

**Annual Reporting, Fiscal Year (FY) 2017–18
Frequently Asked Questions (FAQs)
First 5 California (F5CA)**

First 5 county commission staff have asked the following questions about annual reporting for FY 2017–18. To pose additional questions or to ask for clarification, please send an e-mail to: annualreport@ccfc.ca.gov.

1. Can you add an additional program model label “QRIS” to the program model list in the Annual Report Data System?

At this time, F5CA is not adding QRIS as a separate program model. In collaboration with the First 5 Association, F5CA wrote the Annual Report Guidelines to identify QRIS investments under the service category, Quality Early Learning Supports. (For further description, see Appendix B in the Annual Reports Guidelines FY 2017–18, Result Area: Improved Child Development, Service Category – Quality Early Learning Supports). Key aspects of QRIS work, such as use of CLASS, DRDP, and ERS, are listed under the program model because they may involve expenditures for county commissions.

2. If a county funds two independent contractors to provide program services in the Family Functioning result area (e.g., both are LMFTs who provide family counseling services), what would their “grantee type” be?

We suggest “County Health and Human Services,” “Other Public,” or “CBO/Non-Profit,” depending on the LMFT affiliation (if any).

3. What grantee type would a non-profit children’s dental clinic be? Non-profit/CBO? Or hospital/health plan?

We suggest “CBO/Non-Profit.”

4. Our local R&R resides inside of a non-profit/CBO. What grantee type is best here?

In your situation, please identify the grantee as the “R&R.”

5. One of our programs is a local optometry practice that receives First 5 funding to provide countywide vision screening for children ages 0 to 5. What grantee type are they? They are not non-profit, but they are a CBO.

We suggest using the “CBO/Non-Profit” grantee type.

6. What should we do if we have a single contract with a single grantee that expends across multiple result/service area categories?

Please put the entire expenditure into result/service area that receives the largest amount of funding.

7. Is there a glossary of terms and definitions for the program models and grantee types?

Yes. In the Annual Report Data System, left panel menu, you will find a link to the Program Glossary.

8. What is an example of an “internal” grantee?

“Internal” means local First 5 county commission staff performs the work without contracting it out.

9. What if my program model is not in the pull-down list under a given service category or grantee type?

You may select the program model “Other” and write a description in the text box.

10. Do race and ethnicity categories in the Annual Report Data System follow the Census Bureau?

Race and ethnicity categories follow conventions of the California Department of Finance and the U.S. Census Bureau based on standards of the U.S. Office of Management and Budget (1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity).

11. How are we supposed to report data for a program model such as 211, where the number of calls can be very high, in our case around 160,000 calls? This category receives funds and has expenditures but does not serve clients in the traditional sense.

There is no clear rule. You may use the raw number or an adjusted number. To explain further, you may also make additional comments in the Result Area 2, Duplication Assessment, and narrative section. In this particular example, you could report 160,000 parents or caregivers or an adjusted number that you think is more representative

12. What happened to the “Supplemental Schedule of First 5 California Funding” spreadsheet? This is not mentioned in Annual Report Guidelines for FY 2017–18 even though it was included in previous years.

Starting in FY 2017-18, F5CA retired the Supplemental Schedule spreadsheet. This is for two reasons. First, the AR-1 data collection form in the annual report data system collects the same information as the Supplemental Schedule. Second, in the event a county commission needs to update or revise AR-1 fiscal data, F5CA can re-open the annual report data system for input of the revised data. If you believe you have a business need to continue use of the Supplemental Schedule, please contact F5CA at the annual report email address.

13. Where should I report IIMPACT Hub expenditures? Should I include the number of providers, children, and caregivers for the region?

Hub expenditures are considered program and systems improvement expenditures. F5CA recommends reporting in Result Area 4, Improved Systems of Care/ Program and Systems Improvement Efforts. Under “Improved Systems of Care,” only expenditures are reported, so no counts are needed for this result area.

14. If the revenue source is IMPACT funds, how should expenditures and service counts be reported?

IMPACT funding expenditures can be reported in the AR-1 form under Result Area 2: Child Development, Quality Early Learning Supports if they are site-based services or programs where people can be counted. If IMPACT funding is more system-oriented (e.g., hub funds) where no people are easily counted, these can be reported in the AR-1 form under Improved Systems of Care, Program and Systems Improvement Efforts.

15. We have several program models under the service category Intensive Family Support in Result Area 1 that qualify as Other and all have the same grantee type of CBO/Non-Profit. How do I input all the data when we have several Other program models?

You will need to roll up the demographic and expenditures across all of the Other program models you are including. You can add details in the Other description area.

16. How do I report several program models for the same Grantee Type in the same Service Category/Grantee Type combination?

The Annual Report system only allows one service category/grantee type combination for a result area. However, you can select one or multiple program models.

17. Are we reporting First 5 Kit distribution like in years past? I did not see a place to report.

This can reported in Result Area 1: Family Functioning, General Family Support, Grantee Type "Internal" (meaning First 5) Grantee Type, Program Model "Other" and describe there.