



AGENDA ITEM: 8

DATE OF MEETING: October 19, 2011

ACTION:   X  

INFORMATION: \_\_\_\_\_

## **CONTINUATION OF CONTRACTS FOR SIGNATURE PROGRAM DATA COLLECTION AND STORAGE**

### **SUMMARY OF REQUEST**

First 5 California staff requests approval of the continuation of contracts for the signature program data collection design, development and implementation (DDI) agreements through July 1, 2012, continuation of the data storage and maintenance agreement through September 2014, and authority to enter into a three-year contract for data collection system user support.

### **BACKGROUND**

#### **Mandates**

Since its creation in 1998, First 5 California has been required to assess and evaluate its programs and services as mandated by Section 130105 of the California Health and Safety Code which states that First 5 California must support:

*Research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services.*

The assessments and evaluations conducted are in support of the First 5 California Signature Programs: Child, Teacher, and Parent and track program quality and child and family outcomes. Currently, the CARES Plus Teacher program is supported by the First 5 California's Data Collection System. As First 5 California readies to launch the Child and Parent programs, the data collection system is scalable and will further enhance current data collection efforts to include national and international measurement tools. First 5 California will further use the data system to create the Annual Report to the Governor and the Legislature, support county commissions through the dissemination of best practices, support First 5 California's policy direction, and inform program improvement. In order to obtain all this necessary functionality, the development of this comprehensive data system must continue without interruption.

An overview, with screen shots, of First 5 California's Signature Program Data Collection System as it applies to the Teacher Signature Program is provided as

Attachment 1. In addition is a status report on the project from the Independent Verification and Validation contractor (Attachment 2).

**SUMMARY OF REQUEST**

An information technology project of the scope of First 5 California’s data system is made up of many important parts. This chart provides a summary of the previously approved funding authority for First 5 California’s current data collection contracts and the proposed \$630,000 in funding augmentations for these agreements necessary to continue the design, implementation, maintenance, and training for the signature program data collection system.

Data Collection Contracts	Previously Approved Contract Amounts	Proposed Funding Augmentation	Commission Action Request Summary
<b>System Development</b>			
Data Collection System Development	\$2,516,760		Time extension through 12/31/12
Independent Verification and Validation and Project Oversight	\$272,000	\$100,000	Time extension through 12/31/12 plus contract amount augmentation
Testing and Business Analysis Support	\$491,700	\$265,000	Time extension through 12/31/12 plus contract amount augmentation
<b>Maintenance and Operations</b>			
Data Collection Storage and Maintenance	\$792,000		Time extension through 9/30/14
<b>Technical Assistance</b>			
Data Collection User Support		\$265,000	New funding authority
Totals	\$4,072,460	\$630,000	

**HISTORY**

**State Commission Approval of Statewide Evaluation Framework**

In January 2006, the State Commission approved funding for First 5 California’s research and evaluation efforts from March 1, 2006, through June 30, 2009. In September 2007, the State Commission approved the State Evaluation Framework and extended the date for implementing the Evaluation Framework from June 30, 2009, to December 31, 2011. First 5 California has worked closely with the First 5 county commissions, via an Evaluation Workgroup, on the design and implementation of the Evaluation Framework.

### **Data Collection System Design and Storage Contract Timeline**

Dec 2008	Information Technology Request for Proposal (RFP) released
Dec 2009	Data Collection Design, Development, and Implementation (DDI) contract awarded (M Corp)
Mar 2009	Independent Verification and Validation and Project Oversight Contract Executed (Leveraged Procurement)
Aug 2010	DDI contract executed
Aug 2010	Testing and Business Analysis Support contract executed (Leveraged Procurement)
Apr 2011	DDI contract amended to incorporate CARES Plus data collection
Oct 2011	Data Collection System, Phase I implementation
Oct 2011	Data Collection System Storage and Maintenance contract approved by Department of General Services

### **Signature Program Data Collection System Contracts – Development and Implementation**

Each of the contracts supporting the First 5 California signature program data collection system has specific and important functions. They include:

- **Data Collection System Development:** Design, Develop, and Implement (DDI) a statewide data collection system. The intent of the data system is to support all First 5 California signature programs by housing program data, participant data, and nationally recognized evaluation and assessment tools key to evaluating program success. In addition, the data system will integrate three stand-alone systems into one comprehensive system to support *First 5 California Annual Report* data collection, County Case and Program Management data collection and immediate retrieval of data to support teachers and parents of children ages 0 to 5.
- **Independent Verification and Validation and Project Oversight:** Provide independent project oversight and independent verification and validation for the DDI portion of the statewide data system. The tasks performed are typically supported by a third party and are standard operating procedure on State of California Information Technology projects of this size.
- **Testing and Business Analysis Support:** Business analysis, writing test scripts, user test execution, and system test execution. The tasks performed are highly technical in nature and require expertise outside of those tasks performed by First 5 California staff.
- **Data Collection System Storage and Maintenance:** Maintenance and operations for statewide data system by performing tasks such as providing new accounts, maintaining current accounts, password resets, system outages, system updates, and monitoring performance of the data system. The tasks

performed by the help desk under this contract directly support First 5 California staff, First 5 counties and partners. The original request for proposal as released by First 5 California intended to award, at the option of the state, a three-year maintenance and operations contract.

- **Data Collection User Support:** Provide additional end user support and training not currently covered by data system implementation or the maintenance and operations contracts.

## RECOMMENDATION

Staff recommends the following actions related to the Signature Program Data Collection System as previously outlined in the chart on page 2:

1. Data Collection System Development: **Approval to extend the contract for the Data Collection System Development through December 31, 2012.** The current DDI contract in the amount of \$2,516,760 expires December 31, 2011. An extension of authority is necessary to complete the system as described in the original request for proposal. While First 5 California received authority to implement the State Evaluation Framework in 2007, the competitive bid process took approximately 28 months to achieve an executed contract. The original DDI timeline was 20 months from the contract start date. Since the execution of the contract in August 2010, additional requirements were developed to support the First 5 California signature program, CARES Plus, and subsequently created an adjustment in the schedule and necessitates a request for contract extension. **Since this contract is deliverable based, no additional funding beyond the initial contract amount is necessary to complete the data collection system as bid by the contractor.**
2. Independent Verification and Validation and Project Oversight: **Approval to extend the contract for Independent Verification and Validation and Project Oversight through December 31, 2012, with an augmentation of \$100,000 in additional funding.** The current contract in the amount of \$272,000 expires December 31, 2011. Approval of this request will allow this essential work to continue and run parallel with the Data Collection System Development work performed by the primary vendor. This contract is task based and requires personnel hours to support the implementation of the data system. Additional funding is required to mitigate risks and support implementation of the data collection system.
3. Testing and Business Analysis Support: **Approval to enter into a new agreement for up to \$265,000.00 through December 31, 2012, for Testing and Business Analysis Support for the Data Collection System.** The current contract in the amount of \$491,700 expires December 31, 2011. An extension of time is necessary during the DDI phase and work in tandem with the primary

vendor. This contract is task-based and requires reimbursement for personnel hours.

4. Data Collection Storage and Maintenance: **Approval to extend the contract for Data Collection, Maintenance, Operations and Storage through September 30, 2014.** Current contract authority expires December 31, 2011; an extension of time for 33 additional months would in effect complete the original 36 month term agreement as stipulated in the request for proposal and response supplied by the vendor. **Since this contract is deliverable based, no additional funding beyond the maximum contract amount of \$792,000 is necessary through October 2014.**
5. Data Collection User Support: **Approval to enter into a new agreement for up to \$250,000.00 through September 30, 2014, using the State contracting process to provide end user support and training for First 5 California's data collection system.** Additional end user support and training is not currently covered in the data collection system development or maintenance and operations contracts. The tasks to be performed through this proposed contract include user acceptance testing support, end user training sessions, training materials, job aids, technical assistance, and First 5 California and First 5 county and partner data entry support. A key element when implementing a new data collection system is sufficient support to the end user. This contract will ensure that First 5 counties and partners using the data collection system have the necessary training and support to provide accurate data in the most efficient manner.

First 5 California has sufficient funds to support this request for funding augmentations for a total of \$630,000. These funds will be charged to the Research and Development account. The remaining requests are for time extensions and will not result in additional resource expenditures.

## **RESEARCH AND EVALUATION ADVISORY COMMITTEE REVIEW**

On September 29, 2011, First 5 California staff met with Commissioners Patrick Duterte and Dr. Maria Minion, as Research and Evaluation Advisory Committee representatives, to provide an overview of First 5 California's data collection system and to review the proposal to maintain the current contracts for the data collection and storage system and to enter into a new contract to provide county technical assistance, as described above.

## **ATTACHMENTS**

Attachment 1 – Teacher Signature Program Data Collection System  
Attachment 2 – Report from Independent Verification and Validation Contractor

**AGENDA ITEM 8.B.**  
**DATE OF MEETING: October 19, 2011**

**FUNDING REQUEST FISCAL DETAIL**

Title of Request:		Continuation of Contracts for Signature Program Data Collection and Storage – Independent Verification and Validation and Project Oversight			<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Program Disbursement <input type="checkbox"/> Special Disbursement	
Amount of Current Agreement:		Up to	\$272,000	Expenditures to Date:	\$200,430	
Current Term of Agreement:		3/10/2009	Through	12/31/2011		
			Fiscal Year Detail			
			FY 11-12	FY 12-13	FY 13-14	FY 14-15
New Amount Requested:		Up to	\$100,000	\$34,242	\$65,758	
Total Amount of Agreement:		Up to	\$372,000	\$105,812	\$65,758	
Proposed Funding Term:		3/10/2009	Through	12/31/2012		
First 5 California Account Name:		Research and Development	Account Number	0637	Fund Availability Confirmed	<input checked="" type="checkbox"/> Yes By: _____
Statutory Purpose: Health and Safety Code 130105(d)(1)(D)		Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the State Commission.				
Do our funds leverage others?		<input type="checkbox"/> Yes (explain) <input checked="" type="checkbox"/> No	Commission Funds	Leveraged Funds	Total Funds	
Explanation:						
Key Deliverable Descriptions					Deliverable Date	
Ongoing performance of independent risk and project oversight services for the development of the Signature Program data collection system.					Through 12/31/2012	

**AGENDA ITEM 8.C.**  
**DATE OF MEETING: October 19, 2011**

**FUNDING REQUEST FISCAL DETAIL**

Title of Request:	Continuation of Contracts for Signature Program Data Collection and Storage – Testing and Business Analysis Support				<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Program Disbursement <input type="checkbox"/> Special Disbursement	
Amount of Current Agreement:	Up to	N/A	Expenditures to Date:	N/A		
Current Term of Agreement:	N/A		Through	N/A		
			Fiscal Year Detail			
			FY 11-12	FY 12-13	FY 13-14	FY 14-15
New Amount Requested:	Up to	\$265,000	\$132,500	\$132,500		
Total Amount of Agreement:	Up to	\$265,000	\$132,500	\$132,500		
Proposed Funding Term:	1/1/2012		Through	12/31/2012		
First 5 California Account Name:	Research and Development	Account Number	0637	Fund Availability Confirmed	<input checked="" type="checkbox"/> Yes By: _____	
Statutory Purpose: Health and Safety Code 130105(d)(1)(D)	Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the State Commission.					
Do our funds leverage others?	<input type="checkbox"/> Yes (explain) <input checked="" type="checkbox"/> No	Commission Funds		Leveraged Funds		Total Funds
Explanation:						
Key Deliverable Descriptions						Deliverable Date
Project testing and promotion of technical solutions for the design, development, and implementation of the signature program data collection system.						Through 12/31/2012

**AGENDA ITEM 8.D.  
DATE OF MEETING: October 19, 2011**

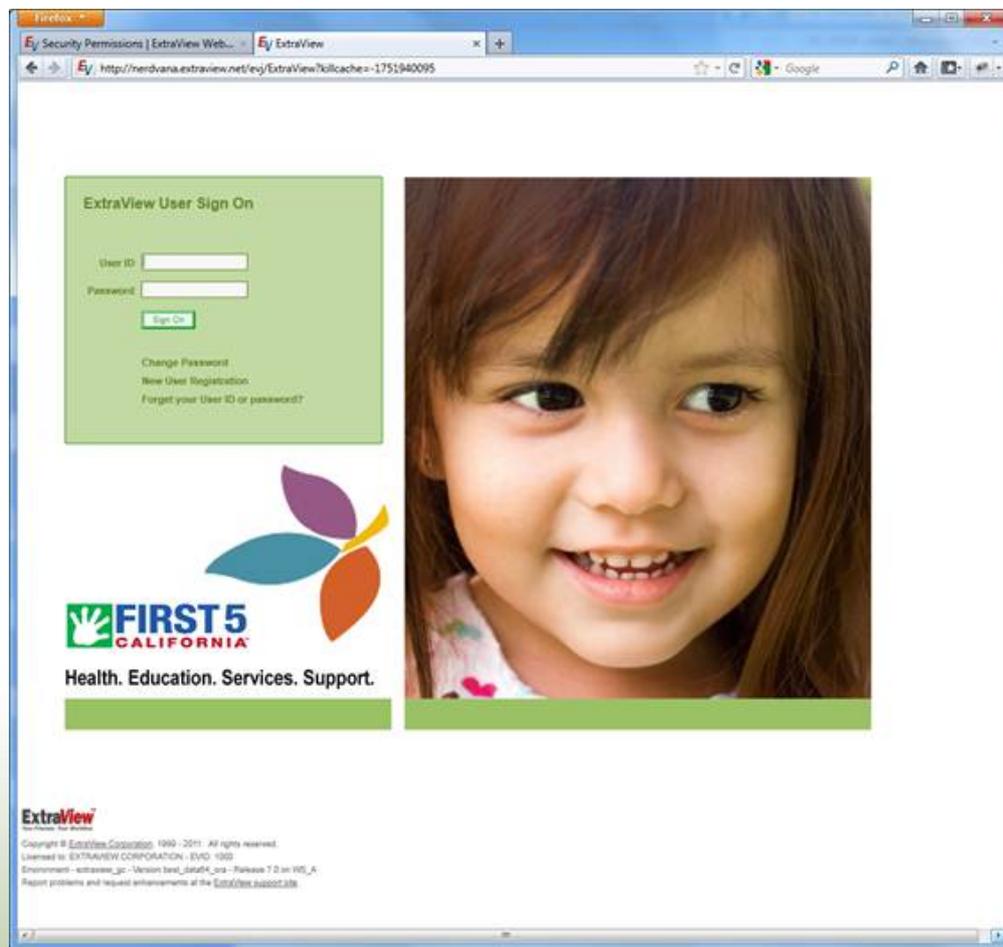
**FUNDING REQUEST FISCAL DETAIL**

Title of Request:		Continuation of Contracts for Signature Program Data Collection and Storage – User Support and Training				<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Program Disbursement <input type="checkbox"/> Special Disbursement	
Amount of Current Agreement:		Up to	N/A	Expenditures to Date:		N/A	
Current Term of Agreement:		N/A		Through	N/A		
				Fiscal Year Detail			
				FY 11-12	FY 12-13	FY 13-14	FY 14-15
New Amount Requested:		Up to	\$250,000.00	\$51,471	\$88,235	\$88,235	\$22,059
Total Amount of Agreement:		Up to	\$250,000.00	\$51,471	\$88,235	\$88,235	\$22,059
Proposed Funding Term:		Upon DGS Approval		Through	September 30, 2014		
First 5 California Account Name:		Research and Development		Account Number	0637	Fund Availability Confirmed	<input checked="" type="checkbox"/> Yes By: _____
Statutory Purpose: Health and Safety Code 130105(d)(1)(D)		Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the State Commission.					
Do our funds leverage others?	<input type="checkbox"/> Yes (explain) <input checked="" type="checkbox"/> No	Commission Funds		Leveraged Funds		Total Funds	
Explanation:							
Key Deliverable Descriptions						Deliverable Date	
Ongoing training and technical assistance to county commission and lead agencies using First 5 California's data collection system.						Through 9/30/2014	

# Teacher Signature Program Data Collection System



# Preview of PROOF Screens



## Program Setup

- View information about the State Signature Program
- Understand the reporting requirements of the State
- Define data elements specific to County needs

## List Administration

- Designate contacts within the County

## Program Operations

- Submit required reports to the State
- List participants within a program

## Participants

- Setup a participant
- Manage a participant within each Program

# PROOF Screens – Program Setup

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## Program Profile

- State Signature Program Start and End Dates
- Program Focus

## Program Requirements

- Required Report Submissions

## County Setup

- Fiscal Year Allocations and Budgets
- Lead Agency and Designation of Components
- Local Area Agreements
- Partners and Contacts
- County Specific Fields

# Program Setup



Profile Detail

Program Requirements

County Setup

## Program Profile

- \* Program Name State Signature Program II
- \* Program Description State Signature Program
- \* Program Type State Signature Program
- \* Program Status Active
- \* Program includes Phase Yes  
I (planning and development)
  - \* Phase I Start Jul 1, 2011
  - \* Phase I End Jul 31, 2011
  - \* Phase II Start Aug 1, 2011
  - \* Phase II End Jul 31, 2013
  - Program Start Jul 1, 2011
  - Program End Jul 31, 2013

## Commission Approval

- \* Total Authority 35,000,000
- Agenda Item Number 100
- Commission Approval Date Jun 1, 2011

## Program Focus

- Strategic Goal 1 Focus on Policy Development: Implement a comprehensive policy agenda that elevates...  
Strategies 1.1 Affiliations - Increase the number and depth of state and national partnerships and...
- \* Service / Result Area Child Development Early Education Program

## Solicitation

- Solicitation Type Request for Funding
- \* Release Date Apr 1, 2011
- \* Award Date May 1, 2011

## First 5 California Program Owners

There are no related items

## Program Documents

Attach (Click button to add.)	Document Name	Version	Date

Add another row

# Program Setup – Reporting Requirements



Program Name State Signature Program II

ID # 10158

Profile Detail

Program Requirements

County Setup

## Program Requirements

Refresh

	Program Requirement Name	Program Requirement Description	First Submission Period Start	First Submission Period End	Due Date	Reporting Cycle	Attachment Required	Workflow Type	Identify Section Changes Required
<a href="#">Edit</a>	E&A Plan	E&A Plan for State Signature Program II	Aug 1, 2011	Sep 30, 2011	Oct 31, 2011	One Time	Yes	Program	Yes
<a href="#">Edit</a>	QPR	QPR for State Signature Program II	Oct 1, 2011	Dec 31, 2011	Jan 31, 2012	Semi-Annual	Yes	Program	Yes

Update

Update & Continue

History

Close

Print Page

# Program Setup – County Program Details



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County Program Requirements (1) Added

### Fiscal Year Allocations and Budgets

	Phase ▾	Fiscal Year ▾	Fiscal Year Status ▾	Allocation ▾	Approved Reimbursable Budget ▾	Match Ratio ▾	Local Match Budgeted ▾
<a href="#">Edit</a>	Phase I	2012/2013	Active	1,000,000	1,000,000	1:2	2,000,000

County Program Details   Local Area Agreements   Partners and Contacts   County Specific Fields

### Lead Agency

\* Is the County Lead Agency Yes

### Local Public Entity

\* County Represented by No  
Local Public Entity?

### Component Setup

All Counties Participate in Core

\* Component Selection CORE  
Component A  
Component B  
Component C

Notes

# Program Setup – Partners & Contacts



Update   Update & Continue   History   Close   Print Page

### County Representative Contacts

Add another row

	Organization ▾	Contact Name ▾	Title ▾	Fiscal ▾	Program ▾	Evaluation ▾	Executive Director ▾	Receive Reminders? ▾	Address ▾	Contact Primary Phone ▾	Primary Email Address ▾
<b>Edit</b>	Alameda County Commission	Josh Letterman	Manager of Programs	Y	N	Y	N	N		(946) 551-1255	JLetterman@alameda.org

### Funding Partners

Add another row

	Organization ▾	Contact Name ▾	Title ▾	Address ▾	Contact Primary Phone ▾	Primary Email Address ▾	Account Code ▾	Funding Type ▾
<b>Edit</b>	Alameda Preschool Funding	Jesse Smith	CPA		(213) 423-5452	Accounting@accoutning.com	124587	Proposition 10 county tax revenue

### Consortium Partners (Non-Funding Partners)

Add another row

	Organization ▾	Contact Name ▾	Title ▾	Address ▾	Contact Primary Phone ▾	Primary Email Address ▾
<b>Edit</b>	First 5 Alameda	Eve Gardner	Director		(869) 608-6087	Eve@department.com

# Program Setup – County Specific Fields



Update   Update & Continue   History   Close   Print Page

### County Specific Field Labels

<b>Date Field Labels</b>		<b>Number Field Labels</b>	
User Defined	<input type="text" value="Alameda Date 1"/>	User Defined	<input type="text" value="Alameda No. 1"/>
Date Field 1		Number Field 1	
User Defined	<input type="text" value="Alameda Date 2"/>	User Defined	<input type="text"/>
Date Field 2		Number Field 2	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 3		Number Field 3	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 4		Number Field 4	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 5		Number Field 5	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 6		Number Field 6	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 7		Number Field 7	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 8		Number Field 8	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 9		Number Field 9	
User Defined	<input type="text"/>	User Defined	<input type="text"/>
Date Field 10		Number Field 10	

<b>Text Field Labels</b>	
User Defined	<input type="text" value="Alameda Text 1"/>
Text Field 1	
User Defined	<input type="text" value="Alameda Text 2"/>

## Organization

- Organization Type and Profile
- Location (s)
- Contact(s)
- Notes

# List Administration



## Organization

### Organization

[Return to Find an Organization](#)

#### Organization Profile

\* Organization Category

\* Organization Name

\* Organization Status

Public Web Site

Select County

#### Notes

Organization Notes



# List Administration

## Organization Address

Add another row								
	Location Name ▾	Mailing Address ▾	Street 1 ▾	Street 2 ▾	City ▾	State ▾	Zip ▾	County ▾
<a href="#">Edit</a>	Location - West Side	Y	123 Main Street		Oakland	CA	95888	Alameda

## Organization Contacts

Add another row							
	First Name ▾	Last Name ▾	Title ▾	Executive Director ▾	Department ▾	Contact Primary Phone ▾	Primary Email Address ▾
<a href="#">Edit</a>	Joanna	Smith		Y		(508) 699-2457	jsmith@myalameda.org

## Notes

Organization Notes



[Edit](#) Jul 20, 2011 TESTALAMEDA

notes on my county commission

## Participant Profile

- Demographics

## Program Participation

- Participation Status
- Components Applied For and Approved For
- Work History
- Education
- Notes
- County Specific Fields

# Participant Information



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## Participant Information

ID # 10062

First Name

Middle Initial

\* Last Name

Previous Last Name

\* Date of Birth

City of Birth

Advisor  ▼

[Profile](#)

[Program](#)

## Status

Participant Status  ▼

County of Participation  ▼

## Identifiers

Last 5 digits of SSN

Other Unique Identifier

## Demographics

Gender  ▼

Race/Ethnicity  ▼

Primary Language  ▼

Secondary Language  ▼

# Program Participation



Participation

Activities

CLASS Assessment

Period of Participation 2011/2012

\* Program Participation Status Save

Application Date Jul 28, 2011

Consent  \* None \*  Yes  No

Consent Date Jul 28, 2011

Consent Expiration Jul 27, 2021

\* County Alameda

First Year of Participation?  No  Yes

Program Components Applied For  
\* None \*  
> CORE  
> Component A  
Component B

Program Components Approved For  
\* None \*  
> CORE  
> Component A  
Component B

Work History

Education

Notes

County Specific Data

# Program Participation – Work History



## Work Facility

### Facility Description

Work Facility Name

Director / Operator Last Name

Director / Operator First Name

Setting Type

Center Type

Accreditation Type

Licensing Status

Program Number (license)

License Program Type

Priority Zone Status

Typical Hours of Operation   
List of options:  
> M-F between 7 AM and 6 PM  
M-F between Midnight and 5 AM  
M-F between 5 AM and 6 PM

Months of Operation per Year

Ages Served at Facility   
List of options:  
2 Years to 2 Years 11 Months  
2 Years to 5 Years

# Program Participation - Education



Highest Level of Education \* None \* ▼

Field of Bachelor's Degree \* None \* ▼

Degree from Foreign Education  Yes  No

Teaching Credential \* None \* ▼

ECE/CD Units Prior to Entry

Professional Growth Hours in last 5 years

Permit Most Recently Acquired \* None \* ▼

Permits Applied for but not yet Received \* None \* ▼

First Aid Training  Yes  No

CPR Certification  Yes  No

Update

Update & Continue

History

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# Program Participation – County Fields



Work History

Education

Notes

County Specific Data

## County-Defined Date Fields

Alameda Date 1

Date Label 1  

Alameda Date 2

Date Label 2  

Date Label 3  

Date Label 4  

Date Label 5  

## County-Defined Number Fields

Alameda No. 1

Number Label 1

Number Label 2

Number Label 3

Number Label 4

Number Label 5

Number Label 6

Number Label 7

Number Label 8

Number Label 9

Number Label 10

## County-Defined Text Fields

Alameda Text 1

Text Label 1

Alameda Text 2

Text Label 2

Text Label 3

Text Label 4

## Program Activities

- CORE
- Component A
- Component B
- Component C
- Component D

## CLASS Assessment

# Program Activities



Participation

Activities

CLASS Assessment

Potential Stipend

Stipend Received

Stipend Source

Incentive Estimated Value

Incentive Type

Dimensions Selected for Improvement

- \* None \*
- Positive Climate
- > Negative Climate
- > Teacher Sensitivity

Certify

*I certify the Participant has met the State's requirements and the documentation is stored.*

TESTALAMEDA

Core

Component A

Component B

Component C

Component D

# Program Activities - CORE



Core

Component A

Component B

Component C

Component D

## Core

Professional Development Plan  Yes  No

Date of Intro to CLASS Completion Jul 19, 2011   
*Not Required for 2nd Year Preschool Teachers*

Date of LAC Completion Jul 26, 2011   
*Not Required for 2nd Year Preschool Teachers*

Date of Second Hand Smoke Course Completion Jul 26, 2011   
*Not Required for 2nd Year Teachers of all types*

Attended 2 Meetings with Advisor?  No  Yes

Core Status Complete ▼

## Meeting with Advisor

Delete

Date of Meeting with Advisor

# Program Activities – Component A



Core **Component A** Component B Component C Component D

### Component A

Total Hours Required to Complete A = 21 hours/year  
Sum of Hours Completed 21 Component A Status **Complete** ▼

### Training

Delete	* Course Title	* Course Provider	* Completion Date	* Credit Hours	* Area
<input type="checkbox"/>	My Course	US Berkeley	Jul 18, 2011	21	Preschool English Learner Guide (PEL) ▼

### Notes

Component A Notes

# Program Activities – Component B



## Component B

Total Units Required to Complete Component B = 6 units/year

Did the advisor verify that courses  Yes  No  
were considered in the following  
priority order, as stated in the RFA?

Sum of Units Completed

Component B Status

## Course(s)

	Course Title ▾	Course Provider ▾	Coursework Type ▾	
<input type="button" value="Edit"/>	My Course	My Provider	Core 8	

## Notes

Component B Notes



# Program Activities – Component C



Core Component A Component B **Component C** Component D

## Component C

Completion date of intro to CLASS - special Advisor's selection (six hours) Jul 27, 2011

Local CARES Plus program training - course title My Program title

Local CARES Plus program training - provider Provider

Local CARES Plus program training - completion date Jul 26, 2011

Component C Status \* None \*

## Advisee(s)

Delete	Participant ID	* Participant Last Name	* Participant First Name	Participant Date of Birth
<input type="checkbox"/>	1344	Hones	Jason	

Add another row

## Notes

Component C Notes

# Program Activities – Component D



Core Component A Component B Component C **Component D**

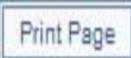
**Component D**

Status

Complete  Date of Completion Jul 26, 2011 

Notes

Component D Notes  

# Program Activities – CLASS Assessment



Selected for CLASS Assessment  Yes  No

Assessment Identifier

CLASS Assessment Date

CLASS Assessment Type

CLASS Assessor

Start Time

End Time

NoC1	<input type="text" value="1"/>	NoC2	<input type="text" value="1"/>	NoC3	<input type="text" value="1"/>	NoC4	<input type="text" value="1"/>	NoC5	<input type="text" value="1"/>	NoC6	<input type="text" value="1"/>	NoC avg	<input type="text" value="1"/>
PC1	<input type="text" value="1"/>	PC2	<input type="text" value="2"/>	PC3	<input type="text" value="3"/>	PC4	<input type="text" value="4"/>	PC5	<input type="text" value="5"/>	PC6	<input type="text" value="6"/>	PC avg	<input type="text" value="3.5"/>
NC1	<input type="text" value="1"/>	NC2	<input type="text" value="2"/>	NC3	<input type="text" value="3"/>	NC4	<input type="text" value="4"/>	NC5	<input type="text" value="5"/>	NC6	<input type="text" value="6"/>	NC avg	<input type="text" value="3.5"/>
TS1	<input type="text" value="1"/>	TS2	<input type="text" value="1"/>	TS3	<input type="text" value="1"/>	TS4	<input type="text" value="1"/>	TS5	<input type="text" value="1"/>	TS6	<input type="text" value="1"/>	TS avg	<input type="text" value="1"/>
RSP1	<input type="text" value="1"/>	RSP2	<input type="text" value="1"/>	RSP3	<input type="text" value="1"/>	RSP4	<input type="text" value="1"/>	RSP5	<input type="text" value="1"/>	RSP6	<input type="text" value="1"/>	RSP avg	<input type="text" value="1"/>
BM1	<input type="text" value="1"/>	BM2	<input type="text" value="1"/>	BM3	<input type="text" value="1"/>	BM4	<input type="text" value="1"/>	BM5	<input type="text" value="1"/>	BM6	<input type="text" value="1"/>	BM avg	<input type="text" value="1"/>
PD1	<input type="text" value="1"/>	PD2	<input type="text" value="1"/>	PD3	<input type="text" value="1"/>	PD4	<input type="text" value="1"/>	PD5	<input type="text" value="1"/>	PD6	<input type="text" value="1"/>	PD avg	<input type="text" value="1"/>
ILF1	<input type="text" value="1"/>	ILF2	<input type="text" value="1"/>	ILF3	<input type="text"/>	ILF4	<input type="text"/>	ILF5	<input type="text"/>	ILF6	<input type="text"/>	ILF avg	<input type="text" value="1"/>
CD1	<input type="text" value="1"/>	CD2	<input type="text" value="1"/>	CD3	<input type="text"/>	CD4	<input type="text"/>	CD5	<input type="text"/>	CD6	<input type="text"/>	CD avg	<input type="text" value="1"/>
QF1	<input type="text"/>	QF2	<input type="text"/>	QF3	<input type="text"/>	QF4	<input type="text"/>	QF5	<input type="text"/>	QF6	<input type="text"/>	QF avg	<input type="text"/>
LM1	<input type="text"/>	LM2	<input type="text"/>	LM3	<input type="text"/>	LM4	<input type="text"/>	LM5	<input type="text"/>	LM6	<input type="text"/>	LM avg	<input type="text"/>

Emotional Support

Classroom Organization

Instructional Support

- Participant Checklist**
- CLASS Scores Assessment**
- Stipends by Component**
- Participant Demographic Counts by Program**
- Number of Participants in Component B by Core 8 Category**
- Participant Export Report**

*Additional information on each report can be found on the PROOF Project website:*

*[http://www.ccfc.ca.gov/evaluation/PDF/pro0f/PRO0F\\_Standard\\_Reports.pdf](http://www.ccfc.ca.gov/evaluation/PDF/pro0f/PRO0F_Standard_Reports.pdf)*

## Comprehensive Online Help

- Hover Help
- Field Level
- Context Sensitive
- User Guide
- Quick Reference Guides
- Online Videos

## Help Desk Support

# Online Help – Hover Help

Participation

Activities

CLASS Assessment

Period of Participation

\* Program Participation

Status

Application

This is the status of the participant's program record. Click the link for more field definitions.

Consent  None  Yes  No

Consent Date  

Consent Expiration

\* County

First Year of Participation?  No  Yes

# Online Help – Field Level Help



A screenshot of a web browser window. The browser's address bar shows "Field Definitions#PROGRAM\_PARTICL...". The page content is organized into sections separated by horizontal blue lines. The first section is titled "Participation Status" and contains a paragraph explaining that participation status is set in the intake record and indicates the stage of participation. Below this is a "Back to Top" link. The second section is titled "PC Average" and contains a paragraph explaining that it is the average of all PC (Positive Climate) scores received during a specific assessment. Below this is another "Back to Top" link. The third section is titled "PC1 - PC6" and contains a paragraph explaining that assessments are broken into cycles of up to six evaluations, numbered 1 through 6, and that PC1-PC6 are the scores received for PC (Positive Climate) during the assessment. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google" and "Search". The browser's toolbar includes icons for home, RSS, mail, print, page, safety, and tools.



The screenshot shows a web browser window displaying the online help page for 'Adding County Specific Fields'. The page features a navigation menu on the left, a search bar at the top right, and a main content area with a blue header. The browser's address bar shows the URL: [http://redondo.the-mcorp-host.net/PROOF\\_test/locales/en\\_US/help/Setting\\_up\\_a\\_County\\_in\\_a\\_](http://redondo.the-mcorp-host.net/PROOF_test/locales/en_US/help/Setting_up_a_County_in_a_). The browser's status bar indicates 'Internet | Protected Mode: On' and a zoom level of 100%.

Contents Index Search Print

Home | County Management | Adding County Specific Fields

## Adding County Specific Fields

County Specific Fields are custom fields in PROOF that allow a county to add date, text, or numeric fields to a participant record for a program within that county. Ten additional fields of each type are available in PROOF but will appear in the participant record only if a label has been defined for the field.

**To define County Specific Field labels:**

1. Select **Add** from the top navigation buttons.
2. Select the **Program Setup** business area.
3. Enter information in one or more fields and click **Search**.
4. Review the search results at the bottom of the page to locate the program and you may either click **Edit** or the hyper-linked program ID to access the program record for viewing or editing.
5. Select the **County Setup** tab.
6. Click **Edit** to add a local area agreement to a county in the list.
7. Select the **County Specific Fields** tab.
8. Provide labels for the date, text or numeric fields to be added to participant records for programs in your county.
9. Click **Submit**.
10. Click **Update** once you are finished.

http://redondo.the-mcorp-host.net/PROOF\_test/locales/en\_US/help/Setting\_up\_a\_County\_in\_a\_ Internet | Protected Mode: On 100%

## □ User Roles

- County Super User
- County Program Manager
- Participant Data Entry
- Advisor
- Assessor (Locally or State Funded)

# Security – User Roles



Role	Description
County Super User	<ul style="list-style-type: none"><li>• Allows the county user to access all county functions with the PROOF system.</li><li>• Allows the user to manage their county's<ul style="list-style-type: none"><li>○ Program</li><li>○ Participants</li><li>○ Required report submissions.</li></ul></li></ul>
County Program Manager	<ul style="list-style-type: none"><li>• Supports the county user who is only responsible for county program management.</li><li>• Allows the user to manage information on their county(s) program data and required report submissions.</li><li>• Allows the user to view participant data.</li></ul>
Participant Data Entry	<ul style="list-style-type: none"><li>• Supports the county user or designee who is only responsible for participant management.</li><li>• Allows the user to manage their county(s) participant data.</li><li>• Restricts the user from program management and operations.</li></ul>

# Security – User Roles (continued)



Role	Description
Advisor	<ul style="list-style-type: none"><li>• Allows the county to limit access within the PROOF system to specific participant records.</li><li>• Restricts the Advisor to his/her assigned participant records only.</li></ul>
Assessor (Locally or State Funded)	<ul style="list-style-type: none"><li>• Allows the Assessor to report participant CLASS evaluation scores.</li><li>• Allows the Assessor to manage participant CLASS assessments across the county while restricting his/her access to participant data.</li></ul>

# PROOF System – In Progress

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- User Acceptance Testing**
- User ID Requests**
- Training**



October 11, 2011

**Project Sponsors**

First 5 California

2389 Gateway Oaks Blvd, Suite 260

Sacramento, CA 95833

Re: First 5 California Signature Program Data System Assessment

Project Name - Practice, Research and Outcomes 0 – Five (PROOF)

**Background**

The First 5 California Signature Program Data System is an Information Technology (IT) project effort to configure and implement a commercial off the shelf (COTS) Program Management, Case Management, and Reporting solution to meet the business and financial quality data needs and requirements of First 5 California and its county commission and business partners.

M Corp of Sacramento, California was awarded a contract in August 2010 for the design, development, and implementation of the data system project as result of a competitive procurement process. The COTS software product known as ExtraView was proposed to be configured to meet business and technical needs from the business operations and financial perspectives, reducing the potential risk of software customization efforts that tend to be more costly than planned in maintenance and operations. The procurement required that the core business objectives needed to be designed and developed in two distinct phases, followed by a single state-wide implementation effort within a 22 month timeframe. The first design and development phase was to include statewide Signature Programs functionality, as well as County Case and Program Management functionality. The second design and development phase would re-platform the existing Annual Reporting application, provide Content Management functionality, and provide Management Reporting functionality.

**Change in Project Scope**

Shortly after the commencement of the project effort as fully defined in the procurement, First 5 California was also granted authority to develop its new statewide Teacher Signature Program, CARES Plus. In order to ensure that the business needs of the new program would be reflected in the new data system, the First 5 California Project Manager and its Sponsors collaborated with M Corp to develop a contract amendment to modify the scope of the project in November 2010. The contract change was effective in April 2011. The revised contract deliverables require M Corp to design, develop, and implement the project in two distinct phases. The first phase includes the automation efforts supporting the CARES Plus Signature Program and its Management Reporting business needs. The second phase includes the automation efforts for the Case Management functionality and its Management Reporting needs, additional Statewide Signature Programs and their Management Reporting needs, and the re-platform effort of the Annual Report application to be contained within the new data system. While the project scope changes were determined to be contractually equitable, the change required that M Corp deliver statewide functionality much sooner than originally



envisioned to meet the scheduled needs of the program. It also necessitated that the automation effort needed to be developed in tandem with development of the program itself. It is always challenging to develop both program needs and detailed automation needs in a parallel manner. IT Best Practices recommend development of the business needs of a program as predecessor activity to the development of subsequent automation efforts with very detailed requirements and design criteria.

### **Impact of Changes in Scope**

The scope changes resulted in a three month delay in delivery of a quality solution for Build 1 CARES Plus functionality. Build 1 is currently scheduled for statewide implementation in October 2011. The project is currently in process of performing User Acceptance Testing of Build 1 functionality. The quality of the solution has clearly improved during the testing and defect resolve processes. First 5 California and M Corp continue to work together to ensure that any outstanding defects are not of high or critical severity, and that they will not affect data quality or system security.

### **Maintenance and Operations**

The physical production environment is owned by First 5 California, and hosted within its server room. The ExtraView software is supported by M Corp via the Maintenance and Operations (M&O) support contract. M Corp is currently working on development of M&O-related documentation deliverables intended to provide First 5 California the ability and knowledge to support the solution at the conclusion of the M&O contract. Any remaining low severity defects will be addressed during the M&O contract.

### **Implementation Activities**

The Project deliverables include a business change management effort and a user training effort, both of which are to be executed for Build 1 and Build 2. The training deliverables include step by step curricula geared at the various business communities and user types that will use the new data system at First 5 California and the county commission partners. Training experiences have been reported as positive and informative.

### **Current Risks**

Like most information technology projects, there are a number of project risks that are tracked both weekly and monthly. Most of the high exposure risks facing the project are due to the current end date of the project not being in alignment with the end date of the funding authority. Without extension of the funding authority past the current end date of December 31, 2011, many originally requested, proposed, and envisioned project goals and objectives will not be met. County commission partners would need to make alternative decisions for county case management and reporting tools for use in their counties, and consolidation of data in a centralized data collection tool would not reach the originally planned automation levels. Data roll ups from the case management components would not be available for import into the annual reporting tools, severely hampering First 5 California's and the County Commissions' visions and objectives in this regard. The December 31, 2011, date affects contracts including



M Corp's Design, Development, and Implementation contract, M Corp's M&O contract, and support services to First 5 California for business analysis services and independent verification / validation (IV&V) and independent project oversight (IPO) services.

### **Conclusion**

Build 1 provides a solid foundation on which to complete the project effort through design, development, and implementation of the Build II functionality. Lessons learned from Build 1 as to how best to work together to validate and approve detailed business requirements and design criteria will be utilized to streamline this resource-intensive activity for downstream Builds. Build II functionality is currently scheduled through October 2012.

IV&V / IPO recommends the continuance of the data system project effort to ensure that the original goals, intentions, and benefits envisioned for First 5 California and the county commissions can all be realized.

Should you have any questions or concerns on this assessment, please contact me directly at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Darren Macdonald".

Darren Macdonald  
First 5 California PROOF Project  
IV&V / IPOC Manager  
Shooting Star Solutions, LLC