

ATTACHMENT C: Data Requirements and Program Metrics

The Children's Trust requires Providers to continually collect metrics on the quantity, quality and impact of service efforts. The purpose of data collection, reporting and analysis is to promote continuous improvement in program quality and participant outcome achievement. Contract-specific reporting requirements are identified in Attachment A – Scope of Services.

The Program Metrics tool (found on The Children's Trust website) details the components that are regularly reviewed by Trust staff or approved contractors. These components—as well as the way they are rated—are specific to each initiative and may be revised throughout the funding cycle.

Successful programs regularly review the quality of their own implementation at the site level, offer staff training and coaching on program components, and incorporate feedback from participants and staff.

Data requirements:

As applicable, Provider is expected to collect and enter demographic, attendance, screening, and assessment data in a timely manner, while incorporating practices that ensure data quality and integrity. Data must be collected in accordance with initiative-specific requirements noted in Attachment A Scope of Services, using the appropriate tools (e.g., required demographic fields can be found in the **Child/Youth and Parent, Guardian or Primary Caregiver Information Forms** found on The Children's Trust website) and entered in a timely manner into a Trust-approved data system. Program attendance and contact data should be entered daily, in the event this cannot occur it is to be entered within 24 hours. Other participant screening and outcome data should also be entered as it is collected, in the event this cannot occur it is to be entered within three (3) days of collection. All data that has been entered must also be regularly reviewed and validated by the Provider at least weekly to ensure all information submitted to The Trust is accurate and correct.

As applicable, Provider may also be expected to submit periodic Program Narrative Reports that capture the program's successes, challenges, and supports needed and/or specific aggregated data reporting spreadsheets, as specified in the **Initiative Specific Reporting Requirements** on The Children's Trust website or other communications from The Children's Trust.

With each submission, the Provider attests that all data submitted in conjunction with the reports are accurate, truthful and complete. The Trust and Trust-approved partners shall access these data—either via direct access to the system used by the Provider and/or via a data feed to The Trust's Integrated Data Repository—, use it and analyze it for evaluation and strategic planning purposes.

Compliance Items: Provider shall fulfill all applicable compliance items specified in the safety, administrative and fiscal compliance component in the Program Metrics tool, as well as in the **Required Documentation Checklist** posted on The Children's Trust website.

Quarterly or Yearly Growth Plan: In partnership with The Trust Program Manager, the Provider will develop and implement Growth Plans up to four times per contract year. A **Growth Planning Guidance Document** with additional information can be found on The Children's Trust website.

The Children's Trust funds program and professional development for provider staff and agencies through Trust Academy, ranging from basic to advanced levels. All funded providers are required to engage in the available offerings, which include online courses, live training, peer learning activities and coaching. Required Trust trainings for each initiative are listed on The Trust Website. Participation in all Trust Academy supports is centrally tracked in the Trust Academy learning management system (LMS). All staff profiles must be kept up to date in Trust Central and the LMS. Provider must ensure appropriate staff and subcontractors attend various Trust-sponsored or facilitated trainings. At a minimum, staff will be required to attend the following annually:

- Contract management trainings
- The Children's Trust Provider meetings
- Trust Central training for budgets, amendments, invoices, participants and reports trainings
- Content-specific trainings related to program quality and performance measures (e.g., evidence-based programs, best practices, measurement tools, safety and injury prevention and inclusion).

In addition to supports offered by The Trust, providers are expected to engage their staff in training and professional development specific to the population served, enrichment content areas delivered, and/or evidence-based practices being implemented.