CARES Plus-Round 2 Q and A - Week of April 15, 2013

PROGRAM MANAGEMENT

1. With regard to the requirement that MTP participants receive a stipend of $400-$800, how do you suggest we manage the stipend determination and processing?

   A. *Some local programs inform participants that the stipend amount will be within a dollar range, explaining that determination of the exact amount of the stipend occurs once the Lead Agency is able to verify the number of participants who register and are accepted into that Component. Other Lead Agencies wait to set the exact stipend until they know how many participants successfully complete the requirements. These arrangements allow the Lead Agency to budget a particular amount.*

2. We have had great success without the higher stipends; can we do/say anything that would waive the requirement so we can align the MTP stipends with our countywide incentive structure (AB212, QRIS)?

   A. *The RFA is a legal document and this requirement cannot be waived. However, alignment with AB212 and the QRIS is highly recommended. Please call a member of the CARES Plus Team so we can offer possible strategies for alignment.*

3. Upon review of the form “Facility Director/Owner Authorization for Staff to Participate in CARES Plus Program Evaluation Activities,” I noticed that it has not been updated to include the possibility of a live vs. videotaped observation.

   A. *This form will be updated and reposted. Please see RFA Form LA.1 The in-person or videotape language is included on this form. Thank you for calling this to our attention.*

4. When will the participant forms be approved? If we use the forms as is, do you think we will have an issue later on and have to re-collect?

   A. *The forms provided with the RFA were <u>samples</u> of the forms that will be used. Final versions are being edited at this time and many participant forms are being translated. Once approved, they will be posted on the CARES Plus-Round 2 implementation page. Participant forms related to the evaluation protocol will be posted online once approved by the Committee for the Protection of Human Subjects. These forms are the “Limitation of Data Sharing,” “Non-Medical Bill of Rights” and the “Notice of Observation in the Classroom." These forms will be available in English and Spanish.*

5. Is the “Participant Bill of Rights” a form we provide in the application, but one not needing a signature?

   A. *Yes, the “Non-Medical Bill of Rights” is a form provided to participants and does not require a signature from the participant.*

6. The RFA states that a Lead Agency must enroll 80% of all local participants by September 15th of each program year and the remaining 20% by December 31st. Will there be any flexibility on this rule?

   A. *The 80 /20 rule was established to ensure fair representation of all counties in the CLASS observation selection process. First 5 California highly recommends Lead Agencies adhere to this rule. However, the rule is meant to ensure fair representation, and is not meant to decrease the number of potential providers served by this program. If you have additional questions about the impact of this requirement on your county’s recruitment plan, please call a member of the CARES Plus Team so we can offer possible strategies to meet the desired outcomes of both First 5 California and your Lead Agency.*

7. When is the local E & A Plan due to First 5 California?

   A. *The first E & A Plan is due at the time of application, May 10, 2013. The development of the E & A plan is incorporated into the RFA application form. Annual E & A Plans will be updated as part of the QPR each year.*

8. Do participants need to complete CORE requirements in Round 2 if they successfully completed them in Round 1? We realize this would not apply to infant teachers who would need to complete Intro to CLASS/LAC for Infants when it becomes available.

   A. *If a participant continuously participates in Round 1 and Round 2, the CORE requirements only need to be completed once.*

9. The CARES Plus application (R.5) does not ask for a “Total number of participants budgeted for” or “Stipend Amount” for the Master’s degree. We currently serve participants in the Master’s degree program in CD/ECE. Can we still write and request funding toward the Master degree programs/stipends?

   A. *Yes, participants working toward their Master’s degrees would be participating in Component B, Higher Education.*

10. Do re-enrollees need to complete the “CARES Plus Data Limitation of Data Sharing” form?

    A. *Yes, it is a required form in Round 2.*

11. Page 5 of Form P.1 lists “Race to the Top” as a type of work facility. Please define what makes a facility “Race to the Top.”

    A. *A Race to the Top (RTT) facility is one participating in quality improvement efforts through the RTT-ELC grant. This applies to the 17 counties receiving California Department of Education funds for the RTT-ELC activities.*

12. How is a “public school” work facility defined? How is it different from “state preschool”?

    A. *“Public school” refers to a program that is administered through a school district; “state preschool” refers to funding that is provided through Child Development Division and may or may not be operated by a school district.*

13. Shouldn’t “Family Child Care Home” be added to the “work facility” section? It would be so much more appropriate than “other” which appears to be the only option.

    A. *“Family Child Care” is part of the response to the question: “Setting or Program Type.” The section you are referring to is about program funding.*

14. It is my understanding that CARES Plus participants must work with children ages 0-5, yet one of the options for “Setting or Program Type” on page 5 of form P.1 reads “License-Exempt Center” or “School-Age Program.” How can this be?

    A. *In an effort to align our applications with other “data collection systems,” such as the CDD Profile, we used the same terminology which allows for the possibility of using shared data. Although a participant working in a school-age program (with school-age children only) would not qualify for CARES Plus, a participant working in a license-exempt center may qualify.*

15. How does an Executive Director or Multi-Site Director qualify to participate in CARES Plus? There is no mention of administrators or professional support staff as reflected on P.1, p. 5 of 9.

    A. *Please refer to Appendix F for the definition of “CARES Plus Participants.” We use the words CARES Plus Participants, early educator, and teacher interchangeably to represent broad categories of terms used to define those who work in Early Care and Education. Participants enrolled in CARES Plus must be directly working with children from ages 0 to 5 years a minimum of 15 hours a week and minimum of 9 months a year in order to qualify.*

16. Is there a way to make Looking At Classrooms™ (LAC™) available to those in migrant or seasonal programs during the summer months when programs are in full swing and participants would most benefit from access to LAC™ and the video library?

A. *Currently, this is not in the contract with our LAC™ vendor. As we work to make the CARES Plus program accessible to as many early educators as possible, we will look into adding this option in future years.*

17. Does First 5 California define who is eligible for a "longevity" (i.e., returning participant) stipend, if we offer one? For example, are participants who complete CARES Plus this year (last year of Round 1) and re-complete next year (first year of Round 2) eligible for a "longevity" stipend?

    A. *Yes. However, the stipend is a local decision. Each Lead Agency may determine its own definition of "longevity" as part of the stipend structures. With the exception of the required stipend for Component D, Lead Agencies may set their own rules and definitions for what meets their local requirements.*

FISCAL

1. If all of the required cash match is provided by the local First 5, how do we complete the top of the cash match form?

   A. *Enter the name of your First 5 county commission.*

2. We are working on the application and budget for CARES Plus - Round 2. We would like to confirm that the budget structure currently approved for Round 1 is still permissible for Round 2. Currently, all direct service funds for Round 1 are allocated to the Operational cost line item, including stipends. All participants are paid directly by our subcontracted vendor.

   A. *You are correct in assuming that the budget structure has not changed. Please explain deviations on the budget Narrative Form R.7.*

3. The Operational cost line on Form R.6 would indicate the total amount to be paid to the subcontractor, which would include the stipend dollars. Form R.7 would support this by detailing the stipend breakdown under the operational line (using the format under the Stipend category). Will this be acceptable?

   A. *Yes, it will be acceptable.*

4. If the local First 5 does not receive CARES Plus funding, why would this funding be included it in our audit? What authority do we have to audit another agency? This is out of the scope of work for our auditor. Please explain.

   A. *California Health and Safety Code Section 130150(a) requires each county commission to conduct an audit and prepare an annual report of the Proposition 10 funds it has expended and the progress and achievement of its program goals and objectives. In addition, if any county commission receives State Commission funds through a voluntary Local Area Agreement, or as a subcontractor to a local public entity serving as a Lead Agency for a*

State Commission program, then those contracts will include terms and conditions that direct the manner in which the county commission must audit and report the program and expenditure data. The CARES Plus Round 2 RFA requires the Lead Agency to conduct an annual audit of CARES Plus funding due to First 5 California by November 1 of each year. If a county commission receives no CARES Plus funding – whether directly or via a subcontract or local partnership agreement – then there would be no revenue or expenditures for the county commission to audit or report. If the Lead Agency for a county is a local public entity, then that local public entity is responsible for complying with the annual audit requirement. If there is specific language in the RFA or Sample Local Area Agreement that suggests otherwise, please bring it to the attention of Kellie Westley, Chief of Contracts and Procurement, at kwestley@ccfc.ca.gov.

5. To use Race to the Top (RTT) as a county program match for CARES Plus, please clarify the following example: Our annual RTT match is $500,000, but we only spend $450,000 in FY 2013-14. How does this affect our CARES Plus budget?

   A. First, the Lead Agency must make sure that the terms and conditions of the RTT funding can be used for the match in CARES Plus. If it can be used for the match, any RTT funds not used will remain in your accounts for other allowable uses under the RTT terms and conditions. CARES Plus funding will be provided on a reimbursement basis only. If you do not use all of the money, there will be nothing to do since you are invoicing only for those expenditures that have been incurred.

Evaluation

1. Are we able to remove choices that we know do not apply in our county? For example, there is no "military base" work facility in our county. However, someone might still select it and skew the data. If it is omitted from our local application, we take steps toward ensuring that the data provided by program participants is accurate.

   A. If you are using paper forms, the Lead Agency may create its own application form based on Form P1, pages 4-8, as long as no questions (data elements) or choices (codes) are removed or altered. Lead Agencies <u>may add</u> but not delete information collected with Form P1, pages 4-8. CARES Plus program data are being collected statewide. Therefore, questions (data elements) and choices (codes) must remain uniform across all counties participating in CARES Plus so that data will be consistent for the CARES Plus data system. If particular choices do not apply, for example no "military base" as a work facility in your county, the Lead Agency should check these data before entering them into the data system.

2. What is the format for providing CARES Plus participant data to meet the August 20 and September 15 deadlines if we are an “upload” county?

   A. The required fields for the August 20 and September 15 deadlines are defined in Appendix D in the Initial Enrollment column. A single file with the required participant and program information will be used. The revised file layout will be posted on the website by May 17th.

Questions from the CARES Plus – Round 2 In-box (April 5, 2103)

Program Management

1. Where can I find additional information about "low supply of licensed child care" and information about Academic Performance Index (API) ranks for schools?
   A. Information about child care supply can be found at http://www.rrnetwork.org/rr-research-in-action/network-resources-publications/ through California Resource and Referral Network. Information about API ranks for schools can be located at http://www.cde.ca.gov/ta/ac/ap/apireports.asp .

2. Can a county require participants to meet more stringent requirements than outlined in the RFA for eligibility, such as requiring four meetings a year with a CARES Plus Advisor instead of two?
   A. The eligibility requirements outlined in the RFA are the minimum requirements participants must meet. Local CARES Plus programs may add additional requirements to their programs to meet local needs. Such additions might include the requirement to attend an annual kick-off meeting, additional advising sessions or completion of local trainings, etc.

3. Is it absolute that we must offer a minimum stipend amount per participant? Is there any flexibility on this?
   A. First 5 California set minimum stipend amounts to incentivize participation in the MyTeachingPartner (MTP) program and set a baseline based on effort and time that reflects the goals of the MTP intensive coaching model. With the $50 per cycle minimum and maximum of cycles allowed, the upper end will not exceed $800. We want to encourage participants to take full advantage of the professional growth activities offered through MTP program.

4. Who needs to verify participant eligibility and certify that they meet the program requirements?
   A. It is the responsibility of each Lead Agency to verify that its participants meet the eligibility and completion requirements for CARES Plus. Each Lead Agency must designate program staff or a sub-contractor with knowledge of participants to certify that all program requirements have been met.

5. Can a Component A participant receive a stipend? Component A participants are those who will be working on completing professional development to maintain their child

development permit (21 acceptable and pre-approved hours provided by West Ed or CPIN). Can we offer them a stipend or just offer professional development?

A. Yes, the lead agency can provide a stipend to a participant completing their professional development for their Child Development Permit. We encourage Lead Agencies to support and incentivize participation in Component A trainings that are approved through CDE. Stipends are set at the county level and are awarded after the completion of 21 hours of CDE- approved training. Participants may also be able to use the professional growth hours toward their Child Development Permit renewal. If the trainings completed for professional growth activities are not on the approved list of CDE trainings, they would not count toward the 21 hours of Component A trainings needed for the stipend.

6. Is the Effectiveness and Access Plan (E&A) a separate form in the application due May 10, 2013?

A. The information for the E&A Plan is embedded within the application itself. Text boxes for responses to the application prompts will expand as the writer inputs information.

Research and Evaluation

1. Page 15 of the CARES Plus-Round 2 Information Webinar Notes of March 19, 2013, states: "Lead Agencies are required to capture data related to completion of program requirements. First 5 California did not develop forms for capturing completion data because the forms and procedures may vary based on local procedures. "Can you please tell us which program requirements this refers to and if the data related to this will be reported in PRO0F for now and in the new system when it is activated? We do not want to exclude any required data.

A. This is referring to the information regarding a participant's completion of the annual requirements and the CORE and/or Component activities. Program requirements are defined in **Table A CARES Plus Program Round 2 Participant Requirements** on Page 9 of the RFA. Program completion data elements are defined in Appendix D, pages 16-24, and are indicated as required in the column labeled, "Required Data Elements-Program Completion." The program completion data will be entered using the new CARES Plus Data System. The deadline for submission of program completion data for participants during FY 2013-14 is July 31, 2014.

Fiscal

1. What are allowable cash matches? What is the definition of a cash match?

A. The "match" may include Proposition 10 local tax revenues, gifts, grants, and funds provided by a local partner that directly contribute to the CARES Plus strategies and objectives.

Questions from the CARES Plus – Round 2 In-box (as of March 26, 2013)

Revised 5/8/13

Program Management

1. Q. Where are the talking points and PowerPoint presentations posted from the CARES Plus webinar on March 19, 2013?

   A. They have been posted to the CARES Plus Implementation website: http://www.ccfc.ca.gov/Help/caresplus.asp

2. Q. Is a Lead Agency required to use Form P.5 "Professional Growth Plan and Record Form" from the Commission on Teacher Credentialing?

   A. No, this form is a sample form only. It was included in the RFA to demonstrate the type of information to be included in a plan.

3. Q. Will Teachstone materials (CLASS Dimensions Guides/Key-cards) be available for distribution by 7/1/2013?

   A. *It is the goal of First 5 California to distribute the CLASS Dimension Guides and key cards as soon as possible after July 1, 2013. First 5 California staff will keep counties informed about availability of program materials as decisions are made.*

4. Q. Will the forms needed to complete the application be posted in a format other than PDF?

   A. Yes, the forms are also available as Word documents and are posted at the CARES Plus website.

5. Q. Page 21 of the RFA states, "Feedback from the fall observation will be provided for use in the spring advising section." How would it be used in the spring session (which is our "end of the year" session)?

   A. The feedback may be used to plan for future professional development regardless of whether a participant continues in CARES Plus the following year. Counties may use the results of feedback to advise local priorities as well. (For example, teachers in CSP classrooms may find the results useful toward overall classroom improvement.) Lead Agencies should encourage continued participation in CARES Plus, as appropriate.

6. Q. When will participants receive the fall feedback letters?

    A. *The feedback letters are mailed directly to participants in March and April 2013. Some participants may already have received their feedback as of this posting.*

7. Q. To be eligible for the CARES Plus program, a participant cannot make over $60,000 a year. Is this the gross or net amount?

    A. *It is the gross amount. To be eligible, a participant cannot make more than $60,000 gross salary per year.*

8. Q. Page 9 of the RFA states that participants must complete the two-hour online *Intro to the CLASS* as part of the CORE requirements. Can a participant substitute the completion on a live *Intro to the CLASS* for the online course?

    A. *Yes. However, the participant must be able to verify the completion of the live Intro-to CLASS course with a certificate of completion. The live Intro to CLASS must be at a minimum the "2 hour" version approved by Teachstone, and it must be taught by a trainer with current age-level specific certification from Teachstone.*

9. Q. If someone has completed the CSEFEL "Train the Trainer" course, is that person qualified to provide Component A training to CARES Plus participants in our county?

    A. *No. At this time, only trainings sanctioned by the California Department of Education (CDE) are eligible for a Component A. CDE has not approved participants from the "train the trainer" CSEFEL program. Please refer to http://www.cde.ca.gov/sp/cd/re/compatraining.asp for a list of approved trainings and training vendors.*

10. Q. Is there an Executive Summary for the California Early Childhood Educator Competencies manual?

    A. *Please contact the California Department of Education for materials available through its resource library.*

11. Q. Is the footnote found on page 14 of the RFA correct?

    A. *No. The footnote should read as follows: For a list of eligible courses that may be included in a local CARES Plus program, see Appendix M.*

12. Q. Is footnote number 14 on page 23 correct?

    A. *No. The footnote should reference Appendix C.*

13. Q. Page 22 of the RFA lists Component A trainings sponsored by CDE. Who is qualified to provide these trainings besides West Ed?

    A. At this time, only vendors listed in the CDE-Approved CARES Plus Component A Training list are approved. Visit http://www.cde.ca.gov/sp/cd/re/compatraining.asp for a listing of trainings and vendors.

14. Q. Page 23 of the RFF states that Race to the Top trainings need to be approved prior to being listed under the approved Component A training. What is the process for determining eligible training and providers?

    A. First 5 California and CDE's Child Development Division staff are collaborating on development of a training approval process. CARES Plus Lead Agencies will be informed of the development process as it evolves.

15. Q. Will the participant forms (P forms) be available in Spanish?

    A. Yes. The P forms are being translated into Spanish. Forms will be posted as they become available. First 5 California anticipates posting translated forms by the time of award.

16. Q. To be eligible for CARES Plus, must a participant work nine months prior to application in an early learning setting with children ages 0-5?

    A. Yes. A participant must have worked a minimum of nine months in a qualified learning care facility prior to enrollment in the CARES Plus program. This requirement helps to ensure that participants have demonstrated a dedication to serving young child as well as a commitment to work in the early learning field.

17. Q. It has been a long standing practice in our county that a program director verify each CARES Plus participant's employment at the time of enrollment and then again at the end of the program year. Is this an appropriate practice, in light of the new Form P.1 that allows for participant certification of eligibility?

    A. *Yes. We encourage the continuation of this practice. We also ask Lead Agencies to use this form as well. Form P.1 is a standard way of ensuring uniform collection of this required information.*

18. Q. We have a single application for AB212 and CARES Plus participants, so Form P.1, pages 2 and 3, do not accurately reflect eligibility as there are some CDE subsidized-programs caring for children up to age 12. Can this form be modified?

A. *No. CARES Plus serves providers working with children between 0 and 5 years of age. Form P.1 must be used as is, and addenda may be used to meet the needs of other funding streams*

19. Q. Should a Lead Agency add the cost of postage to ship cameras to its budget?

    A. No. If a Lead Agency is not going to directly distribute cameras to participants, then CDTC will continue to ship them.

20. Q. Do all CARES Plus advisors need to be Component C advisors?

    A. *No. There has been no change to how a Lead Agency may provide access to an advisor from Round 1 to Round 2. (See RFA page* 15.)

21. Q. The majority of information asked for in Form P.1 has already been woven into the application we are currently using. Is it possible to include any elements not already there in lieu of using this form?

    A. Yes. Form P.1, pages 4-9, can be modified as long as all required data listed in Appendix D are included. The form was meant to standardize the collection of data required from Appendix D.

22. Q. Please define the term “enrollment” found on page 19 of the RFA.

    A. “Enrollment” means that a participant has applied for and been approved by the Lead Agency to participate in the local CARES Plus program. For Component D participants, that means that the local application process has been completed and the initial enrollment data has been submitted to First 5 California by August 20, 2013. (Please see page 31 of the RFA for more information.)

23. Q. Can Family Child Care assistants continue to participate in CARES Plus – Round 2?

    A. Yes. There has been no change to this in Round 2.

Fiscal

1. ~~Q. Annual reporting – If not a First 5 county, does the Lead Agency provide this data to F5CA?~~

   ~~*Yes. The Lead Agency is responsible for making sure the CARES Plus fiscal data are contained in the First 5 county commission's annual audit.*~~

   Please see Fiscal, Question 4 in the FAQs April 15, 2013 (posted May 2, 2013) for an updated response.

2. Q. In using Race to the Top (RTT) as a county program match, if we have a budget, for example, of $500,000 RTT for 2013-14 and then only spend $450,000, how does that work since we would plan a CARES Plus budget for using the $500,000?

   A. First, the Lead Agency must make sure that the terms and conditions of the RTT funding can be used for the match in CARES Plus. If it can be used for the match, any RTT funds not used will remain in your accounts for other allowable uses under the RTT terms and conditions. CARES Plus funding will be provided on a reimbursement basis only. If you do not use all of the money, there will be nothing to do since you are invoicing only for those expenditures that have been incurred.

Research and Evaluation

1. Q. The Participant Application Form P.1 does not include many questions that are currently required in PRO0F, which does not let us "Save" unless all fields are completed. Will PRO0F be changed to require only answers that match the questions on the form, or will we need to develop a supplemental form to ask the others (e.g., site accreditation type, typical hours of operation, degree from foreign education, etc.)?

    A. *As part of the development of the CARES Plus – Round 2 RFA, we reviewed the data elements required in Round 1 and revised the list of data elements that are required for Round 2 (see appendix D). The Participant Application form that was posted with the RFA for Round 2 aligns with the revised data requirements. We have identified a subset of data that is required for initial enrollment that will allow the participant to be entered into the PRO0F data system in "Save" status. (Please see Slides 13 and 14 of the Program Evaluation and Data Collection presentation posted on the CARES Plus Implementation page.)*

2. Q. There are some data elements, for example, asking whether or not a person participated in CARES between 2000 and 2010 that the Lead Agency has on file. Can we remove those questions from the application?

    A. *For continuing participants, the Lead Agency can assist the participant with validating or providing this information. However, data for the two questions about prior CARES and CARE Plus participation <u>must</u> be provided. These questions were included to help identify whether the participant should already be in the CARES Plus Data System or not, and to enable evaluation of outcomes controlling for length of program participation. Participants may have been entered under a different name or may have participated in another county. (See slide 14 of the Program Evaluation and Data Collection presentation.)*

3. Q. Regarding the question, "Have you participated in CARES Plus since 2011"? – is this asking whether the person participated any year since 2011, or if the person has been in the program continuously since 2011?

    A. *We would like to know if the applicant participated in any year since 2011. This can help identify whether the participant should already be in the CARES Plus Data System or not. They may have been entered under a different name or may have participated in another county. We are trying to avoid having duplicate participants and want to be able to support longitudinal studies of participants that have been in the program for multiple years. (See slide 13 of the Program Evaluation and Data Collection presentation*.)

4. Q. The new rule requiring 80% of our applicants to be entered into PROOF prior to August 30 will prove difficult as our application period closes August 30. The majority of our program participants work in programs that operate on a school-type calendar, and our local deadline is set at two weeks after the beginning of the school year. This maximizes the opportunity for participation and has been quite effective locally. If we adjust our local deadline to enable us to meet yours, we will see a decline in numbers. Is there anything that we can do?

    A. *The deadline for Initial Enrollment data entry for all Component D (MTP) participants is August 20th. This deadline is necessary to enable MTP participants to receive the full benefits of the MTP Program. It also allows the opportunity for participants that are not selected or eligible for MTP to be able to choose another component.*
    The deadline for entry of 80% of the total number of remaining participants must be entered into the Data System with initial enrollment data completed. This requirement is to ensure adequate representation for the CLASS™ observation sample. This provides the ability for counties to accept up to 20% of their participants <u>after</u> the September 15th deadline. The data elements required for Initial Enrollment deadline (August 20th or September 15th) are defined in Appendix D under the Initial Enrollment column. (See slide 9 of the Program Evaluation and Data Collection presentation.)

5. Q. Is there any chance that a few adjustments could be made to PRO0F that would expedite data entry? The new reporting deadlines could prove to be very challenging to meet as the task is monstrous and the timeframe is short.

    A. *PRO0F will only be used for the Initial Enrollment of participants for Fiscal Year 2013-2014. The required data elements for Initial Enrollment are limited to reduce the data entry effort. Work facility information is not required for the Initial Enrollment. The new CARES Plus data system will enable selection from a list of facilities when adding the participant's work history information. (Please see Slides 9 and 12 of the Program Evaluation and Data Collection presentation posted on the CARES Plus Implementation page).*

6. Q. Can we supply more than one answer to the question, "What is the primary language spoken with children?" We do not think our participants who provide bilingual instruction will be able to choose one primary language

    A. *Currently primary language is a single selection data element. However, First 5 California is having internal discussions to determine whether or not we should add a "Bilingual" value.*

7. Q. As the CARES Plus subcontractors for First 5 Los Angeles, does our program officer need to review the 1,000 participant files in order for us to check this box, or does this refer to something else?

   A. Yes, please refer to the Form P.1 Application, Page 8. A program administrator needs to review the applications and certify that:
   - *The participant meets all of the state and local eligibility requirements to participate in the CARES Plus program.*
   - *The participant completed and signed all required forms.*