

Zero to Three Secondary Prevention Data Collection Definitions for Monitoring and Evaluation Reporting

The purpose of this document is to provide guidance and definitions for the fields contained on the Data Collection Form (*Revised 03/31/09*). The Data Collection Form, formerly the Program Register, is used by the Zero to Three Secondary Prevention Grant Monitors to examine the progress of both the process and outcomes of grantees. Both process and outcomes are important in program monitoring; further, each of these pieces lends to the larger evaluation of the Initiative through the *Zero to Three Secondary Prevention Initiative Program Indicators*.

Formative evaluations focus on the processes of a program and answer such questions as:

- Who are we serving?
- What are the demographic characteristics of who we are serving?
- Are participants receiving recommended services?
- What other services are we providing?
- Are we doing what we said we would do?
- Are participants satisfied with services?

Summative evaluations focus on the end-results and outcomes of the program to meet the intent of the legislation, and focus on such questions as:

- Are participants better off when they leave our program?
- Do participants report improvements due to our service?
- Have objectively measurable changes been observed for our participants?

The Data Collection Form focuses primarily on the process components of programs. The outcome evaluation is using the Adult Adolescent Parenting Inventory (AAPI-2) as well as the 3-1B form which is used to evaluate participant involvement in Child Protective Services.

Therefore, the following definitions and Data Collection Form are intended to inform the process portion of the Zero to Three Secondary Prevention Initiative Evaluation.

Electronic Version of the Data Collection Form

The only cells in which data may be entered or manipulated are those in the 1st, 2nd, 3rd, and 4th Quarter Columns. The Year to Date (YTD) and all percentages cells (%) will be calculated for you. Further, the form is locked and protected so no amendments or changes can be made to the format. This is to ensure that everyone is using the same form and collecting data the same way. With increased accountability requirements, the Initiative needs to ensure that data are being collected uniformly.

Attachment A is a copy of the new Data Collection Form. This is solely for reference; please use the electronic version for reporting to your grant monitor.

Note: Forms not completed correctly will be returned by your monitor for revisions.

Duplicated vs. Unduplicated Counts

For consistency, definitions offered below are to clarify the difference between a duplicated and unduplicated count. For the majority of the data indicators in the Data Collection Form, the counts will be unduplicated. Items 2A, 2E, 2G, 2H, 2I, 2K, and 2L are duplicated counts.

Duplicated refers to one person, family, child, pregnant woman, etc. being counted more than once for a given period of time. For example, if the majority of families served are served over all four quarters of a grant year, and recorded as served in the appropriate manner, if the number of families served across all four quarters were added this count would be duplicated. It is duplicated because the majority of families are being served in all 4 quarters, and hence counted as served in all four quarters. The total number of families served, if added across the 4 quarters would be inflated close to a factor of 4. It is for this reason that *duplicated counts are never added*.

Unduplicated refers to the person, family, child, pregnant woman, etc. being counted only once for a given period of time. For example, the number of newly enrolled families is only counted for the quarter in which they officially enter services. That is, their enrollment will be counted only once in the 4 quarters of the grant year. If the numbers of families enrolled for each quarter are added, and each family enrolled that year is counted once, then the total number of families enrolled across the 4 quarters is unduplicated and can provide an accurate number of the newly enrolled families for the previous grant year.

Data Collection Form Indicator Definitions

Section 1: Contact Information

Name of Program/Agency: Fill in the name of the program **and** the agency holding the Zero to Three Secondary Prevention grant.

Counties Served: List all of the counties served by the grant where services are provided.

Program Telephone Number: Fill in the telephone number for the grantee contact person

Quarter of the Fiscal Year: Indicate the quarter of the report you are submitting.

1st Quarter –October 1 through December 31

2nd Quarter –January 1 through March 31

3rd Quarter –April 1 through June 30

4th Quarter –July 1 through September 30

Date Forwarded: Fill in the date this form is being sent to your grant monitor.

Completed By: Provide the name of the person completing the form.

Section 2: Participant Data

This section is intended to document the number of families and children served as well as their status in the program or when they exited services. Please complete only the column that corresponds to the quarter for which the report is intended, highlighted in Section 1.

2A. Number of Families from Previous Quarter Continuing in Services

For each quarter, enter the number of families who remain in service *from the previous quarter*. If this is the first quarter of the grant year, enter the number of families remaining in services from the 4th quarter of the previous grant year. *This is a new field starting in the first quarter of Grant Year 2006.*

Data Entry Rules for 2A:

- Record the number of families continuing in services from the previous quarter
- The number entered in 2A for each quarter should equal the total number of families served less the number of families who aged-out, the number of families who completed the service, the number of families transitioning to other services and the number of families who dropped out of services in the previous quarter:

$$[2A = 2E - (2M + 2N + 2O + 2Pa + 2Pb + 2Pc + 2Pd)].$$

2B. Number of Families Screened

Screening is the initial step to determining eligibility for your program. Each screening of one family may be counted. If a family is screened more than once during

the quarter, ***count this family only once***. If the same family is screened in different quarters, then the family may be counted as screened in each quarter.

Screening is an activity that can take place on paper (i.e. birth records, referral forms), phone, or face-to-face.

Data Entry Rules for 2B:

- Record the unduplicated number of families screened for each quarter in the appropriate box.
- The number screened must be greater than or equal to the number of families assessed and enrolled each quarter, but not the sum of the two: $(2B \geq 2C; 2B \geq 2D)$.

2C. Number of Families Assessed

Assessment is the second step in determining eligibility and the needs of the children and families necessary to develop service plans. If one family is assessed twice in the same quarter, ***count this family only once***. If the same family is assessed in different quarters, then the family may be counted as assessed in both quarters.

Assessment is an activity that can take place only face-to-face.

Data Entry Rules for 2C:

- Record the unduplicated number of families screened for each quarter in the appropriate box.
- The number assessed must be greater than or equal to the number of families enrolled each quarter: $(2C \geq 2D)$.

2D. Number of Newly Enrolled Families

Enrollment is the formal entering in to services. In other words, the family is ***officially*** served¹. If a family is enrolled, exited, and enrolled again in the same quarter, the family can only be counted once. However, if the family is enrolled and ***officially***² exited in one quarter, and then re-enrolls in a subsequent quarter, they may counted twice. This is the only time when a family may be counted twice in 2D.

Data Entry Rules for 2D:

- Record the unduplicated number of families enrolled for each quarter in the appropriate box.

¹ Services funded through the Zero to Three Secondary Prevention Initiative (0-3) must serve families of very young children who are at-risk of child abuse and/or neglect. Families and children are eligible to begin services prenatally and continue until services are no longer necessary or up to the child's age of 48 months.

The eligible population includes expectant parents, families whose children meet the age requirement and families who meet the definition of "secondary prevention" as outlined by the enabling legislation¹. Families who have an open Child Protective Services case with a Category I or II Disposition cannot be served through Zero to Three Secondary Prevention Services.

² Officially exiting means that the family has been taken out of the count and the final, case closing, AAPI Administration has been completed or attempted.

- The number of families enrolled must not be greater than or equal to the number of families served, unless the number of families continuing from the previous quarter is zero: $(2D < 2E)$.

2E: Number of Families Served

The number of families served is the number of families receiving Zero to Three Secondary Prevention Initiative funded services for the quarter. This number is the **total number of families served** regardless if they discontinued, aged-out, completed, or left services later in the quarter. The family was still served³.

Data Entry Rules for 2E:

- Record the number of families served for each quarter in the appropriate box.
- The number of families served is the number of families continuing from the previous quarter plus the newly enrolled families: $(2E = 2A + 2D)$.

2F: Number of Newly Enrolled Children Ages 0-3

Newly enrolled children should be recorded in this section. Enrollment is the formal entering in to services. In other words, the child is **officially** served. If a child is enrolled, exited, and enrolled again in the same quarter, the child can only be counted once. However, if the child is enrolled and **officially** exited in one quarter, and then re-enrolls in a subsequent quarter, they may be counted twice. This is the only time when a child may be counted twice in 2F.

Data Entry Rules for 2F:

- Record the unduplicated number of children enrolled for each quarter in the appropriate box.
- The number of children enrolled must not be greater than the number of children served: $(2F < 2G)$.

2G: Total Number of Children Ages 0-3 Served

The number of children served is the number of children receiving Zero to Three Secondary Prevention Initiative funded services for the quarter. This number is the **total number of children served** regardless if they discontinued, aged-out, completed, or left services later in the quarter. The child was still served.

Data Entry Rules for 2G:

- Record the number of children served for each quarter in the appropriate box.

2H: Number of Children age 0-3 Served Eligible for Lead Testing/Screening during the Quarter

Record the number of children served who should be tested for Lead (according to the Michigan Lead Testing/Lead Screening Plan). The Michigan Lead Testing/Lead Screening Plan, developed by the Childhood Lead Poisoning Prevention Program (CLPPP) at MDCH, is provided in Appendix F and the 2008 AAP recommended lead testing schedule is included in Attachment D.

³ See Footnote 1 on the preceding page.

For children who meet the criteria for testing in the Michigan Lead Testing/Lead Screening Plan, testing is recommended at 12 months, and again between 24-30 months (note: while AAP recommends a second Lead test at 24 months, many lead tests are done by WIC, and WIC visits typically occur at 30 months, thus CLPPP created some flexibility in the timeline for the second test).

Data Entry Rules for 2H:

- Report the number of children served who should have a lead test, according to the Michigan Lead Testing/Lead Screening Plan for each quarter in the appropriate box.

2I: Number of Children age 0-3 Served Eligible for Developmental Screening during the Quarter

Record the number of children eligible for developmental screening during the quarter. The intensity of screenings should follow the timeline provided with the screening tool each grantee is using. For example, the Ages and Stages Questionnaire, a common tool, has 19 screenings available from birth to 4 years of age, and is flexible to be used at many different intervals.

Data Entry Rules for 2I:

- Record the number of children, according to the screening schedule of your program specific tool, eligible for developmental screening for each quarter in the appropriate box.

2J: Total Number of Newly Enrolled Pregnant Women

If applicable, the number of pregnant women newly enrolled should be counted and entered. Enrollment is the formal entering in to services. In other words, the woman is *officially* served. If a pregnant woman is enrolled, exited, and enrolled again in the same quarter, they can only be counted once. However, if the woman is enrolled and *officially* exited in one quarter, and then re-enrolls in a subsequent quarter, she may counted twice. This is the only time when a pregnant woman may be counted twice in 2H.

Data Entry Rules for 2J:

- Record the unduplicated number of pregnant woman newly enrolled for each quarter in the appropriate box.
- The number of pregnant women enrolled must not be greater than the number of pregnant women served: (2J < 2K).

2K: Total Number of Pregnant Women Served

The number of pregnant women served is the number of pregnant women receiving Zero to Three Secondary Prevention Initiative funded services for the quarter. This number is the **total number of pregnant women served** regardless if they discontinued aged-out, completed, or left services later in the quarter. The woman was still served.

Data Entry Rules for 2K:

- Record the total number of pregnant women served for each quarter in the appropriate box.

2L: Number of Families Served with 3 or More Risk Factors

Provide the number of families served with 3 or more risk factors. The list of risk factors is included in Attachment B at the end of this document and is the same list used in the initial application for Zero to Three funding. The number of families served with 3 or more risk factors is the number of families receiving Zero to Three Secondary Prevention Initiative funded services for the quarter with 3 or more risk factors. This number is the **total number of families served** with 3 or more risk factors regardless if they discontinued, aged-out, completed, or left services later in the quarter. The family was still served. The number of families served with three or more risk factors is a sub-set of the total number of families served for the quarter and should not exceed this number.

Data Entry Rules for 2L:

- Record the number of families with 3 or more risk factors served for each quarter in the appropriate box.
- The number of families with 3 or more risk factors served should not exceed the total number of families served for the quarter as it is a sub-set of this number ($2L \leq 2E$).

2M: Number of Families who “Aged-Out”

Report the number of families who, during the relevant quarter, exited services because the youngest child enrolled in Zero to Three Secondary Prevention funded services is over three years of age (4 years of age). Because of the guiding legislation, 0-3 services can only be provided to families with children ages birth to three. These families should only be counted if they have been screened, assessed, and **officially** enrolled in 0-3 funded services, then aged out. If the families were not **officially** enrolled, do not count them in this section.

Data Entry Rules for 2M:

- Record the number of families exiting services because the youngest child is over three years of age

2N: Number of Families Completing Service

Report the number of families successfully completing their service plan and exiting in the relevant quarter. Completing services means their service plans were fulfilled to the families' satisfaction or the families' needs/goals/outcomes have been met. These families should only be counted if they have been screened, assessed, and **officially** enrolled in 0-3 funded services, and then completed services to the family's satisfaction. If the families were not **officially** enrolled, do not count them in this section.

Data Entry Rules for 2N:

- Record the number of families exiting services because they have successfully completed their service plan.

2O: Number of Families Transitioned to Other Services

Provide the number of families who exited services and transitioned to a service where their needs will be better addressed. These families should only be counted if they have been screened, assessed, and **officially** enrolled in 0-3 funded services, and then transitioned out and **officially** exited. If the families were not **officially** enrolled, do not count them in this section. These families have not completed 0-3 services; rather, they need to move to more appropriate services. This data should also include families moving out of your service area *who have been referred to services in their new area of residence*.

Date Entry Rules for 2O:

- Record the number of families transitioning to other services.

2P: Number of Families who Dropped Out of Services

Report the number of families who dropped out of services because they are no longer interested in the service, they are unable to be located, or for other reasons. These families should only be counted if they have been screened, assessed, and **officially** enrolled in 0-3 funded services, and then dropped out and **officially** exited. If the families were not **officially** enrolled, please do not count them in this section.

For 2Pa, report the number of families who are no longer interested in receiving 0-3 funded services. These families should express that they no longer wish to participate either with words or actions per your program's written policy. For 2Pb, report the number of families no longer able to be contacted or located by the program. These families did not express interest in leaving the program, nor were they transitioned to other services, aged out, or completed services. For 2Pc and 2Pd, list other reasons you may have for families dropping out of services and provide the relevant data.

Data Entry Rules for 2P:

- 2Pa = The number of families no longer interested in services
- 2Pb = The number of families no longer able to be contacted by the program
- 2Pc = Other reasons your program has for families dropping out of services not covered by other options and relevant data
- 2Pd = Other reasons your program has for families dropping out of services not covered by other options and relevant data

Section 3: Race/Ethnicity of Children Served

Section 3 collects data on the number of children served, per quarter, based on racial and ethnic demographics. The number of children served should be placed into one of the 5 provided racial/ethnic categories *based on the family-identified race or ethnicity*. No judgments should be made by program staff about the validity of the choice by the family of their race/ethnicity.

A multi-racial category has been added to account for those participants who may fall in to more than one race and or/ethnic category. According to the US Census Bureau², a multiracial person can choose to identify with two or more race and/or ethnic groups according to their personal identity.

The number of children served is the number of children receiving Zero to Three Secondary Prevention Initiative funded services for the quarter. This number is the **total number of children served** regardless if they discontinued, aged-out, completed, or left services later in the quarter. The child was still served.

Data Entry Rules for Section 3:

- The number of Black or African-American, Hispanic or Latin-American, White or Caucasian, Multi-Racial, and Other Race/Ethnicity should equal the number of Children Served in 2G. This number will be checked with the following method: (Section 3 = #Black or African American + #Hispanic or Latin American + #White or Caucasian + #Multi-Racial + #Other = 2G)
- Include the other races/ethnicities served in the space provided

Section 4: Service Provided

This section reports the number of activities/services/events provided by the grantee in the quarter. The services counted in this section should only be those funded through direct fund from the Zero to Three Secondary Prevention Grant or through the required match funding. This section does not count the number of families or children served, but the number of actual services provided. One unit of service is counted once.

4A: Home Visits –Initial and subsequent visits in the family home as a part of grantee programming.

4B: Parenting Classes –Education or skill-building classes presented in a group setting with curriculum on child development, parenting, local family resources, or other topics related to the prevention of child maltreatment. Each class session is counted.

4C: Parent Support Groups – A group meeting of peers to support each other and exchange information and ideas.

4D: Service Coordination –Coordinate and manage supports and services for the family and children based on identified needs through referrals, evaluation of services, contact with other service providers, etc.

4E: Child Care Services –Care services provided to children in the absence of a parent.

4F: Respite Care Services –Care services provided for children in short intervals to allow the parent/caregiver a break from parenting to enhance the positive and safe functioning of a family.

4G: Transportation –Providing transportation services to a family or group of families in order to facilitate access to needed services and supports.

4H: One-on-One Counseling –Therapeutic interventions by a qualified professional aimed at the mental health of families/individuals; Counseling meetings, home-based or otherwise, are focused on the needs of the family/individual.

4I: Phone Contacts: Provide the number of telephone contacts, both in-coming, and outgoing, provided by your program with the distinct focus on secondary prevention activities.

4J: Developmental Newsletters –Provide the number of developmental newsletters disseminated (number of newsletters mailed) per quarter to Zero to Three eligible families.

4K: Developmental Assessments/Screenings –Provide the number of developmental assessments provided per quarter. This is the number of developmental

assessments/screenings provided, not the number of children receiving the assessments/screenings. Item 5F counts the number of children receiving these assessments/screenings.

4L: Other Services: Please aggregate other services not listed above and provide their names in the space provided.

Section 5: Outcome Data

This section collects data on the number of families or children served who receive certain service provisions. These indicators base their calculation on the total number of families served (2E) or the total number of children ages 0-3 served (2G) unless otherwise noted.

5A: Number and percentage of families who have a primary health care provider

Report the number of families served in the quarter who have identified a primary health care provider for their family. This should be *beyond an awareness* of a doctor or physician or other provider; it should be the identified person or agency where the family *actually receives* health services.

Data Entry Rules for 5A:

- Report the number of families served with a primary health care provider
- The number of families in 5A may not be more than the number of families reported in 2E: ($5A \leq 2E$)
- The percentage will automatically be calculated

5B: Number and percentage of children who are up-to-date with age-appropriate immunizations

Record the number of children served up-to-date with age-appropriate immunizations required by the American Academy of Pediatrics (AAP; www.aap.org). The 2008 AAP recommended immunization schedule is provided as Attachment C. Within reasonable and best efforts, the Michigan Childhood Immunization Registry (MCIR; www.mcir.org) should be used to verify immunization status. If the MCIR cannot be accessed, other means, including parent report, may be used. Please contact your grant monitor for technical assistance.

Data Entry Rules for 5B:

- Report the number of children served up-to-date with age-appropriate immunizations
- The number of children in 5B may not be more than the number of children reported in 2G: ($5B \leq 2G$)
- The percentage will automatically be calculated

5C: Number and percentage of 0-3 age children who are up-to-date with well-child visits

Record the number of the children receiving the recommended AAP Preventive Pediatric Health Care (well-child visits) in the given quarter. The Recommendation for Preventative Pediatric Health Care 2008 is provided as Attachment D.

Data Entry Rules for 5C:

- Report the number of children served who are up-to-date with well-child visits
- The number of children in 5C may not be more than the number of children reported in 2G: ($5C \leq 2G$)
- The percentage will automatically be calculated

5D: Number and percentage of pregnant women who received the recommended number of prenatal visits

Record the number of pregnant women served who received the recommended number of prenatal visits by the American College of Obstetricians and Gynecologists (ACOG; www.acog.org) during the given quarter. The recommended prenatal visit schedule for a typical 40 week pregnancy is provided in Attachment F. Please contact the ACOG or the Michigan Department of Public Health for more information.

Data Entry Rules for 5D:

- Report the number of pregnant women served who are receiving the recommended number of prenatal visits for the given quarter
- The number of women in 5D may not be more than the number of women reported in 2L: ($5D \leq 2L$)
- The percentage will automatically be calculated

5E: Number and percentage of 0-3 age children, eligible for lead testing, who are up-to-date with age appropriate lead testing

Record the number of children served who should be tested for Lead (according to the Michigan Lead Testing/Lead Screening Plan) and who are up-to-date with age-appropriate lead testing as recommended by the American Academy of Pediatrics (AAP) Periodicity Schedule. It is understood that not all children will be eligible for a lead testing each quarter, so numbers may not include all the children ages 0-3 served. The intensity of testing should follow the timeline provided in the Michigan Lead Testing/Lead Screening Plan, developed by the Childhood Lead Poisoning Prevention Program (CLPPP) at MDCH, provided in Attachment F, and the 2008 AAP recommended lead testing schedule, included in Attachment D.

For children who meet the criteria for testing in the Michigan Lead Testing/Lead Screening Plan, testing is recommended at 12 months, and again between 24-30 months (note: while AAP recommends a second Lead test at 24 months, many lead tests are done by WIC, and WIC visits typically occur at 30 months, thus CLPPP created some flexibility in the timeline for the second test).

Within reasonable and best efforts, the Michigan Care Improvement Registry (MCIR; www.mcir.org) should be used to verify Lead testing status. If the MCIR cannot be accessed, parent report may be used. Please contact your grant monitor for technical assistance if you cannot access Lead test results in MCIR.

Data Entry rules for 5E:

- Report the number of children eligible for lead testing in the quarter and who have up-to-date lead test results listed in MCIR *or* who have up-to-date lead test results per parent report (i.e. parent report used in lieu of MCIR data).

- The number of children may not be more than the number of children reported in 2H ($5E \leq 2H$).
- The percentage will automatically be calculated.

5F: Number and percentage of 0-3 age children who participated in developmental screening during the quarter

Record the number of children whose development was assessed during the quarter. It is understood that not all children will be eligible for a developmental screening each quarter, so numbers may not include all the children ages 0-3 served. The intensity of screenings should follow the timeline provided with the screening tool each grantee is using. For example, the Ages and Stages Questionnaire, a common tool, has 19 screenings available from birth to 4 years of age, and is flexible to be used at many different intervals.

As in item 4I.3, the terms assessment and screening are interchangeable for developmental evaluation activities.

Data Entry Rules for 5F:

- Report the number of children served who participated in developmental screening for the given quarter
- The number of children in 5F may not be more than the number of children reported in 2I: ($5F \leq 2I$)
- The percentage will automatically be calculated

5G: The number and percentage of 0-3 age children who met age-appropriate developmental milestones

Record the number of children who received a developmental screening in the quarter and met the developmental milestones for their age group within the normal or above normal ranges. This number is based on the number of children who received a developmental screening in the quarter, not all the children served in the given quarter.

Data Entry Rules for 5G:

- Report the number of children who received a developmental screening in the quarter and met age-appropriate developmental milestones
- The number of children in 5G may not be more than the number of children reported in 5F: ($5G \leq 5F$)
- The percentage will automatically be calculated

5H: Number and percentage of 0-3 age children who did not meet age appropriate developmental milestones

Record the number of children who received a developmental screening the quarter and *did not meet* developmental milestones for their age group. This number is based on the number of children who received a developmental screening in the quarter, not all children served.

Data Entry Rules for 5H:

- Report the number of children who received a developmental screening in the quarter and did not meet age-appropriate developmental milestones

- The number of children in 5H may not be more than the number of children reported in 5F: ($5H \leq 5F$)
- The number reported in 5H, when added to the number reported in 5G, must equal the number reported in 5F: ($5H + 5G = 5F$)
- The percentage will automatically be calculated

5Ha: Number and percentage of children with a suspected developmental delay who were referred to appropriate services

Record the number of children for the quarter who received a developmental screen, did not meet their age-appropriate development, and were referred for appropriate developmental services. This number is based on the number of children who did not meet their developmental milestone, not the total number of children receiving screens nor the total number of children served.

Data Entry Rules for 5Ha:

- Report the number of children who received a developmental screening in the quarter and did not meet age-appropriate developmental milestones, and hence were referred to appropriate services
- The number of children in 5Ha may not be more than the number of children reported in 5H: ($5Ha \leq 5H$)
- The percentage will automatically be calculated

5Hb: Number and percentage of families whose children were referred for developmental services that followed through with the referral

Record the number of referrals for developmental services for which families followed through with the referrals. This number is based on the number of children/families referred for developmental services, not the number of children who did not meet developmental milestones, or those screened or the total number of children served.

Data Entry Rules for 5Hb:

- Report the number of children who received a developmental screening in the quarter and did not meet age-appropriate developmental milestones, and hence were referred to appropriate services and followed through with the referral
- The number of children in 5Hb may not be more than the number of children reported in 5Ha: ($5Hb \leq 5Ha$)
- The percentage will automatically be calculated

Section 6: Participant Satisfaction

Participant satisfaction surveys are not required for every quarter, but at least once during the grant year as part of the locally-based program evaluation. Section 6 is intended to organize data on participant satisfaction with 0-3 funded services as well as participant reports of impact.

6A: Number and percentage of families sent the satisfaction survey

Report the number of families served who were sent/given the satisfaction survey for the given quarter. If no families received the survey in the quarter, enter a zero (0) and

do not proceed with the remainder of the section. This is a new data field starting in Grant Year 2006.

Data Entry Rules for 6A:

- Report the number of families receiving the satisfaction survey for the given quarter.
- The number of families in 6A may not be more than the total number of families served as reported in 2E: ($6A \leq 2E$)

6B: Number and percentage of families responding to the satisfaction survey

Report the number of families served who received a satisfaction and who completed and returned the survey for the given quarter. This number is based on the number of families receiving a survey, not on the total number of families served. This is a new data field starting in Grant Year 2006.

Data Entry Rules for 6B:

- Report the number of families receiving the satisfaction survey *and* returning the completed survey for the given quarter.
- The number of families in 6B may not be more than the number of families receiving surveys as reported in 6A: ($6B \leq 6A$)

6C: Number and percentage of families who were satisfied with 0-3 services

Report the number of families who received and returned the satisfaction survey and who were served in 0-3 services. This number is based on the number of families who received, completed, and returned the satisfaction survey, not on the number of families served for the quarter.

Data Entry Rules for 6C:

- Report the number of families receiving the satisfaction survey who returned the completed survey for the given quarter and indicated satisfaction with 0-3 services.
- The number of families in 6C may not be more than the number of families receiving and returning surveys as reported in 6B: ($6C \leq 6B$)

6D: Number and percentage of families who reported that their parenting skills improved as a result of the 0-3 service(s)

Report the number of families who indicated an impact on their parenting skills by participation in 0-3 services. This number is based on the number of families who received and returned a complete satisfaction survey, not on the total number of families served.

Data Entry Rules for 6D:

- Report the number of families receiving the satisfaction survey *and* returning the completed survey for the given quarter who indicated that the 0-3 services in which they participated improved their parenting skills
- The number of families in 6D may not be more than the number of families receiving and returning completed surveys as reported in 6B: ($6D \leq 6B$)

6E: Number and percentage of families who reported that they have participated in another parenting program

Report the number of families who reported that they have participated in a parenting program other than your program. This number is based on the number of families who received and returned a complete satisfaction survey, not on the total number of families served.

Data Entry Rules for 6E:

- Report the number of families receiving the satisfaction survey *and* returning the completed survey for the given quarter who indicated that they have participated in another parenting program
- The number of families in 6E may not be more than the number of families receiving and returning completed surveys as reported in 6B: ($6E \leq 6B$)
- Calculate the percentage of participants who indicated that they have participated in another parenting program out of the total that responded either “yes” or “no” to the question regarding participation in a parenting program. The number that answered “unsure” should be excluded from the denominator.