

**First 5 IMPACT  
Frequently Asked Questions (FAQs)  
Common Data Files**

Questions below are organized by fiscal year of data reporting: FY 2015–16 and FY 2016–17.

**Questions: FY 2015–16, CA-QRIS Abbreviated Common Data File and RTT-ELC Common Data Elements File**

1. DATA FIELD: “Site Unique Identifier” is supposed to be the 9-digit facility site license. How should this be handled for alternative sites, such as family resource centers, home visiting programs, libraries, etc.?

The answer below applies to the RTT-ELC Common Data Fields and CA-QRIS Abbreviated Common Data File:

- A. For alternative sites, use the following formulas to develop site Unique Identifiers:
  - a. Family Resource Center (FRC): five-digit zip code and the first four digits (numbers and letters) of the physical address of the administrative office (e.g., FRC located at 123 Smith Street, Sacramento, CA 95822 would use the UI 95822123S).
  - b. Library: five-digit zip code and the first four digits (numbers and letters) of the physical address of the library branch.
  - c. Home Visiting Program: 5-digit zip code and the first 4 digits (numbers and letters) of the physical address of the administrative office. Do not use names or addresses of home visiting staff or clients.
  - d. Family Friend and Neighbor Cohort: Locally developed 9-digit unique alphanumeric identifier. Do not use names or addresses of FFN.
2. DATA FIELD: Regarding the “Program Type-Tribal” or “Program Type-Military” fields, there already are variables for funding sources, “Funding Source-Tribal Head Start” and “Funding Source-Military.” What is the difference between these variables and the Program Type variables?

The answer below applies to the RTT-ELC Common Data Fields and CA-QRIS Abbreviated Common Data File:

- A. The Tribal and Military Program Types are intended as location and/or population service identifiers. Please use this field to identify sites located on tribal lands or military bases (which may be funded with a variety of funding sources) or those sites adjacent to tribal lands or military bases established to specifically serve Native American or military families.

3. DATA FIELD: What is the timeframe associated with the variable “Number of children screened with a developmental screener”?

The answer below applies only to the RTT-ELC Common Data Fields file:

A. In the “Screened\_by\_DST” field, please include the total number of children screened within the previous year at the time of rating. This field should be updated when re-ratings occur.

4. CONSENT FORMS/EVALUATION NOTICES: CSP followed an opt-out model for evaluation since it was considered low-risk to participants and was a government program. Does this approach also apply to First 5 IMPACT? Do the evaluation notices constitute parent consent? And do they apply only to observations? What would we need in order to notify parents that we may be checking items in their children’s files as part of the file review (e.g., health and developmental screenings, etc.)?

The answer below applies to any First 5 IMPACT-funded site:

For data collection related to First 5 IMPACT, First 5 California (F5CA) does not require or provide consent forms. However, Evaluation Notices should be used. Evaluation Notices for parents and teachers are provided in English and Spanish. F5CA also has provided the Guidelines for Evaluation Notices document to define when and how Evaluation Notices should be used for IMPACT. Please see [http://www.cafc.ca.gov/programs/impact/impact\\_evaluation.html](http://www.cafc.ca.gov/programs/impact/impact_evaluation.html).

The First 5 IMPACT Evaluation Notices apply to classrooms receiving observations (CLASS, ERS) and that will be included in site-level data as part of the common data file provided to F5CA. F5CA obtained institutional review board approval from the California Health and Human Services Agency’s Committee for the Protection of Human Subjects (CPHS) to ensure data collection procedures for participating IMPACT sites, teachers, and children meet ethics standards for minimal risk to individuals. CPHS approved the IMPACT evaluation protocol (Protocol #15-06-2103) under a “Determination of Exempt Research” and requires only use of Evaluation Notices. Because F5CA will not receive any individual child level data, parental consent is not required by F5CA.

Counties may determine whether parental consent is appropriate for local data collection processes and should consult with local legal counsel with questions. File review, database practices, and QRIS rating methods may vary locally. If local legal counsel has questions believed to have statewide importance for data collection policies, F5CA counsel is available to discuss those questions with local legal counsel.

5. DATA FIELD: Our county has not yet finalized rating any sites. Do I need to submit the CA-QRIS Abbreviated Common Data File?

The answer below applies to the RTT-ELC Common Data Fields and CA-QRIS Abbreviated Common Data File:

- A. A site participating in QIS/QRIS, regardless of rating status, should be included in the data submission. In these type of sites, leave the rating-specific fields blank.

6. DATA FIELD: In the common data file, there is a drop-down menu for “Early Learning Setting.” Our county IMPACT program will include playgroups. How should we identify playgroups in this field?

The answer below applies to the CA-QRIS Abbreviated Common Data File:

- A. To accommodate counties using Alternative Sites other than those described in the First 5 IMPACT RFA, First 5 California will add a “Playgroup” and “Other Alternative Site” value to the “Early Learning Setting” field. For this setting type, please use the code “P” or “A,” respectively. See the updated “CA-QRIS Abbreviated Common Data File Detail FY 2015–16” for updated file specifications, located at [http://www.cafc.ca.gov/programs/impact/impact\\_evaluation.html](http://www.cafc.ca.gov/programs/impact/impact_evaluation.html).

7. DATA SUBMISSION: If a county has just begun enrollment as of June 30, 2016, is it required to report?

The answer below applies to the CA-QRIS Abbreviated Common Data File:

- A. Yes. Counties should report all sites participating in QIS/QRIS in the data submission, regardless of rating status. If the rating is not yet complete, please fill in as much data as possible about the enrolled/participating sites, and leave the rating-specific fields blank.

8. DATA SUBMISSION: Our county has had a very slow start. We have not yet recruited or enrolled specific sites. How would we go about reporting our data?

The answer below applies to the CA-QRIS Abbreviated Common Data File:

- A. Counties should report all sites participating in QIS/QRIS in the data submission, regardless of rating status. If the rating is not yet complete, please fill in as much data as possible about the enrolled sites, and leave the rating-specific fields blank. If you do not yet have any sites contacted and/or participating, please e-mail [CA-QRIS@cafc.ca.gov](mailto:CA-QRIS@cafc.ca.gov) to let First 5 California know that you have zero sites to report for the period.

9. DATA SUBMISSION: If submitting in csv format, do we need to be cautious to exclude any punctuation from the data fields?

The answer below applies to the CA-QRIS Abbreviated Common Data File:

- A. Yes. Please include only the data in the format and codes defined for the CA-QRIS Abbreviated Common Data File. Additional field delimiters, punctuation, or characters can impair data receipt by First 5 California. See the updated “CA-QRIS Abbreviated Common Data File Detail FY 2015–16” for updated file specifications, located at [http://www.cafc.ca.gov/programs/impact/impact\\_evaluation.html](http://www.cafc.ca.gov/programs/impact/impact_evaluation.html).

#### **Questions: FY 2016–17, CA-QRIS Common Data File**

10. DATA FIELDS: For RTT-ELC counties, should data in the Common Data File identified with an “\*” be incorporated as sites are re-rated and for sites newly entering only? Or is it expected that counties go back and get this data for sites already rated and not yet ready for re-rating?

- A. For those sites rated at the start of FY 2016–17 and not yet due to be re-rated until FY 2017–18, counties may opt out of reporting fields identified with an asterisk in the CA-QRIS Common Data File due to be submitted September 15, 2017. This one-time accommodation will allow existing ratings to remain intact, without additional data collection processes needed for this new reporting year. It is expected that all rated sites reported in FY 2017–18 will have all fields complete, as a 2-year rating cycle will have been ended.