



Supported by the Kent County Ready by Five Millage

Ready by Five Data Collection Policy & Procedure

Note: This policy will complete section 2.4 in Service Provider Manual found on page 11.

March 2020 - Final

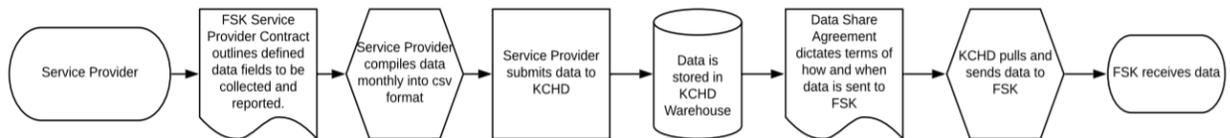
a. Service Provider Role and Responsibilities:

1. Service Providers receiving Ready by Five Early Childhood Millage funding are required to submit the following regular reports:

<p>Demographic File Standard Required Fields</p>	<p>Submitted at the case level.</p> <p>Data is collected during intake and updated for each individual served at minimum, annually.</p> <p>Data is collected and submitted as defined in the document.</p> <p>These files are sent to the Kent County Health Department (KCHD).</p>
<p>Service File & Referral File Standard Required Fields</p>	<p>Submitted at the case level.</p> <p>Data is collected during service provision and submitted monthly.</p> <p>Data is collected and submitted as defined in the document.</p> <p>These files are sent to the Kent County Health Department.</p>
<p>Performance Based Milestone and Outcome Reporting (For eligible Services)</p>	<p>Submitted as defined in the Service Provider Agreement.</p> <p>Payments will not be made on children or expecting mothers where incomplete or unidentifiable data is submitted.</p> <p>This is included in data file sent to the Kent County Health Department.</p> <p>Please see Service Provider Agreement for directions to submit.</p>
<p>Program Specific Quarterly Reports</p>	<p>Submitted at the aggregate level as defined in the Service Provider Agreement.</p> <p>These reports are sent to First Steps Kent (FSK).</p>

2. Service Providers shall enter into data sharing agreements as directed by Kent County. On a monthly basis, the Service Provider shall submit child or expectant mother-specific information to KCHD, as follows:

- Data will be submitted at a case level.
- All Standard Required Fields will be submitted in the defined format as detailed in Ready by Five's Standard Data Collection Fields Requirements document.
- All technical requirements for the data files as found in the Ready by Five File Definitions document.
- Data will be submitted in a Comma Separated Values (CSV) file.
- Identifiable data will be sent via a secure file transfer process and only as directed.
- Under no circumstances will identifiable data be sent to First Steps Kent.



3. Data submissions are required for uninterrupted payment of invoices. Submissions are due on or before the 15th of every month. Invoices submitted without following monthly data submissions will be considered incomplete and will result in a delay in future monthly reimbursement(s).

4. In addition to individual child and/or expectant mother-level data submitted each month, each Service Provider is required to submit aggregate-level outcomes specific to their program on a quarterly basis.

5. The Service Provider further agrees to provide other reports concerning contracted services which FSK may reasonably require. FSK shall notify the Service Provider in writing at least 30 calendar days prior to the initial submission date. The notification shall minimally include the required data, format and the deadline to submit.

6. The Service Provider agrees to participate in the Ready by Five Quality Improvement Consortium. The Consortium will serve in aligning the Ready by Five Provider Network's service delivery, inform data collection practices, and lead quality improvement efforts among all providers receiving early childhood millage funding.

b. Kent County Role and Responsibilities

1. All identifiable data will be warehoused at the Kent County Health Department.
2. The Kent County Health Department will regularly send de-identified reports to FSK as defined by a data agreement in place between the two organizations.

3. All Ready by Five data developed by Service Providers will be owned by Kent County. FSK and Service Providers are allowed to use data for purposes of administration or service provision as related as outlined in their Service Provider agreement.

c. First Steps Kent's Role and Responsibilities:

1. FSK will track utilization by service provider and service type metrics including:

- Number of children reached age 5 and younger
- Number of new children reached age 5 and younger
- Number of expectant parents reached
- Effectiveness of early childhood services
- Percent of valid data fields submitted by Service Providers
- Percent of children enrolled in services with incomplete intake data
- Family satisfaction with services

2. FSK will track network-level metrics, including:

- Cost of services
- Frequency of services each child receives
- Gaps in early childhood services
- Children's success in Kindergarten

3. FSK may track services and metrics by specific attributes, including, but not limited to: race, ethnicity, income, zip code, health benefit, and age of child.

4. FSK may track additional metrics at their discretion.

5. Data submitted will be utilized by FSK to validate monthly invoices for payment to the Service Provider.

6. Ready by Five Early Childhood Millage Standard Data Collection Fields and File Definitions will be updated annually by March 1 of each year.

7. First Steps Kent will not warehouse case-level data with identifiable attributes.