

Annual Data Checklist: One-on-One Program

Data improves program implementation and informs critical decision-making. Funders ask for data to understand program outcomes. As a part of ongoing data quality assurance, ParentChild+ strongly suggest that data is entered into DAISY 30 days of collection. Please refer to Data Quality Framework.

Baseline Assessment and Enrollment					
Name of Form/Measure	When collected?	Description	Required for Program	Option to Store in DAISY	Required in DAISY
Family Information Form	Intake by 6 visits	Collects contact information and demographic information on family participants. Form does not have to be fully completed at intake due to sensitive questions; however, family's basic contact information must be in DAISY within 30 days of data collection.	✓	✓	✓
Consent and confidentiality	Intake or by 6 visits	Most agencies require the following forms: video, photo, privacy, and confidentiality. If data-sharing with third-party (govt or research partner), additional consent is needed.		✓	
Funds of Knowledge	Intake or by 6 visits	Optional. Tool to get to know families to facilitates engagement, collaboration, and co-planning: Who are they? What is important to them? What do they like to do? Can edit to meet your needs.		✓	
PIEL or PICCOLO ¹ (pre)	Intake or by 6 visits	Sites should use one measure to use, not both. PIEL is a survey of parents' home-based involvement in child's early learning. PICCOLO is an observational measure of caregiver behaviors.	✓	✓	✓
ASQ-3 (pre)	Intake or by 6 visits	Pre-, mid-, post- required. Use age-appropriate questionnaire. If child is in monitoring zone, you should rescreen more often. If a child receives diagnosis, they are exempt from re-screening. Please see ASQ-3 User's Guide for more information.	✓	✓	✓
ASQ:SE-2 (pre)	Intake or by 6 visits	Pre-, mid-, post- required. Use age-appropriate questionnaire. If child is in monitoring zone, you should rescreen more often. If a child receives diagnosis, they are exempt from re-screening. Please see ASQ:SE-2 User's Guide for more information.	✓	✓	✓
ELS home visit practice video (pre)	In the first three months	Each ELS records a video that is the length of a full home visit (30 mins) with one family. Video is intended for observation, supervision, and coaching of ELSs by Coordinator. Only one video per model per site is sent to National Center annually (refer to KEEP).	✓		

¹ Site's agreement with National Center will determine whether your site uses PIEL or PICCOLO.

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Mid- and Ongoing Program Administration					
Name of Form/Measure	When collected?	Description	Required for Program	Option to Store in DAISY	Required in DAISY
Visit Reflection Record	One per week	Notes valuable information about visits and family. Helpful with supervision and self-reflection. Sites can adapt the questions to meet supervision needs. Option to replace Home Session Record	✓	✓	
Guide sheets	One per week	Each family must receive a guide sheet for each book or toy. Contains child development info and matches the family language.	✓		
Receipt of VISM/ Sign-in Form	VISM drop-off	For the family to confirm receipt of VISMs	✓		
Family Information Form	By visit 46**	By mid-program, family's full form should be updated and completed, if not done previously. Some data requires more trust-building.	✓	✓	✓
Participant Satisfaction Survey	By visit 46**	An opportunity for families to give feedback. This data is used to sites to course correct, as needed. Some sites prefer to call families instead. Surveys can be edited to meet your program's needs.	✓		
PIEL or PICCOLO (mid)	By visit 46**	Not both. See above for description.	✓	✓	✓
ASQ-3 (mid)	By visit 46**	Pre-, mid-, post- required. Use age-appropriate questionnaire. See language above for re-screening and exemption info.	✓	✓	✓
ASQ:SE-2 (mid)	By visit 46**	Pre-, mid-, post- required. Use age-appropriate questionnaire. See language above for re-screening and exemption info.	✓	✓	✓
ELS home visit practice video (mid)**	By visit 46**	Each ELS records a video that is the length of a full home visit (30 mins) with one family. Video is intended for observation, supervision, and coaching of ELSs by Coordinator. Only one video per model per site is sent to National Center annually (refer to KEEP).			

**Or halfway through the program

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Post-Assessment Family Exit					
Name of Form/Measure	When collected?	Description	Required for Program	Option to Store in DAISY	Required in DAISY
PIEL or PICCOLO (post)	By visit 90**	See above for description.	✓	✓	✓
ASQ-3 (post)	By visit 90**	Pre-, mid-, post- required. Use age-appropriate questionnaire. See language above for re-screening and exemption info.	✓	✓	✓
ASQ-SE (post)	By visit 90**	Pre-, mid-, post- required. Use age-appropriate questionnaire. See language above for re-screening and exemption info.	✓	✓	✓
ELS home visit practice video (post)	By visit 90**	Each ELS records a video that is the length of a full home visit (30 mins) with one family. Video is intended for observation, supervision, and coaching of ELSs by Coordinator. Only one video per model per site is sent to National Center annually (refer to KEEP).	✓		
Participant Satisfaction Survey	By visit 90**	An opportunity for families to give feedback. Surveys can be edited to meet your program's needs.	✓		
Program Completion Survey	By visit 90**	Track program status, reason for family not completing program, and next steps after program completion. Surveys can be edited to meet your program's needs.	✓	✓	✓

**Or within final month of family's enrollment in ParentChild+

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Annual Requirements and Program Fidelity (KEEP)					
Name of Form/Measure	When Submitted to ParentChild+	Description	Required for Program	Option to Store in DAISY	Required in DAISY
ELS Training Agenda	Annually by Jan 31st	Agenda is used for ongoing quality assurance.	✓	✓	✓
VISM List	Annually by Jan 31st	Sequence of VISMs used for families during program.	✓	✓	✓
VISM Schedule	Annually by Jan 31st	Annual schedule used for families during program.	✓		
KEEP	Annually by Jan 31st	Used to determine if site is implementing the program with fidelity. Useful to review at start of each program.	✓	✓	✓
Guide sheets	Annually by Jan 31st	Upload two sample guide sheets annually, one for books and one for toys.	✓	✓	✓
Home visit practice videos	Annually by Jan 31st	Only one video per model per site is sent to National Center annually (refer to KEEP). A site implementing both One-on-One and HBCC programs will submit a total of two videos.	✓		