

## Quality Counts California Common Data File Frequently Asked Questions (FAQs)

1. “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.?
  - 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. 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?
  - 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. What is the timeframe associated with the variable “Number of children screened with a developmental screener”?
  - 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 or monitoring visits occur.
4. 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 and Quality Counts California? 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 QCC participating site:

For data collection related to Quality Counts California, First 5 California and the California Department of Education do not require or provide consent forms. However, Evaluation Notices should be used. Evaluation Notices for parents and teachers are provided in English and Spanish. Guidelines for Evaluation Notices define when and how Evaluation Notices should be used. Please see <http://www.cafc.ca.gov/partners/qris.html>.

QCC 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. F5CA and CDE 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 QCC sites, teachers, and children meet ethics standards for minimal risk to individuals. CPHS approved the QCC evaluation protocol (Protocol #15-06-2103) under a "Determination of Exempt Research" and requires only use of Evaluation Notices. Because F5CA and CDE will not receive any individual child level data, parental consent is not required.

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.