



Questions from the CARES Plus Webinar – July 29, 2013

Program Management

1. What is a product key? Will every participant have a different number?
 - A. *A product key is an alphanumeric code assigned by Teachstone; participants will use the product key to register for the Teachstone online trainings. Every county will have a different product key, which will be sent in a letter (via e-mail) to Lead Agencies. The letter will contain a county-specific product key, along with detailed instructions about how to access the online courses. Lead Agencies will be able to print, e-mail, or modify the letter to meet the needs of the county's CARES Plus program.*

2. Can we give the product key to non-CARES Plus participants?
 - A. *No, the product key should only be given to participants enrolled in CARES Plus. Lead Agencies should contact Teachstone directly to purchase additional subscriptions for the online training.*
First 5 California will be charged for every activated product key. Please monitor activation of your county's product key and notify Teachstone of duplicates or unauthorized usage so Teachstone can deactivate the user account.

3. Will there be different product keys for the Toddler and Pre-K trainings?
 - A. *Yes, the county-specific product key will include a designation that limits participant access to either the Pre-K or Toddler online course. (This answer is different from the answer given on the webinar because Teachstone recently updated their practice.)*

4. Will there be enough Classroom Assessment and Scoring System™ (CLASS™) Dimension Guides for returning participants? For example, can I get Toddler Dimension Guides for participants who completed the Pre-K CLASS online course last year and want to do the Toddler CLASS online course this year?
 - A. *Probably not. Initially, priority for Dimension Guides will be given to new CARES Plus participants. First 5 California will inform Lead Agencies if additional Dimension Guides are available for returning participants and the process for obtaining them.*



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5. If we already submitted a request for the number of Dimension Guides and product keys, will we have to resubmit that request after we enroll participants? Who should we e-mail about the number of Dimension Guides we need?
 - A. *In late August, First 5 California will ask Lead Agencies to confirm/update the number of Pre-K and Toddler Dimension Guides needed based on actual CARES Plus enrollment. If you are able to provide that information sooner than our request, please e-mail it to caresplus@ccfc.ca.gov. Please be sure the requested number of Dimension Guides is for new CORE participants only.*

6. When will Dimension Guides be distributed to participants?
 - A. *Participants enrolled in My Teaching Partner™ (MTP™) will receive a Dimension Guide and camera kit from the Child Development Training Consortium (CDTC) or the Lead Agency, if the Lead Agency chooses to distribute MTP materials. First 5 California will set aside enough Dimension Guides for MTP participants as part of the MTP selection process.*
For all other participants, Dimension Guides will be mailed to Lead Agencies in September after counties have actual enrollment figures. Prior to distribution, First 5 California will request updated information from Lead Agencies about the number of Dimension Guides in English and Spanish by CLASS age level, based on actual enrollment.

7. How can new participants complete the *Introduction to CLASS™* if the Dimension Guides are not available until mid-September?
 - A. *Participants do not need the Dimension Guide in order to complete Introduction to CLASS. First 5 California recommends that Lead Agencies distribute Dimension Guides when participants are ready to begin the Looking at CLASSrooms (LAC) online course.*

8. Is the *Kids & Smoke Don't Mix* online training open to the public? If so, how can they close the training on May 31?
 - A. *Yes, the Kids & Smoke Don't Mix online training is open to the public. Access to the training does not close. CARES Plus participants must complete the training by the CARES Plus deadline, which is May 31st of each program year.*



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9. When we generate our list of people who completed the *Kids & Smoke Don't Mix* online training, who will be on that list?
 - A. *Lead Agencies can generate lists of participants who completed the Kids & Smoke Don't Mix online training through either CARES Plus or CSP in order to give participants credit for completing the requirement. For example, if a new CARES Plus participant completed the course through CSP within the last 24 months, they are given credit for completing this CARES Plus requirement. Members of the public who complete the Kids & Smoke Don't Mix online training will not show up on the Lead Agency report.*

10. Have the Component C training dates and sites been identified?
 - A. *Specific training dates have not been set. CDTC anticipates holding Component C trainings in late August and early September. Trainings will be held in several regional locations and at least one webinar option will be available for advisors who cannot attend a local training.*

11. There is a CLASS observer training in September in Sacramento. Should the CARES Coordinator attend the observer training if they are acting as a CARES Plus advisor?
 - A. *The CLASS observer training is not a requirement of the CARES Plus program and will not replace the required Component C training. Other training options for CARES Plus staff may be added at the discretion of the Lead Agency.*

12. Will CORE participants have to wait 24 hours to access the LAC online course after completing *Introduction to CLASS*?
 - A. *Yes, once a participant completes Introduction to CLASS, Teachstone must activate their access to LAC. This activation takes 24 hours.*

13. Will participants be able to print a certificate to verify they completed the online survey?
 - A. *Yes, participants will be able to print verification when they have completed the survey for submission with their year-end documentation.*

14. Will a calendar of webinars/trainings be available for Lead Agencies?
 - A. *Yes, First 5 California will create a calendar of webinars and trainings and will notify Lead Agencies when it is available.*



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15. If we submitted our local professional development form along with our application, how do we know if it was approved?
- A. *As part of the CARES Plus Round 2 application approval process, First 5 California staff reviewed forms submitted with a county's application. When the application was approved, the professional development form also was approved.*

Evaluation

16. For the September 16th deadline for data entry, do we have to indicate the Component that participants have selected?
- A. *Yes, data for every participant must include demographic information, work history, education level, and approved Component(s). The following links lead to training materials that identify the fields that must be entered for the initial enrollment of the 2013-14 participants.*
- [http://www.cfc.ca.gov/evaluation/PDF/pro0f/PRO0F Training Outline for Existing Users 7-23-2013.pdf](http://www.cfc.ca.gov/evaluation/PDF/pro0f/PRO0F%20Training%20Outline%20for%20Existing%20Users%207-23-2013.pdf)
- [http://www.cfc.ca.gov/evaluation/pdf/pro0f/pro0f training for new Users 7-23-2013.pdf](http://www.cfc.ca.gov/evaluation/pdf/pro0f/pro0f%20training%20for%20new%20Users%207-23-2013.pdf)
17. If a participant does not complete the CARES Plus program in 2012-13, can we still use "defer" for that participant?
- A: *In PROOF, you can still select the "Defer" under "Program Participation Status" for 2012-13 participants. However, "Defer" will not be an option in the new CARES Plus Data System.*
18. How long does the Parent Notification have to be posted?
- A. *For the CLASS In-Person observations, the Parent Notification must be posted five days prior to each CLASS in-person observation. For teachers participating in MTP, the Parent Notification should be posted five days prior to the first taping, in a location where parents will readily see it, and must be posted throughout the program year.*



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19. If a returning participant is only doing Component B, will they be part of the random sampling for the CLASS observations?
- A. *Possibly. First 5 California's plan is to first sample new participants in CORE plus Component A or CORE plus Component B. However, if there are too few new participants in a county during a fiscal year, participants in Components A or B (apart from CORE) may be sampled. In 2013-14, participants working in infant-toddler classrooms will not be part of the sample related to CORE, A, or B participants.*
20. If scores for live, in-person CLASS observation are not shared with county Lead Agency staff, could you please coordinate with the Lead Agency to avoid one teacher potentially receiving observations through CARES Plus and the Child Signature program (CSP)?
- A. *First 5 California will inform Lead Agencies about the participants selected for in-person observation. Lead Agencies can coordinate First 5 California's selected participants with other quality improvement efforts. Remember the CARES Plus observation focuses only on the CARES Plus participant's interactions with children, whereas the CSP observation is focused on interactions among all adults and children in the classroom.*