

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 can be found on the Children's Trust website and it 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 the initiative and can be revised throughout the funding cycle.

Successful programs regularly monitor 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 using the appropriate tools (e.g., required demographic fields can be found in the **Child and Adult Information Forms** found on The Children's Trust website) and entered in a timely manner into a Trust approved data system. All data entered must be reviewed and validated by the provider no later than the 15th of month following the month in which services were delivered.

As applicable, provider may also be expected to complete a Program Narrative Report (see initiative specific requirements—including timing—in the **Initiative Specific Reporting Requirements** on The Children's Trust website) that captures a brief account of the program's successes, challenges, and supports needed.

With each submission, the provider attests, based on his/her best knowledge, information and belief, 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.

Program Metrics:

- **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 Contract 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.

Additional Program Continuous Quality Improvement Requirements:

Provider must ensure appropriate staff and subcontractors attend various Trust-sponsored or facilitated trainings. **Training requirements by initiative** are detailed on The Children's Trust website. At a minimum, staff will be required to attend the following annually:

- Contract management trainings
- The Children's Trust provider meetings
- SAMIS training for budgets, amendments, invoices, SAMIS programmatic and reports trainings
- Content-specific trainings related to program quality and performance measures (e.g., Injury Free, ACT, Project RISE, evidence-based programs, and measurement tools).