

Data Management & Data Quality Framework

Data Entry Goals (HBCC)



ParentChild+'s data quality framework is designed for both staff at the local site and National Center staff to measure data quality within our organization. To assist in workflow management, **data entry goals** are designed to specify data entry expectations to our entire network; however, they are not performance standards.

Recruitment Efforts

- For each recruitment effort completed, the total number of potential providers interacted with is recorded
- All recruitment efforts are entered within 30 days from event date

Childcare Providers

- All Provider Information forms are entered within 30 days from intake date
- Total number of children in care is added to the Provider Information form

Visits

- For each enrolled provider, 24 visits are completed in the scheduler by the middle of the program (16 weeks)
- For each completed provider, 48 visits are completed in the scheduler by the end of the program (24-32 weeks)
- For each provider, 1 visit record is entered for each month
- All visits are entered within 30 days from visit date
- All visit records are entered within 30 days from visit date

Provider Surveys

- Pre survey is entered by 6 completed visits
- Post survey is entered by 48 completed visits

Parent Surveys

- Pre survey for each family* enrolled is entered by 6 completed visits
- Post survey for each family* enrolled is entered by 48 completed visits

*The number of surveys entered will be compared with the total number of children in care entered in the Provider Information form. However, we acknowledge that a parent will complete one survey regardless of how many of their children are in care. We also understand the challenges practitioners have in collecting these surveys and this will be considered when reviewing the data together with your data support team member during data quality check-ins.

FCCERS-R or CCIS

- Pre assessment is entered by 6 completed visits
- Post assessment is entered by 48 completed visits

Referrals

- Initial referral entries are entered within 30 days from referral date
- For each referral, follow up date is entered in referral information within 3 weeks

In addition to data entry goals that are used throughout the year to make sure data forms are entered completely and on time, there is a list of annual requirements that are to be completed once a year.

Annual Requirements

- For each active staff member, demographic information is completed
- The following are uploaded by January 31st
 - KEEP form
 - Two guide sheets (one book and one toy)
 - VISM List
 - One video record for each Early Learning Specialist

Updated: December 2024