



Early Childhood Evaluation Advisory Subcommittee Meeting

February 12, 2018
3:30-5:00 p.m.

First 5 San Mateo County
1700 S. El Camino Real, #405
San Mateo, CA 94402

Committee Members/F5SMC Commissioners: David Canepa, Neel Patel, Louise Rogers

Grantee Representatives: Heather Cleary, Peninsula Family Service; Tracey Fecher, Community Gatepath

Staff: Michelle Blakely, Jenifer Clark

Minutes: Jenifer Clark

AGENDA

	Item	Presenter
1.	Agenda Review & Announcements	Clark
2.	Elect Committee Chair for Calendar Year 2018	All
3.	Approval of the August 21, 2017 Early Childhood Evaluation Advisory Subcommittee Meeting Minutes (Attachment 3)	Chair/All
4.	Discussion: Updated Reporting Requirements for F5 California Annual Report (Attachment 4)	Clark
5.	Discussion: Revised F5SMC Program Reporting (Attachment 5)	Clark
6.	Next Steps	Chair/All
7.	Adjourn	Chair
Next Meeting Date(s): <i>April 16th</i>		

FIRST 5 SAN MATEO COUNTY**Early Childhood Evaluation Advisory Subcommittee****Meeting Minutes****August 21, 2017**

Commissioners Present: Pam Frisella, Neel Patel (via phone), Louise Rogers
Commissioners Absent: Michael Garb
Grantee Representatives: Heather Cleary, Tracey Fecher
Staff: Michelle Blakely, Jenifer Clark

1. Agenda Review & Announcements

The agenda was approved with no changes.

2. Approval of the June 2017 Early Childhood Evaluation Advisory Subcommittee Minutes

Minutes were approved with no changes.

3. Discussion: Big Data Pilot Project

Big Data Pilot Project: The Gardner Center recently provided a memo outlining the current status of this initiative, which the group reviewed and discussed in detail. Although there has been substantial interest and excitement around the conceptual possibilities for such a data-linkage project, it has been more challenging than anticipated to move beyond the theoretical and begin to implementing the data sharing and linking. Challenges noted by the Gardner Center include the following:

- Constraints and concerns regarding sharing client data: Generally speaking, agencies are legally allowed to share this information for research purposes. However, some agencies were unsure of this or uncomfortable sharing without explicit consent, and others had promised clients that their data would never be shared without consent even though this degree of restriction was not mandated from a legal or regulatory standpoint. In the current political climate, these concerns are even more pressing for these agencies.
- Resource constraints and competing priorities: Implementing a data sharing project like this requires agencies to allocate resources including staff time to meet with researchers and to handle data transfer, legal fees for questions regarding data security and sharing, etc. Many agencies understandably prioritize their work with clients and their internal needs around data management and analysis.
- Lack of a shared network and vision: The research questions and methods for this project were largely determined by the funders. In retrospect, potential data partners would be more likely to take ownership of the project, allocate resources, and prioritize the work if they were able to participate in conversations at both the conceptual and practical level. Allowing data partners to help shape the direction of the research and to provide a forum where the specific issues around legal constraints, client consent,

and the technical aspects of data sharing would foster a sense of community and a shared vision.

- The group discussed these challenges at length, as well as possible ways to move the data-sharing conversation forward. Ideas included:
- Using qualitative methods to examine the existing research questions.
- Initiating a collective impact approach to data sharing and linking, with a task force or steering committee and regular meetings among the relevant agencies. Meetings could include presentations by successful data linkage projects in Santa Clara County and Los Angeles County; information regarding HIPAA, FERPA, and other legal or regulatory issues around data sharing; collaborative development of local research questions focused on child and family outcomes; presentation of local data from the CYSOC project, the Big Lift, or other data-heavy efforts.
- Focusing even more tightly on one or a handful of agencies who are willing to share data that may be able to provide a proof of concept.

There will be ongoing discussion with the Gardner Center, the Evaluation Committee, and the relevant agencies to further flesh out and determine the best way for F5SMC to support a meaningful and actionable conversation on data sharing.

4. **Discussion: Strategic Plan Indicators and Outcomes**

The group also reviewed and provided feedback on child and family indicator trends from F5SMC data spanning 2009-2015, and the Strategic Plan Indicator Dashboard. This information will be presented to the Commission at its upcoming meeting.

5. **Next Steps:**

Next Scheduled Meeting: October 16, 2017, from 3:30-5pm, at the F5SMC Offices.



Annual Report Guidelines

Fiscal Year 2017–18

Table 2. Result Areas, Service Categories, Grantee Types, and Program Models

Result Area 1: Improved Family Functioning				
Service Category	Grantee Type	Data to Insert	Program Model*	
General Family Support	County Health & Human Services	Expenditures, Number of Persons Served	211	
	County Office of Education/School District		HIPPY	
	Family Child Care		Benefits enrollment (CalFresh)	
	Child Care Centers		Abriendo Puertas	
	Higher Education		Triple P 2-3	
	Hospital/Health Plan		FRCs Core Support	
	R & R (COE or Non-Profit)		Five Protective Factors	
	Other Public		Avance	
			Other	
Intensive Family Support	CBO/Non-Profit		Triple P 4-5	
	Research/Consulting Firm		Incredible Years	
	Internal		Nurturing Parenting Program	
			Parents as Teachers	
			SafeCare	
		Other		
Total		Automatically generated		
Result Area 2: Improved Child Development				
Service Category	Grantee Type	Data to Insert	Program Model*	
Quality Early Learning Supports	County Health & Human Services	Expenditures, Number of Persons Served	Business Supports	
	County Office of Education/School District		CLASS	
	Family Child Care		CSEFEL	
	Child Care Centers		DRDP	
	Higher Education		ERS	
	Hospital/Health Plan		Facility Grants	
	R & R (COE or Non-Profit)		PITC	
	Other Public		Other	
Early Learning Programs (Direct Costs)	CBO/Non-Profit		Summer Programs	
	Research/Consulting Firm		Playgroups	
	Internal		First 5 funded Preschool Slots	
			Other	
Total			Automatically generated	

*Expenditures and number of persons served are reported at the level of Grantee Type, but the Program Model(s) must be identified by selecting the appropriate checkbox.

Table 2 (continued)

Result Area 3: Improved Child Health				
Service Category	Grantee Type	Data to Insert	Program Model*	
General Health Education and Promotion	County Health & Human Services	Expenditures, Number of Persons Served	Nutrition	
	County Office of Education/School District		Health Access	
	Family Child Care		Safe Sleep	
	Child Care Centers		Car Safety	
	Higher Education		Tobacco/Drug	
			Other	
Prenatal and Infant Home Visiting	Hospital/Health Plan		Nurse Family Partnership	
	R & R (COE or Non-Profit)		Healthy Families America	
	Other Public		Other	
Oral Health Education and Treatment	CBO/Non-Profit			
	Research/Consulting Firm		Other	
	Internal			
Early Intervention			Other	
Total		Automatically generated		
Result Area 4: Improved Systems of Care				
Service Category	Grantee Type	Data to Insert	Program Model*	
Policy and Public Advocacy	County Health & Human Services	Expenditures		
	County Office of Education/School District		Other	
	Family Child Care			
Program and Systems Improvement Efforts	Child Care Centers		Baby Friendly Hospitals	
	Higher Education		Fatherhood	
	Hospital/Health Plan		Health Systems	
	R & R (COE or Non-Profit)		Family Strengthening Systems	
	Other Public		Place-Based	
	CBO/Non-Profit		Talk. Read. Sing.	
	Research/Consulting Firm		Trauma-Informed Care/ACES	
	Internal		Other	
Total			Automatically generated	

*Expenditures and number of persons served are reported at the level of Grantee Type, but the Program Model(s) must be identified by selecting the appropriate checkbox.

County Service Narrative and Demographic Worksheet (AR-2) Overview

Purpose

The purpose of the County Demographic Worksheet (AR-2) is to capture demographic information about the populations served by each First 5 commission at the county level.

Demographic Worksheet

To ensure submission of accurate demographic data in the AR-2, provide unduplicated counts of populations served within the county including breakdowns by population category, race/ethnicity, and primary language spoken in the home

County Service Demographic Worksheet (AR-2) Instructions

Information Reported

This section provides instructions on how to complete the AR-2:

- Population Served
- Race/Ethnicity of Population Served
- Primary Language Spoken in the Home
- Duplication Assessment

Demographic Worksheet

The Demographic Worksheet captures unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers at the county level.

To the extent possible, counts of persons served should be unduplicated for AR-2. County commissions should aggregate number of persons served across Results/Services/Grantee Types reported in AR-1 to complete the Demographic Worksheet. Because duplicated counts are allowed in the AR-1, the total number of persons for demographic data reported in the AR-2 should be the same or less than the number of persons reported in the AR-1.

Duplication Assessment

The Duplication Assessment provides context for the counts of persons served in the Demographic Worksheet. Using the rating scale, identify the level of certainty that numbers reported in the Demographic Worksheet are unduplicated. Also, provide an estimate of the degree of duplication of services across all result areas.

Appendix B

Result Areas and Service Definitions

Result Area: Improved Family Functioning

General Family Support

Programs providing short-term, non-intensive instruction on general parenting topics, and/or support for basic family needs and related case management (e.g., meals, groceries, clothing, emergency funding or household goods acquisition assistance, and temporary or permanent housing acquisition assistance). General family support may also include referrals to family services such as Family Resource Centers (FRCs) and other community resources. Adult and family literacy and fatherhood programs also should be included here. In general, these programs are designed to provide less intense and shorter term (“lighter touch”) support services and classes for families by paraprofessional staff (e.g., FRCs). Operational and support for family support agencies and/or networks should be reported here.

Targeted Intensive Family Support Services

Programs providing intensive and/or clinical services by a paraprofessional and/or professional, as well as one-to-one services in family support settings. Programs are generally evidence-based and designed to support at risk parents and families prenatally or with young children to increase knowledge and skills related to parenting and improved family functioning (e.g., counseling, family therapy, parent-child interaction approaches, and long-term classes or groups). This also is the category for reporting comprehensive and/or intensive services to special populations (i.e., homeless, teen parents, foster children, special needs). Data for home visiting programs working with children older than one year of age should be entered in this service area.

Result Area: Improved Child Development

Quality Early Learning Supports

Programs designed to enhance early learning programs such as professional development for early educators, or implementation and integration of services. This service category may include First 5 Improve and Maximize Programs so All Children Thrive (F5 IMPACT) and other Quality Rating and Improvement System investments.

This also could include interagency collaboration, facility grants and supply grants to providers, support services to diverse populations, and database management and development. Extra supports in early childcare education (ECE) settings for homeless children, Federal Migrant or Tribal Child Care programs and children receiving Alternative Payment (AP) vouchers for childcare should be included here. This is ECE settings work; non-ECE settings will be in family support.

Early Learning Programs

Early learning programs for children 0 - 5 years, which may include preschool programs, kindergarten transition services, and early learning programs for all ages. Early learning programs for primary caregiver and their children together, such as playgroups, primarily focusing on 0 - 3 year-olds are also included here. Programs may include are child related early literacy and Science, Technology, Engineering, and Math (STEM) programs; programs for homeless children; migrant programs; and similar investments.

Result Area: Improved Child Health

General Health Education and Promotion

Programs promoting children's healthy development, including nutrition, fitness, access to health/dental/vision insurance and health services. Programs may also focus on increased awareness of information about child safety seats, fire, safe sleep, and drug/alcohol/tobacco education.

Prenatal and Infant Home Visiting

Programs designed to improve the health and well-being of women during and after pregnancy, and the infant by a paraprofessional and/or professional. Programs may provide comprehensive support including parenting education, health information, developmental assessments, providing referrals, and promoting early learning. These are home visiting programs that include prenatal care and generally do not include programs for children older than one year of age.

Oral Health

Programs providing an array of services that can include dental screening, assessment, cleaning and preventive care, treatment, fluoride varnish, and parent education on the importance of oral health care. This may include provider training and care coordination of services.

Early Intervention

Programs providing screening, assessment, diagnostic services. Programs including early intervention or intensive services to children with disabilities and other special needs, or at-risk for special needs should be included here. May include strategies targeting language and communication skills, social and emotional development, developmental delays, and related parent education. Mental Health Consultations in ECE settings should be included here. "Special Needs" refers to those children who are between birth and five years of age and meet the definition of "Special Needs" provided in the General Definitions in Appendix D.

Result Area: Improved Systems of Care

Policy and Public Advocacy

Policy and Public Advocacy includes community awareness, public outreach and education on issues related to children 0 - 5 and their families. This should also include work focused on policy change, work with local and statewide stakeholders, policy development, and related efforts. Town Halls should be reported here.

Program and Systems Improvement Efforts

Program and Systems improvement include efforts to improve the service quality, improving connections between programs, infrastructure support, and professional development. This may also include activities such as business planning, grant writing workshops, sustainability workshops, and assistance in planning and promoting large community conferences or forums. These improvement efforts should result in improved outcomes for children ages 0 - 5 years of age. Improvements could be geared toward creating a well-trained workforce with shared professional standards and competencies; creating strong and effective linkages across particular system components; or leveraging funding to sustain the system of care. Database management and other cross-agency systems evaluation support should be reported here.

First 5 San Mateo County
 Scope of Work Dates:
 Lead Agency Name/Program Name:

Program Component #X:																	Notes
Activities	Timeframe	Responsible	Documentation	Yes/No/NA*	# Parents/ Caregivers served			# Other Family Members Served			# Children Served			# Providers Served			
					Annual Target	Mid-Year Actual	Year-End Actual	Annual Target	Mid-Year Actual	Year-End Actual	Annual Target	Mid-Year Actual	Year-End Actual	Annual Target	Mid-Year Actual	Year-End Actual	
A																	
B																	
C																	
D																	

*Note: If this activity does not serve clients directly, it is reported as a "Yes/No/NA" item. If you are directly serving clients, please report your target and actual numbers in the appropriate columns, and ignore the "Yes/No/NA" column.

Please enter the UNDUPLICATED number of clients served through this program component.

Captured in Persimmony as:
 PC #X: Mid-Year
 PC #X: Year End

Yes/No/NA	# Parents/ Caregivers	# Other Family Members	# Children 0-2	# Children 3-5	# Children Age Unk	# Providers

First 5 San Mateo County
 Scope of Work Dates:
 Lead Agency Name:

Program Component #6: Systems Change													
Activities	Timeframe	Responsible	Documentation	Yes/No	# Parents/ Caregivers served		# Other Family Members		# Children Served		# Providers		Notes
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	
A	Distribute F5 materials to project clients and at community events												
B	Distribute First 5's Kit for New Parents												
C	Participate in F5SMC Learning Circles and other collaborative efforts												
D	Document measures to increase efficiencies and reduce duplication within service delivery												
E	Participate in F5SMC's communications work group; provide input on communication materials & content as appropriate												

Captured in Persimmony as:	Yes/No	# Parents/ Caregivers	# Other Family Members	# Children 0-2	# Children 3-5	# Children Age Unk	# Providers
PC #6A Systems Change: F5 Materials							
PC #6B Systems Change: KNP							
PC #6C Systems Change: Learning Circles & Other Collaborative Meetings							
PC #6D Systems Change: Efficiency & Reduced Duplication							
PC #6E Systems Change: Communications Workgroup							
Please indicate with a YES or a NO that the items on this tab are ongoing or have been achieved.							

First 5 San Mateo County
Scope of Work Dates:
Partner Agency Name:

Program Component #6: Systems Change					# Parents/ Caregivers served		# Other Family Members		# Children Served		# Providers			
Activities	Timeframe	Responsible	Documentation	Yes/No	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Notes	
A	Distribute F5 materials to project clients and at community events		Reported on in detail by Lead Agency. Please attest below that your agency is aware of these requirements, understands your obligation to meet them, and is implementing these activities as required.*											
B	Distribute First 5's Kit for New Parents													
C	Participate in F5SMC Learning Circles and other collaborative efforts													
D	Document measures to increase efficiencies and reduce duplication within service delivery													
E	Participate in F5SMC's communications work group; provide input on communication materials & content as appropriate													

*Note: Whether a particular activity in the standard workplan is required by your agency is dependent on the characteristics of the program and determined in consultation between F5SMC and Lead and Partner agencies during scope of work development. If you are unsure whether your agency is required to implement an activity, please contact your lead agency.

Please indicate with a YES or a NO that the items on this tab are being implemented as required.

Captured in Persimmony as:
 PC #6: Understanding and Implementing Systems Change Items

Yes/No	# Parents/ Caregivers	# Other Family Members	# Children 0-2	# Children 3-5	# Children Age Unk	# Providers

First 5 San Mateo County
Scope of Work Dates:
Partner Agency Name:

	Program Component	Yes/No/NA	# Parents/ Caregivers Actuals		# Other Family: Actuals		# Children 0-2: Actuals		# Children 3-5: Actuals		# Children Age Unk: Actuals		# Providers: Actuals	
			Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End
PC #1														
PC #2														
PC #3:														
PC #4														
PC #5:														
PC #6A	PC #6A Systems Change: F5 Materials													
PC #6B														
PC #6C														
PC #6D														
PC #6E														

Please enter the **unduplicated** number of parents/caregivers and children served, broken out by race/ethnicity and language, **for the entire F5SMC-funded program**. This includes clients served through subcontractors.

Race/Ethnicity	# Parents/ Caregivers Actuals		# Children 0-5 Actuals	
	Mid-Year	Year End	Mid-Year	Year End
Alaska Native or American Indian				
Asian				
Black/African American				
Hispanic/Latino				
Pacific Islander				
White				
Multiracial				
Other				
Unknown				

Primary Language	# Parents/ Caregivers Actuals		# Children 0-5 Actuals	
	Mid-Year	Year End	Mid-Year	Year End
English				
Spanish				
Cantonese				
Mandarine				
Korean				
Vietnamese				
Other				
Unknown				

First 5 San Mateo County
Scope of Work Dates:
Partner Agency Name:

	Program Component	Yes/No/NA	# Parents/ Caregivers Actuals		# Other Family: Actuals		# Children 0-2: Actuals		# Children 3-5: Actuals		# Children Age Unk: Actuals		# Providers: Actuals	
			Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End	Mid Year	Year End
PC #1														
PC #2														
PC #3:														
PC #4														
PC #5:														
PC #6	PC #6 Systems Change: Understanding and Implementing Systems Change													