



First 5 County Commission Annual Reporting to First 5 California

Fiscal Year (FY) 2020–21

Frequently Asked Questions (FAQs)

(Last updated August 25, 2021)

For additional questions, please email annualreport@ccfc.ca.gov.

Question #1: COVID-Related Emergency Relief Activities During FY 2020–21

The Annual Report Guidelines, FY 2020–21, states that unplanned expenditures for emergency and disaster relief (including pandemics) can be reported under Result Area 4, Improved Systems of Care. However, for the prior year, First 5 California's (F5CA) FAQs (FY 2019–20) stated that COVID-related emergency relief activities could be reported under Result Areas 1 (Improved Family Functioning) or 2 (Improved Child Development).

Can you clarify the rationale for the change in reporting instructions, specifically:

- Is reporting under Result Area 4 an option or is it a requirement?
- Can we continue to report under Result Areas 1 or 2, if desired?

Answer: In the case of COVID-19 pandemic relief efforts, the Annual Report Guidelines offer a general guideline for data reporting rather than a specific requirement. Each county commission has some flexibility in how it chooses to report expenditures and client counts across Result Areas. To capture **expenditures without client counts**, county commissions may use Result Area 4 under the new service category, Emergency and Disaster Relief. To capture **both expenditures and number of clients served**, then pandemic-related activities would have to be reported under Result Area 1, 2, or 3.

The Emergency and Disaster Relief service category, under Result Area 4, was added to the Annual Report Guidelines, FY 2020–21, with the input and recommendation of the First 5 Association. The addition was approved by the F5CA State Commission at their April 2020 quarterly meeting. The FAQs document for FY 2019–20 was written before creation of this new service category for FY 2020–21.

County commissions may wish to consult with the First 5 Association regarding which annual reporting categories might best reflect the work of their commission in providing relief related to the COVID-19 pandemic.

Question #2: Race/Ethnicity Data Categories

Why does the data system include race/ethnicity data in the AR-2 form? How were race/ethnicity categories selected? Will the term “Latinx” be used for ethnicity?

Answer:

The Annual Report Guidelines, FY 2020–21, provides the list of categories for race/ethnicity (see pages 22-23).

1. **Purpose:** Race/ethnicity data helps document the diversity of populations served by the First 5 Network and provides information for addressing equity in state and local programs and systems improvement efforts.
2. **Use:** Race/ethnicity data are used by F5CA in narrative of the published annual report and have been used by the First 5 Association for communications such as county commission fact sheets.
3. **Standards:** Race/ethnicity categories in the Annual Report Guidelines follow federal definitions (U.S. Office of Management, 1997), aligning with the data tabulation categories used by the California Department of Finance, the source of official state government population data.
4. **Combined format for race/ethnicity:** The data system categories for the AR-2 form follow California Department of Finance tabulation categories derived from the “combined format” for race/ethnicity outlined by the U.S. Office of Management and Budget. In the combined format, “Hispanic or Latino” is listed as if it were a race group along with race groups that are non-Hispanic. For further information about federal guidelines for race and ethnicity data collection and tabulation, including the “combined format,” see U.S. Office of Management and Budget, *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity*, Federal Register, Vol. 62, No. 210, 1997. <https://www.whitehouse.gov/wp-content/uploads/2017/11/Revisions-to-the-Standards-for-the-Classification-of-Federal-Data-on-Race-and-Ethnicity-October30-1997.pdf>

Question #3: Dual Language Learner (DLL) Pilot Study Funds

How should First 5 county commissions report DLL Pilot Study funding?

Answer:

The information below is summarized from the Annual Report Guidelines, FY 2020–21.

How to report revenues (See Guidelines, page 8, Table 1): To report DLL Pilot revenues, please select the revenue source category for "Dual Language Learner Pilot Funds."

How to report expenditures (See Guidelines, page 13, Table 2): To report DLL Pilot expenditures, please follow the steps below. Under Result Area 2, Improved Child Development, there are two service categories:

- Quality Early Learning Supports
- Early Learning Program Direct Costs

F5CA requests counties use the service category "Quality Early Learning Supports" as the best fit for DLL Pilot funds since counties are using funds for professional development and/or family engagement and most are doing so within the Quality Rating Improvement System (QRIS) or Quality Counts California Consortium framework. For definitions, please see Appendix A (page 31) of the Guidelines. This reporting consistency will help F5CA analyze the annual report data at the end of the year.

Question #4: Tobacco Tax Revenues

In the AR-1 revenue form, does the revenue source category "Tobacco Tax Funds" include both Proposition 10 and Proposition 56 revenue streams?

Answer:

Yes, both Proposition 10 and Proposition 56 revenue should be reported within the revenue source category "Tobacco Tax Revenues." See Annual Report Guidelines, FY 2020–21, page 8, Table 1, column "Description".

Question #5: Surplus Money Investment Fund (SMIF) Revenues

In the AR-1 revenue form, where should revenue from SMIF interest be reported?

Answer:

Revenue from interest in the SMIF should be reported using the revenue source category “Revenue from Interest Earned.” See Annual Report Guidelines, FY 2020–21, page 9, Table 1, column “Description”.

Question #6: Help Me Grow Expenditures

How should Help Me Grow expenditures be reported?

Answer:

For Help Me Grow expenditures, F5CA and the First 5 Association recommend using Result Area 4, Improved Systems of Care, service category “Systems Building” selecting the program model “Early Identification and Intervention.” See the description for “Program and Systems Improvement Efforts” that mentions Help Me Grow in Annual Report Guidelines, FY 2020–21, Appendix A, page 33.

However, if Help Me Grow expenditures by a county commission are most related to local direct services where the number of clients is counted, commissions may choose to use Result Area 3, Improved Child Health, service category “Early Intervention” selecting the program model “Care Coordination and Linkage.”

If a county commission engages in both system building and local direct services for Help Me Grow, expenditures could be split and reported (without duplication) in both Result Area 3 and Result Area 4.

Question #7: Home Visiting Coordination Funding

How should First 5 county commissions report Home Visiting Coordination funding?

Answer:

The information below is summarized from the Annual Report Guidelines, FY 2020–21.

How to report revenues (See Guidelines, page 8, Table 1): Please use the revenue source category “Other First 5 California Funds.”

How to report expenditures (See Guidelines, page 15, Table 2): To report Home Visiting Coordination expenditures, please use Result Area 4, Improved Systems of Care, service category “Systems Building” selecting program models as appropriate.