facilities even if only selected classrooms within a facility are receiving the technical assistance with the ITERS. <p>c. Include those family child care homes that receive a pre and post assessment using the FCCERS (Family Child Care Environment Rating Scale).</p> <p>d. Include the total number of unduplicated child care facilities that receive a pre and post assessment using at least one of the environment rating scales (ECERS, ITERS, or FCCERS) reported in questions a, b, & c.</p> <ul style="list-style-type: none"> • If a center received technical assistance with both ECERS and ITERS, only count the center once in this overall total. <p>Note: If the TA occurs such that the pre-assessment is conducted in one FY and some of the TA along with the post-assessment is conducted in the subsequent FY, you would count the facility in both the year of the pre-assessment and the year of the post-assessment.</p>

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

Other Supports to Child Care *

Required Outputs	Instructions
<p>a. Number of child care facilities receiving Other (non-TA) ECE Support, in which child care staff engage in problem solving with a TA.</p> <p><i>Note: to be selected only when another TA Program ID is assigned to the activity</i></p>	<p>a. Include the number of facilities that are receiving support that does not entail pre- and post-assessment using tools such as ERS (Environment Rating Scale), CLASS (Classroom Assessment Scoring System), PAS (Program Administration Scale used in center-based child care), BAS (Business Administration Scale for Family Child Care Homes), POEMS (Preschool Outdoor Environment Measurement Scale), or HSAET (Health and Safety Assessment and Encounter Tool). The activity this PID is assigned to should have a primary technical assistance PID assigned to it and the ECE support should be provided by an ECE technical assistant and involve problem solving.</p> <p>Include support that is tailored to the recipient site’s needs. Topics might include the mental health of children or staff, teacher/child ratios, or others.</p> <p>This support may be in response to a child care site’s request and would help strengthen the relationship and trust between the TA and the teachers/director. This support would help address an issue specific to the site.</p> <p>Do not include the communication of general information sent, for example, through group emails to all licensed child care facilities or large group webinars.</p>

* 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 (DCDEE Approved)*

Required Outputs	Instructions
<p>a. Number of child care staff participating</p> <p>Optional:</p> <p>b. Number of child care facilities with at least one staff person participating</p>	<p>a. Count the number of child care staff participating in training.</p> <p>Include direct teaching staff who attend a Smart Start-funded non-credit DCDEE approved training or workshop.</p> <ul style="list-style-type: none"> • <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. <p>Do not include staff who teach school-age children as Smart Start funds cannot fund services to children after they enter kindergarten.</p> <p>b. Count all Facilities with staff participating, this number should match the Facility IDs submitted.</p>

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

Family Support

Demographic questions as noted for family support PIDs with the following symbol ☼

Required Outputs	Instructions
<p>* a.1 - Number of Hispanic or Latino parents/guardians participating</p> <p>* a.2 - Number of Not Hispanic or Latino parents/guardians participating</p> <p>* a.3 - Number of Non-Responses for Ethnicity</p> <p>* b.1 - Number of American Indian or Alaska Native parents/guardians participating</p> <p>* b.2 - Number of Asian parents/guardians participating</p> <p>* b.3 - Number of Black or African American parents/guardians participating</p> <p>* b.4 - Number of Native Hawaiian or Other Pacific Islander parents/guardians participating</p> <p>* b.5 - Number of White parents/guardians participating</p> <p>* b.6 - Number of Multiracial or Mixed Race parent/guardians participating</p> <p>* b.7 - Number of Other Race parent/guardians participating</p> <p>* b.8 - Number of Non-Responses for Race</p> <p>* c.1 - Number of parents/guardians receiving interpretation services and/or services provided in a language other than English to enable participation</p> <p>* d.1 - Number of parents/guardians receiving transportation services and/or transportation support to enable participation</p> <p>* Note: We highly recommend that you collect Home Zip code of the participating parents/guardians to help you ensure geographic equity and enhance your planning alongside the new Smart Start Community Indicators Dashboard.</p>	<p>a.-b. When collecting demographic data, please remember to give respondents the option of not responding to your request for this information. While the data will be very helpful if obtained, providing the information should be optional for participants.</p> <p>c.1 Include the number of parents/guardians for whom you provide interpretation services for so they could participate in the program or intervention.</p> <p>Count the number of parents/guardians who participated in the program or intervention which was facilitated or implemented in a language other than English. Do not count the number of parents/guardians who only receive translated brochures or other printed information, but did not receive interpretation services or services provided in their preferred spoken language.</p> <p>d.1 Count the number of parents/guardians for whom you paid for their transportation expenses or otherwise provided transportation to attend or participate in the program or intervention.</p> <p>Do not include parents/guardians who received a cash grant or award for completing a specific number of weeks in a program or intervention.</p>

Adolescent Parenting Program ⌘

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

⌘ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Attachment and Biobehavioral Catch-Up (ABC) ⌘

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

⌘ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Circle of Parents ☼

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Dolly Parton Imagination Library

Required Outputs	Instructions
<p>This card is <u>exempt</u> from output data submission in fabrik.</p> <p>The data is available from the purveyor.</p>	<p><i>Note: If you allocate some of your base Smart Start allocation to DPIL, you will have a DPIL card in fabrik. To report the number of participating children for local use, count the total number of books for the month of July and add the number of “welcome” books (The Little Engine That Could) for each subsequent month during the fiscal year.</i></p>

Facilitated Parent Child Playgroups – Other

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>b. Number of children participating</p>	<p><i>Note: This PID is used for models/programs not already included in the evidence summaries completed by NCPC. The models with this and all PIDs must have evidence that has been submitted by local partnerships and reviewed by NCPC.</i></p> <p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.</p>

Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Family Connects

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

Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Family Intervention 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.

Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Family Support Services ☒

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>Optional:</p> <p>b. Number of children receiving transportation assistance</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>b. Optional: Include the number of children who receive transportation assistance funded by the Smart Start activity.</p>

☒ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Healthy Families America (HFA) ☒

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

☒ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

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

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>b. Number of children with special needs benefiting</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>b. Report the number of children with special needs whose parents participate in IY ASD.</p>

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

The Incredible Years (IY) – Preschool☼

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

The Incredible Years (IY) - Toddler☼

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Intensive Home Visiting – Other⌘

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p>	<p><i>Note: This PID is used for models/programs not already included in the evidence summaries completed by NCPC. The models with this and all PIDs must have evidence that has been submitted by local partnerships and reviewed by NCPC.</i></p> <p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

⌘ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Kaleidoscope⌘

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>b. Number of children participating</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.</p>

⌘ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Literacy- Other

Required Outputs	Instructions
<p>a. Number of children participating or whose parents/guardians are participating</p>	<p><i>Note: This PID is used for models/programs not already included in the evidence summaries completed by NCPC. The models with this and all PIDs must have evidence that has been submitted by local partnerships and reviewed by NCPC.</i></p> <p>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.</p> <p><u>Do not</u> report the number of adults, only the number of children.</p>

Mother Goose ☞

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>b. Number of children participating</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>b. Include the number of children not yet in kindergarten participating in the activity. Each child should ONLY be counted once.</p>

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Motheread/Fatheread ☞

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p> <p>b. Number of children whose parents/guardians are participating</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>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.</p> <p>b. Include the number of children participating in the activity. Each child should ONLY be counted once.</p>

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Nurse Family Partnership (NFP) ☞

Required Outputs	Instructions
<p>a. Number of parents/guardians participating</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Nurturing Parenting Program (NPP) – Nurturing Fathers ☞

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

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Nurturing Parenting Program (NPP) – Nurturing Skills for Families ☞

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

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

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

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

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

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

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

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Parent Education – Other ☼

Required Outputs	Instructions
<p>a. Number of parents/guardians participating in other one time parent education class, workshop, or seminar</p> <p>b. Number of parents/guardians participating in other ongoing parent education</p>	<p><i>Note: This PID is used for models/programs not already included in the evidence summaries completed by NCPC. The models with this and all PIDs must have evidence that has been submitted by local partnerships and reviewed by NCPC.</i></p> <p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>Be sure to report those receiving parent education only once in a. and those participating in ongoing parent education in b.</p>

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Parent to Parent Support ☼

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

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Parents As Teachers (PAT) ☼

Required Outputs	Instructions
<p>a. Number of parents/guardians participating in home visits</p> <p>b. Number of parents/guardians participating in group connections</p> <p>c. Number of group connections held</p>	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p> <p>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.</p> <p>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. Please consult your local PAT staff or the Implementation Manual if you have questions about the definition of a group connection.</p> <p>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.</p>

☼ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

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	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p>

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Positive Parenting Program (Triple P) – Level 3 ☞

Required Outputs	Instructions
a. Number of parents/guardians participating	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Positive Parenting Program (Triple P) – Level 4 ☞

Required Outputs	Instructions
a. Number of parents/guardians participating	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Positive Parenting Program (Triple P) – Level 5 ☞

Required Outputs	Instructions
a. Number of parents/guardians participating	<p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Do NOT Count:</p> <ul style="list-style-type: none"> • 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.

☞ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Raising a Reader*

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

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

Reach Out and Read

Required Outputs	Instructions
<p>This card is <u>exempt</u> from output data submission in fabrik, as NCPC receives it from the purveyor.</p> <p>Note: The data is available from the purveyor in the ROR Progress Report, which is usually distributed in both March and September. Please use the September report for data representing a full fiscal year.</p>	<p><i>Note: While your ROR card in fabrik is exempt from output data submission, the following may assist you with local data reporting on:</i></p> <ul style="list-style-type: none"> • <i>the number of children participating and</i> • <i>the number of medical practices participating</i> <p><u>Do not</u> obtain the data directly from the medical providers. ROR Carolinas will provide these data in a ROR Progress Report, which is usually distributed in March and September each year due to the ROR Carolinas’ reporting cycle for medical providers.</p> <p>Pull the number of well-child visits (WCVs) for children 6 months to 5 years old from the September report for year-end data. If you have more than one medical practice participating in your county(ies) please add the number of well-child visits from all of the participating practices. If your medical practice serves children younger than 6 months, do not include the count of the well-child visits for this age group in the data you summarize for fabrik as this may cause duplication issues. Please note that the number of well-child visits is a proxy for the number of children.</p> <p>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.</p>

SafeCare ☒

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

☒ Family Support Programs with this notation will be asked to collect/report demographic data when they report family support data for certain PIDs.

Health

Assuring Better Child Health and Development (ABCD)

Required Outputs	Instructions
<p>a. Number of medical practices participating</p> <p>b. Number of children in participating practices</p>	<p>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.</p> <p>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.</p>

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
<p>a. Number of child care classrooms receiving technical assistance using the NC Health and Safety Assessment and Encounter Tool (HSAET).</p> <p>b. Number of child care facilities receiving technical assistance using the NC Health and Safety Assessment and Encounter Tool (HSAET).</p> <p>c. Number of staff receiving Technical Assistance</p> <p>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.</p>	<p>Only include measurable technical assistance with pre and post assessment. Do <u>not</u> include general technical assistance or resource sharing.</p> <p>a. Count the number of classrooms receiving technical assistance with a pre and post NC Health and Safety Assessment.</p> <p>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.</p> <p>c. Count the number of staff in these participating classrooms receiving technical assistance guided by a pre and post NC Health and Safety Assessment. To obtain this unduplicated count, capture the unduplicated number of staff participating in TA as part of the post assessments.</p>

* 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
<p>a. Number of child care facilities participating</p> <p>b. Number of children participating</p>	<p>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.</p> <p>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.</p>

* 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
<p>a. Number of children with special needs who receive early intervention therapy or services</p>	<p>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.</p> <p>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.</p> <p>DO NOT count:</p> <p>a. Children whose parents and/or caregivers receive the following services: parent support, parent and other caregiver training, technical assistance and information.</p> <p>Count ONLY those children whose therapy or intervention is being fully or partially paid for with Smart Start funds.</p>

Go NAP SACC/NAP SACC*

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

* 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
<p>a. Number of children participating</p> <p>b. Number of parents/guardians participating</p>	<p>a. Include the number of children participating in the activity. Each child should ONLY be counted once.</p> <p>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.</p> <p>This is a count of individual parents/guardians rather than family units.</p> <p>When more than one adult in the family participates in the activity, each should be counted separately.</p> <p>Child care center or home providers/staff should NOT be included.</p>

Oral Health Services

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

Prenatal-Newborn Services

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

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.

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

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	<p>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.</p> <p><u>Note that fabrik will still expect you to enter information each quarter.</u> For all subsidy activities, please follow these guidelines each reporting period:</p> <p><u>For Quarters 1-3, leave the cells in fabrik blank, click Submit for that quarter, and when prompted, select Data Not Yet Available.</u></p> <p><u>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.</u> Go back to fabrik to enter the quarter 4 data once you receive it.</p> <p>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.</p>

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.



FY 2022-2023 Activity Outputs: Fabrik Reporting Instructions

Data Submission Calendar

Due Date	Quarter	Service Delivery Months in the Quarter
October 31, 2022	First Quarter	July 1 through September 30, 2022
January 31, 2023	Second Quarter	October 1 through December 31, 2022
April 30, 2023	Third Quarter	January 2 through March 31, 2023
July 31, 2023	Fourth Quarter	April 1 through June 30, 2023

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:

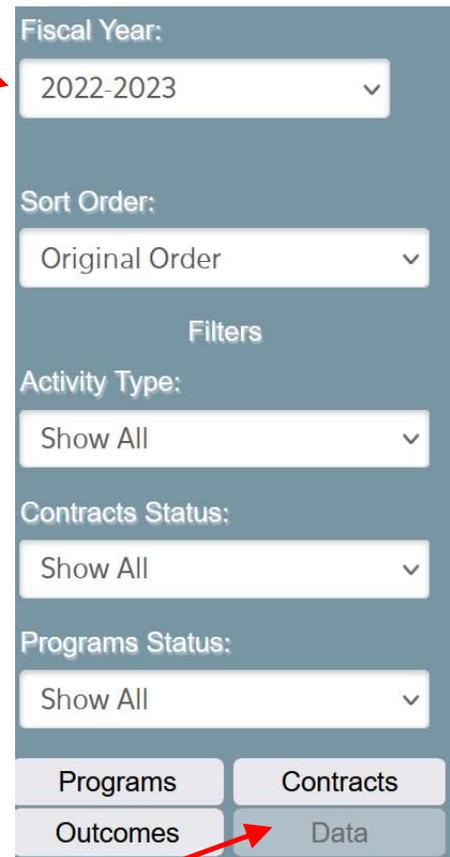
- Bill O'Donnell at bodonnell@smartstart.org
- Courtney Latta-Sosebee at clatta-sosebee@smartstart.org
- Susan Armstrong at sarmstrong@smartstart.org
- Wren Davisson at wdavisson@smartstart.org
- Emily Jones at ejones@smartstart.org

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
- Katya Bogomoletc at ebogomoletc@smartstart.org

Instructions for Output Reporting in fabrik

1. Go to CMS menu
REMINDER: be sure to access the CMS (Contract Management System) menu using the following browsers: Firefox, Chrome, or Edge. Do not use Internet Explorer.
2. Click on Activity Manager 2.0 P
3. Select the appropriate fiscal year in the "Action" box on the right of the screen



Fiscal Year:
2022-2023

Sort Order:
Original Order

Filters

Activity Type:
Show All

Contracts Status:
Show All

Programs Status:
Show All

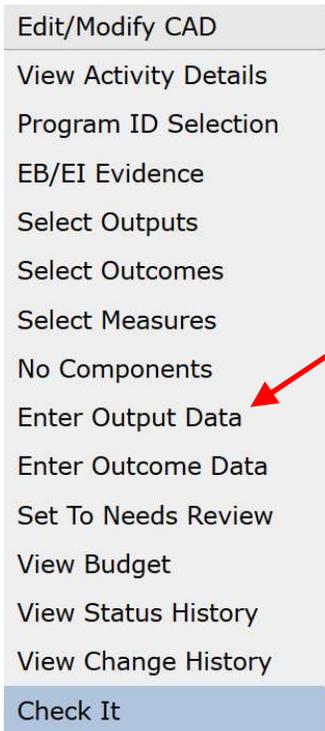
Programs Contracts

Outcomes Data

Also, in the same "Action" box, you have the option to switch to "Data View" to have the activity cards show the status of the output data entries (e.g., saved, submitted, etc.).

4. Click on an activity card
 - Note: Just click the card ONE time. Do not double click.

- Click on the "Enter Output Data" task located on the left-hand side of the screen



You will now see a screen that says "Enter Unduplicated Data for Outputs for 2022-2023"

- This screen shows each PID assigned to this activity and each output to report on for each PID.

<i>PID</i>	→	FS Positive Parenting Program (Triple P) - Level 4					
		Question	Q1	Q2	Q3	Q4	YTD Total
<i>Output</i>	→	Number of parents/guardians participating	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	4

- Next, find the corresponding quarter for which you are entering data.

Quarter	Column Heading	Time Period Covered	Final Due Date
Quarter 1	Q1	July – September	October 31
Quarter 2	Q2	October– December	January 31
Quarter 3	Q3	January- March	April 30
Quarter 4	Q4	April- June	July 31

- Type in your numbers served for each PID and each output question in that quarter.

- You may only enter numbers. Words or other characters are not allowed.
- If you realize you need to correct a number in a previous quarter during the given fiscal year, you can edit that number later in the fiscal year. Please do not enter negative numbers in a quarter to change the year-to-date (YTD) total.
- REMEMBER: These numbers are to be unduplicated counts, for each output question from one quarter to the next. In a few isolated cases, the request is for data that is not unduplicated and the output prompt will specifically note this with the “(not unduplicated)” designation.
 - In Quarter 1, enter the total number served in that time period (* be careful about the *months for the quarterly due dates*: those served in October are served in Quarter 2, not Quarter 1).
 - In each of the following quarters, only enter the NEW cases you served in the quarter that you did not already report on in a previous quarter.
 - At the end of the year when we total the numbers from each quarter, this should result in an unduplicated count for the fiscal year. That means each person or child care center, for example, served should only be counted once for each output.
 - See the Outputs Instructions for more information.

8. When you would like to leave the page, click Save for the system to save your work. You may come back at any time to make updates and additions.



9. When you are ready (after saving any updates and additions) to submit your data for that activity, please click the “Submit Q” button for the quarter for which you are submitting.

- Your data must be SUBMITTED for each activity by the deadline for each quarter.
- REMINDER: Clicking “Save” does not submit your data.



10. We expect you to collect output data quarterly and enter accurate data in a timely manner. This helps the entire Smart Start system ensure we are on track throughout the year and helps to ensure we are meeting our legislatively mandated reporting requirements. We realize there may be times when you need to make an update to your data. With this system, partnerships are able to enter Activity Manager 2.0 P at any time throughout the fiscal year and make corrections to your data PRIOR to the deadline for the 4th quarter.

Special Cases

Special Case #1 – When to Enter a Zero for Number Served

1. There may be occasions when you did not serve anyone in the activity during the quarter. You will enter a zero (0) in the table in this case.
2. Once you click Submit, you will see the following screen asking you for information about why you entered a zero (0)

The screenshot shows a web form titled "Justification For Missing Data". The text reads: "Why did you enter a **zero** for FS Literacy - Dolly Parton Imagination Library (DPIL)? Select all that apply from the dropdown list below. Hold down the Control (Ctrl) key to select more than one." Below this is a dropdown menu with three visible options: "Activity not yet started.", "Activity started, no participants yet.", and "No new participants this quarter." Underneath the dropdown is a text box with the prompt "Please share any information to help explain your answers." and a "Continue" button at the bottom.

3. Click on all the reasons that apply. Push down Ctrl as you select if there is more than one reason. The list includes the following:

Activity not yet started

Activity started, no participants yet

No new participants this quarter

Activity temporarily on hold

Activity terminated

Output not appropriate for activity

Other (please explain below)

4. Please use the open text box to provide any necessary background information to help explain your answer.
 - For instance, if the activity hasn't started yet, when do you anticipate it will start?
 - If the activity is temporarily on hold, what are the circumstances?
 - Etc.

5. Click Continue when you are done.
6. The system will now take you back to the activity cards so you can enter data for another activity. (This may take a few seconds.)
7. NOTE: **If the activity and participants have started, but data are not yet available, then this is not a true zero (0).** You have indeed served participants, but due to special circumstances you do not yet know the number served. In this case, click the box to close and change the zero (0) to a blank cell. See the next section for more details.

Special Case #2 - When to Leave the Cell Blank for Number Served

1. All cells should have a number served inserted in them each quarter except for the following circumstance:

When the activity has started and you have begun serving participants but for some reason, you do not yet have data on the number served.

In this case, you should leave the cell blank.

2. Once you click Submit, you will see the following screen asking you for information about why you left a cell blank

Justification For Missing Data

Why did you leave an item **blank** for FS Literacy - Dolly Parton Imagination Library (DPIL)? Select all that apply from the dropdown list below. Hold down the Control (Ctrl) key to select more than one.

Oversight on our part -- we will enter the data.

Activity and participants have started but the data is not yet avail

Other (Please explain below.)

Please share any information to help explain your answers.

Continue

3. Click on all the reasons that apply. Push down Ctrl as you select if there is more than one reason. The list includes the following:

Oversight on our part - we will enter the data

Activity and participants have started, data not yet available

Other (please explain below)

4. Please use the open text box to provide any necessary background information to help explain your answer.
 - For instance, why do you not yet have data? When do you anticipate having data on number served?
 - Etc.
5. Click Continue when you are done.
6. Once you have verified that the cell should be left blank, the system will replace the blank with an NA. You will see this next time you open the activity card and select enter output data. Please do not type NA into the fields.
7. The system will now take you back to the activity cards so you can enter data for another activity. (This may take a few seconds.)

Special Case #3 - Terminated Activity

There are occasions when a partnership decides to stop funding an activity. In this case:

1. Enter a zero (0) served for each output every quarter after termination. When the system asks for a justification, select "Activity Terminated".
2. Do not delete the activity in Activity Manager 2.0 P.

Special Case #4 – Remove an Optional Output

During the Annual Submission of Activities, each activity was assigned outputs to track based on the Program ID's (PIDs) the partnership selected. Partnerships also had the opportunity to select optional outputs or write in additional outputs they would like to track.

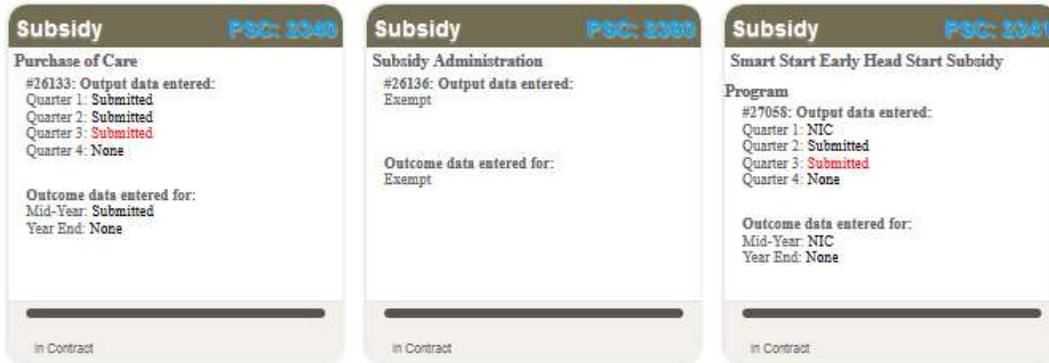
If your partnership no longer wants to report on an optional or additional output:

1. Go to Activity Manager 2.0 P and click on the activity card for the activity with an optional output that you would like to stop reporting on.
2. Click on "Select Outputs" task.
3. Uncheck the optional or additional output that you had added during ASA. The system will save your changes automatically.

Please work with your Program Officer to remove an optional or additional output. The activity card may need to be unlocked for you in fabrik.

Fabrik Reminders

- 1. Activity Manager 2.0 P Data View** - Data View shows the reporting status of your programmatic data. When you click on Data View you will see the output and outcome data reporting status for each of your activities for the fiscal year selected. In our example below, you can see various classifications on the activity cards for each of the reporting periods for outputs (Quarters 1 – 4) and outcome data (mid-year and year-end).



The table below defines each of the reporting status categories that you may see in the Data View. Partnerships are encouraged to utilize the Data View throughout the year to track their data reporting progress as it coincides with the due dates. Note that **red** indicates one or more data elements is late in being submitted or that data has been edited after the deadline for that activity. Do not worry about turning the “Submitted” status red if you are editing the data. We encourage you to correct data from a previous quarter in the FY if you notice a problem. We can track the number of times the data has been edited so we can determine the difference between edits and original submissions.

Reporting Status	Definitions
NIC	Not in Contract: This activity is not in contract so it is not necessary to enter and submit data
None	No data has been saved or submitted and today is not after the due date
None	No data has been saved or submitted and today is AFTER the due date
Saved	Data has been saved prior to the due date
Submitted	Data was submitted prior to the due date
Submitted	Data was submitted or edited AFTER the due date
Exempt	The activity is exempt from reporting data

- Justifications** - Partnerships are able to review submitted justifications on the same screen where data are entered. You will now see the “Justifications” box appearing below the Comment field. When justifications have been submitted during the year, you will be able to view them by hovering your mouse over the box. Each justification will be listed by the date entered.
- Old Comments** – Partnerships will continue to use the “Comment” field to enter additional information about your data that you consider important for NCPC to know for that specific quarter. Once you submit your data for the specific quarter, the system will migrate your comments to the “Old Comment” box so that you can view it when you return to the screen. Hover your mouse over the “Old Comments” box to view the previous quarter(s) comments.



FY 2022-2023 Facility Assignment: Reporting Instructions

Data Submission Calendar

Due Date	Quarter	Service Delivery Months in the Quarter
October 31, 2022	First Quarter	July 1 through September 30, 2022
January 31, 2023	Second Quarter	October 1 through December 31, 2022
April 30, 2023	Third Quarter	January 2 through March 31, 2023
July 31, 2023	Fourth Quarter	April 1 through June 30, 2023

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 assigning the facility(ies) or need other help with fabrik, contact:

- The Help Desk at helpdesk@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

If you have questions about aligning the facility assignments with your outputs, contact your assigned Program Officer:

- Bill O'Donnell at bodonnell@smartstart.org
- Courtney Latta-Sosebee at clatta-sosebee@smartstart.org
- Susan Armstrong at sarmstrong@smartstart.org
- Wren Davisson at wdavisson@smartstart.org
- Emily Jones at ejones@smartstart.org

If you have questions related to developing a process to collect the facilities' names or how this information is used, contact:

- Ann Spence at aspence@smartstart.org
- Katya Bogomoletc at ebogomoletc@smartstart.org

FY22-23 Child Care Facility Assignment

For 2022-2023, partnerships are asked to identify each child care facility served in the following Program IDs:

- **Be Active Kids**
- **Child Care Health Consultation**
- **Color Me Healthy**
- **Consultation and Coaching: Advising for Higher Education**
- **Go NAP SACC/NAP SACC (Nutrition & Physical Activity Self-Assessment for Child Care)**
- **Health Benefits**
- **Incentives for Accessing Higher Education**
- **Incentives to Support Stars**
- **Other Supports to Child Care (*only with another TA Program ID*)**
- **Preventing Obesity by Design**
- **Pyramid Model – Social-Emotional Competence**
- **Raising a Reader**
- **Shape NC**
- **Technical Assistance to Support Stars**
- **Technical Assistance to Support Other Quality - CLASS**
- **Technical Assistance to Support Other Quality - PAS**
- **Technical Assistance to Support Other Quality - BAS**
- **Technical Assistance to Support Other Quality - POEMS**
- **Technical Assistance to Support Other Quality – NAEYC Accreditation**
- **Training (DCDEE Approved)**

Assigning Child Care Facilities to PIDs

To be able to report unduplicated numbers served across certain programs and pull licensing data from DCDEE's database, we need to know which child care facilities were served for particular Program IDs (PIDs). You are requested to enter this information each quarter. The goal is to have a complete list of every child care facility served for each of these select PIDs at the end of the year.

For the identified PIDs, facility assignment will enable NCPC to:

- Remove duplicate reporting of the number of facilities served
- Identify the total number of facilities served
- Estimate the total number of children impacted

In addition, NCPC now has the capacity to use this information to:

- Analyze changes in:
 - Star levels
 - Program standards points
 - Education points
- Identify which facilities participate in multiple services

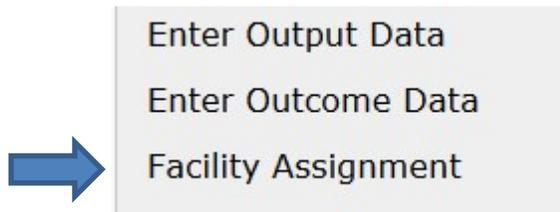
Instructions:

Please follow the steps below to assign facilities to PIDs. It is recommended that you enter your output data prior to assigning child care facilities.

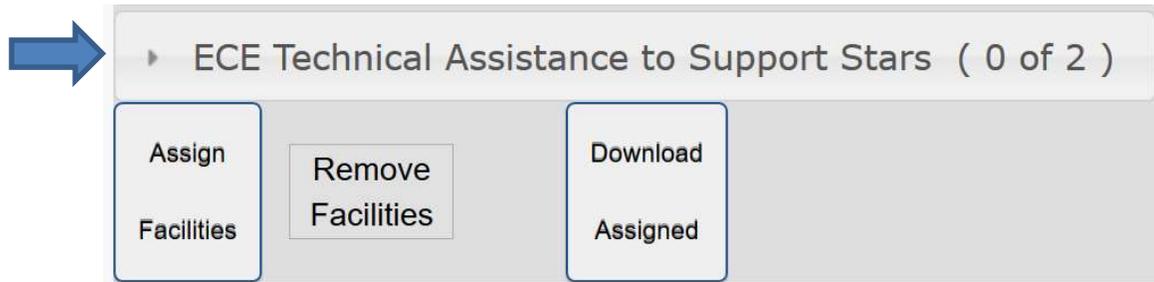
1. Click on an activity card that has at least one of the PIDs needing facilities assigned to it. Go to Data View if you are not sure which activities apply. Those cards with a small building icon have a PID requiring facility assignment.



2. Click on "Facility Assignment" on the left side of the screen.



3. Click on a PID on the left side of the Facility Assignment screen.

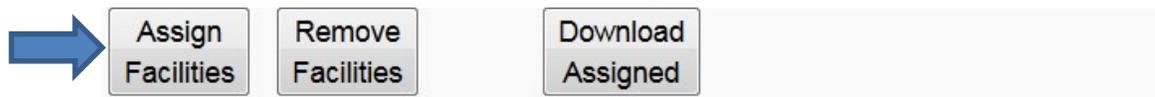


4. Click on a county name on the right side of the Facility Assignment screen to open the list of child care facilities. The county(ies) assigned to your partnership appear first. If the facility served is in a nearby county, click Surrounding Counties. **(If you do not see the facility you are looking for in the list, please see step #10.)**
5. Click on the facilities in the listing that received assistance for that PID. The list contains both child care centers and child care homes.

→ *Hint:* Scroll over the name to see the full name and address.

→ *Hint:* Hold down the CTRL button on your keyboard to select more than one.

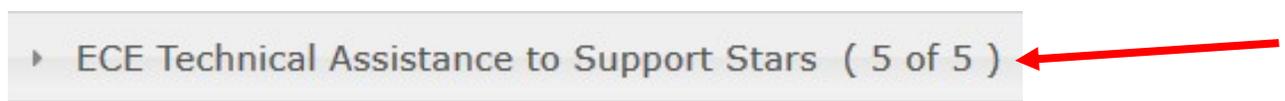
6. Click on the "Assign Facilities" button to assign the selected facilities to the PID.



7. If you make a mistake, click the PID, then select the facility to be removed, and click "Remove Facilities".



8. On the Facility Assignment screen, the notation (# of #) after the PID indicates how many facilities you have assigned compared to how many you entered as the year-to-date total for the output for that PID. These numbers should be the same when you are finished.



→ *Note:* The year-to-date total is also found under Enter Output Data in the menu on the left of the screen in Fabrik.

ECE Technical Assistance to Support Stars					
Question	Q1	Q2	Q3	Q4	YTD Total
*Number of child care facilities participating {overall total}.	5	0			5

→ *Note:* When you are in the Data View, the activity card will indicate a match or a mismatch.



→ *Mismatch Example:* If the year to date total for number of child care centers participating in that PID is 13, and you have selected 8 facilities from the list so far, you would see "(8 of 13)" on the Facility Assignment screen. If these numbers are not equal, you know to select additional facilities from the list. In this case, if the display were (8 of 13) you would need to select 5 more facilities.

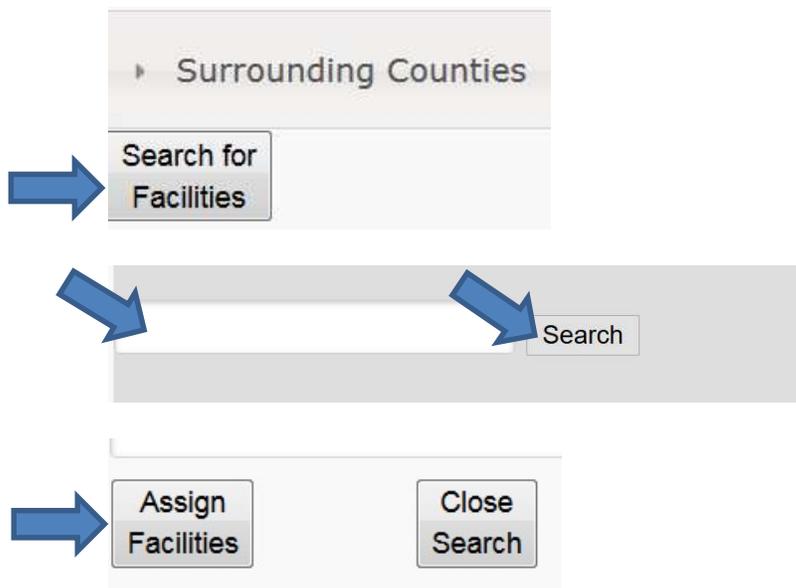
→ *Hint:* Click "Download Assigned" to see a list of all facilities currently assigned to each PID. This may be helpful in identifying those that have not yet been selected.



9. The list of assigned facilities under each PID reflects the year-to-date total. Do not remove a facility after you stop working with it during the fiscal year. If the facility is in your year-to-date output total, then it should be selected and stay on your list for the whole fiscal year.

10. The list of facilities to assign is updated regularly based on data from DCDEE. If you do not see the facility on the list, please follow these steps:

→ Click on the “Search for Facilities” button and type in a portion of the facility name in the box once the Search screen appears and click “Search”. If that does not work, try putting in part of the address and click “Search”. Once you have found the facility you want, click on that facility to select it and then click “Assign Facilities”. The facility should then appear in the listing under the PID you selected earlier. If your search does not identify the facility you want, click “Close Search”.



→ If you still do not find it, check for the facility in surrounding counties.



→ Lastly, contact Meshell Reynolds at mreynolds@smartstart.org if you are not able to locate the facility. Please share with her the name of the facility, address, and general timeframe the facility received technical assistance to help Meshell identify the facility to add in fabrik.