Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SCHOOL YEAR DATA COLLECTION & ENTRY TASKS – SUMMARY** **(Detailed Instructions Begin on Page 2)** |
| **TASK** | **TIMELINE** | **NAME OF ASSIGNED STAFF** | **DATE COMPLETED** |
| A. Update The Big Lift-funded **Site / Session Information**.* Make sure all Big Lift **site information** (License, site supervisor information, and vision screening information) is up-to-date
* Make sure all **session information** (including start/end date, start/end times, funding sources, and age group served) are correct.

Refer to the tip sheet **“*Updating Site and Session Information”*** for detailed instructions. | By **July 31** for the upcoming school year |  |  |
| B. Enter **Teacher Data**, including teaching assignments, from *The Big Lift Teacher Info & Consent Form (for all staff)** Ensure that all **preschool program staff** (lead teachers, teachers, assistants/aides), site supervisors, program directors, and any other program staff participating in professional development and quality improvement activities complete and submit *The Big Lift Teacher Info & Consent Form*. **There must be at least 2 teaching staff assigned to each session; 1 of those must be a lead teacher.**
* Enter background/contact information and teaching assignment from *The Big Lift Teacher Info & Consent Form* into Vertical Change.

You will be also be asked to complete and return the quarterly Staff Roster with any updates to ALL teaching assignments in classrooms (lead teachers, teachers, assistants, aides).Refer to the tip sheet **“*Entering Teacher Data”*** for detailed instructions. | By **August 31** for the upcoming school year(teaching assignments to be updated quarterly; all other information to be updated throughout school year, as needed) |  |  |
| C. Enter select **Child / Guardian / Family Data** from *The Big Lift Child/Family Info & Consent Form** Ensure that all **families** complete and submit *The Big Lift Child/Family Info & Consent Form*.
* Enter all information (Including Child Background Information; Family Background/Contact Information; Family Size, Income, and Fee Information; and Child enrollment) from *The Big Lift Child/Family Info & Consent Form* into Vertical Change.

Refer to the tip sheet “***Entering Child and Family Data”*** for detailed instructions. | By **August 31**, for the upcoming school year(Update child enrollments throughout school year, as needed) |  |  |
| D. Provide **attendance data**For programs that collect and house attendance data through another database or system (e.g. NoHo, ChildPlus, etc.), please contact Randi Paynter at rpaynter@smcoe.orgto arrange for the export of data from your existing system and importing it into Vertical Change. Attendance files must be received by **the end of each month.****In August 2017, “**Suspension” was added as an absence category. Please select Suspension when applicable. Refer to the tip sheet **“*Entering Attendance Data*”** for detailed instructions. | Enter weekly and finalize by the 10th of the following month |  |  |
| E. Provide/enter **DRDP Observation and ASQ Screening Information** for each child**DRDP (all programs)**Use one of the followings strategies to permit SMCOE to access DRDP data via DRDP Online:1. **Enter the DRDP Online ID** (or other system ID) for **each child** into **Vertical Change**
2. **Share a spreadsheet** (including the matching ID) of your DRDP child-by-child­­­ results using ShareFile

**ASQ**Option 1: If you use the Online ASQ, ChildPlus or another data system for ASQ data:1. **Enter the Online ASQ ID** (or other system ID) for each child into Vertical Change.
2. Share a spreadsheet of your child-by-child ASQ results via ShareFile. Include the following: first name, last name, date of birth, applicable ID numbers for that child, screening date, screening tool (ASQ or ASQ:SE) and item by item results.

Option 2: If you do NOT use Online ASQ (or store your ASQ data in another system):1. Enter the dates of the ASQ screening(s), the type of screening(s) and, whether it resulted in a referral for the six-month period into Vertical Change for each enrolled child in your program.

To import DRDP or ASQ IDs to VC, please contact Randi Paynter at rpaynter@smcoe.org.Refer to the tip sheet **“*Entering Child Assessments or Screenings”*** for detailed instructions. | By **December 31** & **June 30**, for the six months prior. |  |  |
| F. **Obtain and Enter CALPADS SSIDs** for Big Lift Preschoolers (**for school district-run preschool programs only**)To import SSIDs to VC, please contact Randi Paynter at rpaynter@smcoe.org.Refer to the tip sheet “***Entering CALPADS SSIDs”*** for detailed instructions. | By **June 30**, for all children enrolled during the school year  |  |  |
| *Questions? Contact SMCOE:*Diana Harlick, darlick@smcoe.orgRandi Paynter, rpaynter@smcoe.orgYung-Hui Chien, yhchien@smcoe.orgAnna Powell, apowell@smcoe.org |