

July 22, 2020

# FY 2019-20

# STATE ANNUAL REPORTING

# SURVEY

## PROGRAM OFFICER TRAINING

---

Holli Kyle, Evaluation & Learning Analyst



# By the end of this meeting you should...

- Understand what the State Annual Report Survey is and why it is required
- Gain an understanding of the content of the surveys
- Understand your role and responsibility in the report process



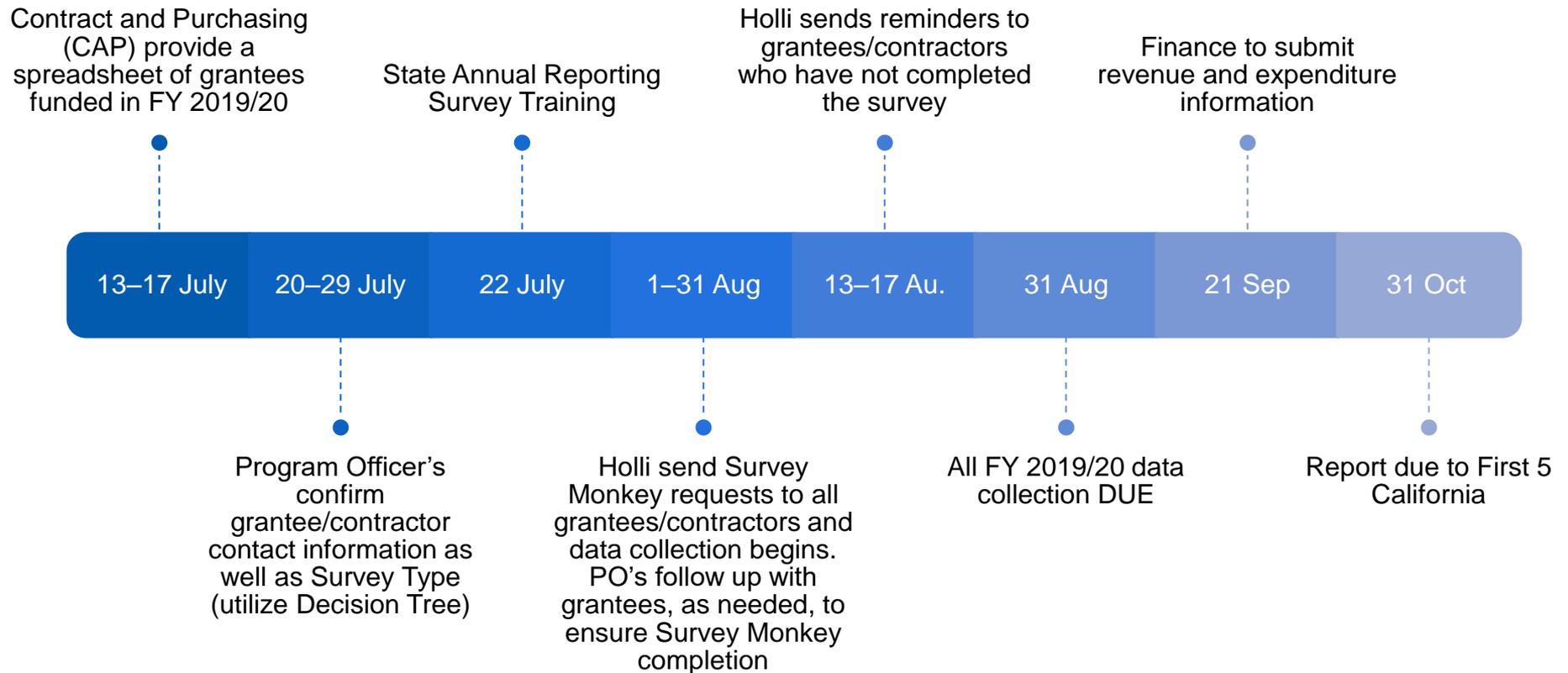
# What is the State Annual Report?

- The State Annual Report is a report created by First 5 California to summarize the past fiscal year's accomplishments at both the state and local levels via data collected from all 58 First 5 county commissions.
- The purpose is to:
  - Summarize the number of children, families, and providers reached through our investments
  - Elevate policy and systems change work
  - Highlight accomplishments/success stories



## Why is there a survey?

- The survey allows First 5 LA to streamline efforts and collect required data from our grantees/contractors for First 5 California's Annual Report.
- A survey is currently the most efficient way for us to collect data



# Three (3) Survey Types

- There are **three different** survey links for grantees, depending on the type of services they provide:
  - **Children, Families, Providers:** grantees that provide services (directly) to children, families and providers will receive a request to complete this survey, which includes questions on the number and types of clients served, including demographics.
  - **Providers Only:** grantees that only serve providers (provide TA or training to providers who serve children 0-5 and their families) will receive a survey link that only asks about the number of providers served (without questions about child/parent demographics or provider demographics).
  - **Systems of Care:** grantees that provide policy, communication, systems change, advocacy and other types of systems care services will receive a request to answer the Systems of Care survey. This survey does not collect data on the number of people served, rather provides an opportunity to collect qualitative data about the types of work being conducted and its impact.

# What do the surveys cover?

The following information is collected, regardless of survey completed:

- **Grant/contract number** for which completing report
- **Type of organization**
- **Supervisory District(s)** served by project (includes link with lookup map)
- **Service Planning Area(s) (SPAs)** served by project (includes link with lookup map)
- Whether project working in **Best Start geographies** (includes link with lookup map)
- **Success story:** narrative section with the following sub-questions:
  - Who was involved? What was accomplished? Why was this significant? Were there any unusual/unique obstacles to overcome? How was First 5 LA funding involved? Did you receive any recognition for this accomplishment? If yes, please describe.
  - Option to include link(s) to support success story submitted accurately reflects the accomplishments of program during FY 2019/20.
- **OPTIONAL: Communication Questions**

## Questions specific to the Children, Families, Providers survey

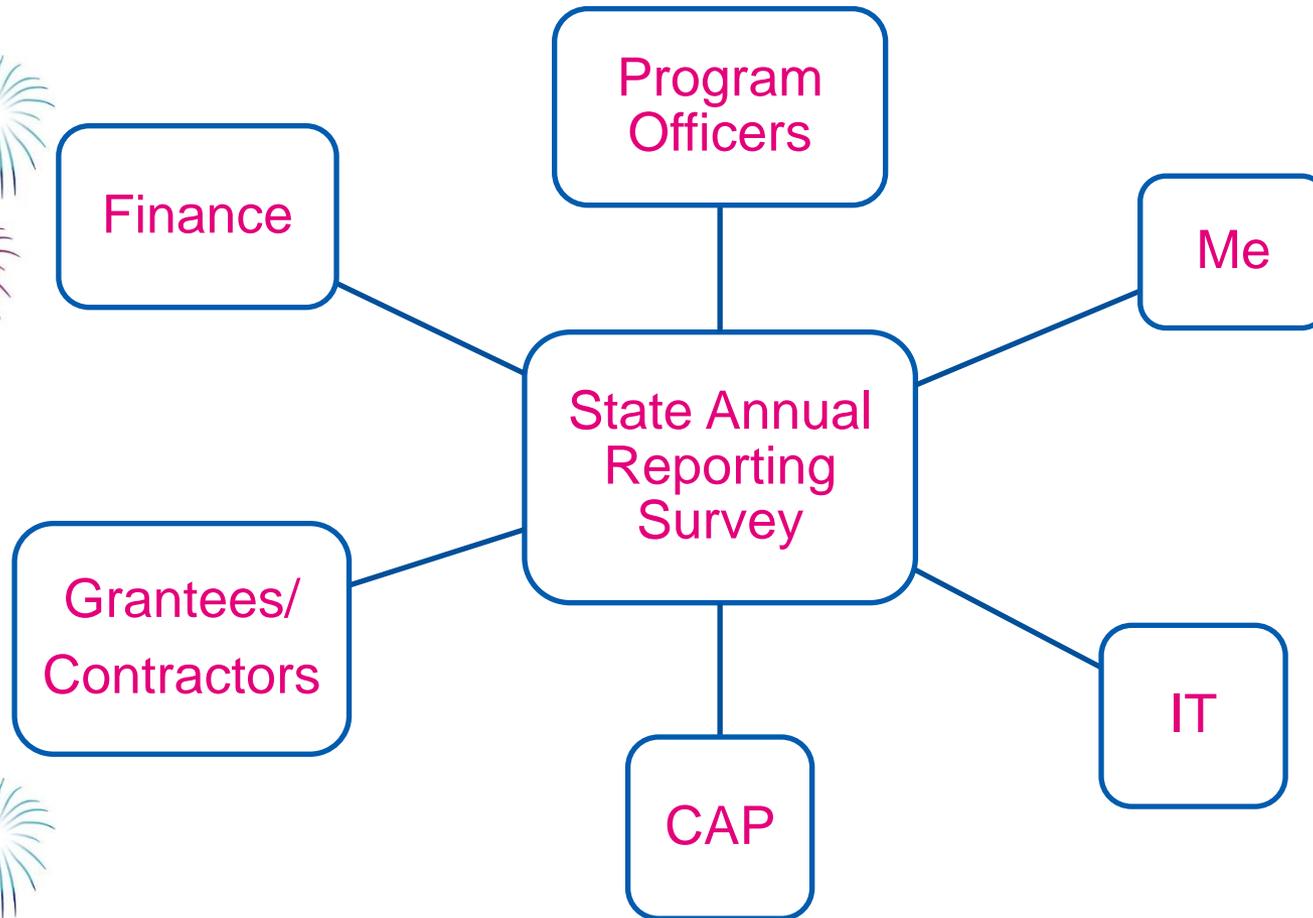
- **Question #6** on survey asks for the number of unduplicated people served from July 1, 2019 - June 30, 2020
  - Includes people served directly by grantee. Data must be entered into each cell. If program did not serve a given population, grantee needs to enter 0 in that space.
- **Questions #7-11**, grantee should estimate the PERCENTAGE of children ages 0-5 and parents they serve, that are each ethnicity/race, primary language and (for children only) age.
  - The total for each question must equal 100.
  - Data must be entered into each cell. If program did not serve a given population, grantee needs to enter 0 (e.g., if did not serve any 2 years olds, then for Question #7 on Survey Monkey, enter “0” in the “2 to 3<sup>rd</sup> birthday” cell).
  - If grantee does not know the demographics for a particular question, they should use the *unknown* category.

## Questions specific to the Providers Only survey

- **Question #6** of Providers Only Survey asks how many unduplicated providers were served by investment from July 1, 2019– June 30, 2020
  - Includes people served directly and indirectly by grantee.
  - This is a count of individuals who received technical assistance and training—not a count of organizations.

## Questions specific to the Systems of Care survey

- **Questions #6-8** on the Systems of Care Survey, grantees should provide brief details about the types of systems-level work their program provided in FY 2019/20, including:
  - Primary audience
  - Types of system-level work
  - Intended results
  - Community impact



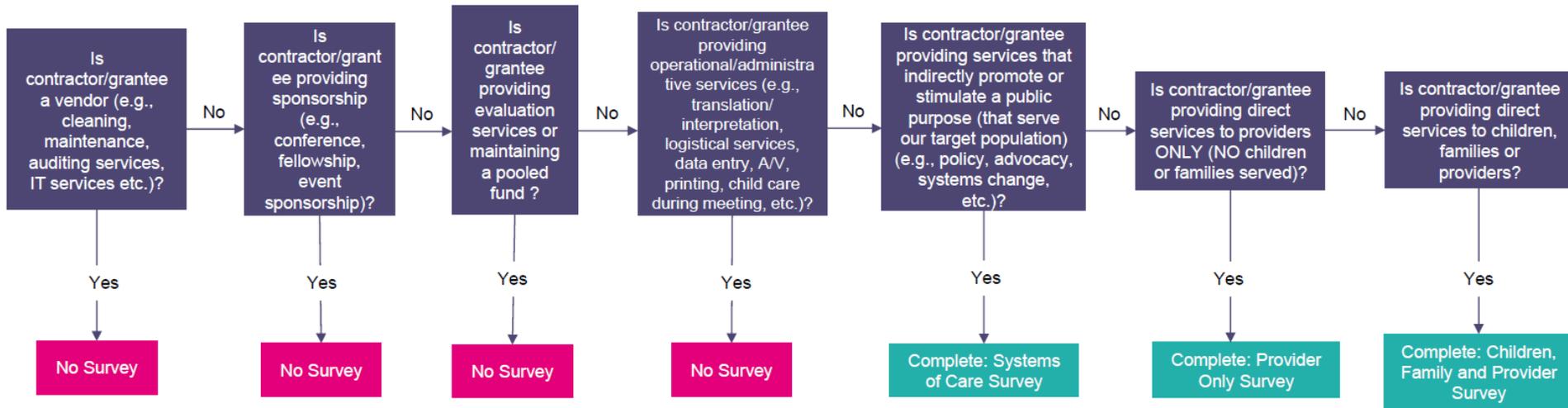
**This is truly an organization-wide effort!**

## Program Officers (PO)

- Act as an intermediary with grantees and Holli to receive demographic and service data. Example activities:
  - Once I&L receives grantee list, you will receive a list of your 2019/20 programs, including contact info and a request to confirm who should be receiving the survey request at each agency
  - Contact grantees with demographic data request and follow up, as needed. Language for data request will be sent to you
  - Assist with answering questions grantees have, as needed
  - Assist in gathering evaluation reports

# State Annual Report Decision Tree

Does Contractor/Grantee need to complete an End of Year Survey?...



PO's, no need to worry about providing Holli a list of grantees/contractors that you are managing – because **CAP has us covered!**

But who will provide the revenue, expenditures, and fund balance for the annual report, you ask?

**\$ FINANCE \$**

And how will grantees/contractors be able to find the FAQ's on the F5LA website?

**Information Technology (IT)!**



- Program Officer should identify one contact staff for each grant/contract.
- That person will receive an email with the **Survey Monkey link** to the appropriate survey.
- This link can be accessed from anywhere, by anyone.
- Grantees **DO NOT need to complete the survey all in one sitting**. Information will be automatically saved once grantee clicks on the “next” button at the bottom of each page. However, survey needs to be completed on the same computer or machine until it is done and submitted.
- First 5 LA staff will only know grantee is done once they have answered "Yes" to the last question and click “Submit.”
- Organizations with multiple contracts with First 5 LA will need to submit a **separate survey for each contract/grant**.
- To complete new survey from same computer, grantee will need to delete their web browser cookies (or use a different computer). Instruction Sheets provide link for how to delete cookies.

## Frequently Asked Questions

- The FAQ page provides answers to grantees for questions that have been frequently asked over the years. It will be included in the email with survey and survey instructions.

## **Survey Links:**

### **Children, Families, Providers:**

<https://www.surveymonkey.com/r/ChildrenFamilyProviders2020>

### **Providers Only:**

<https://www.surveymonkey.com/r/ProvidersOnly2020>

### **Systems of Care:**

<https://www.surveymonkey.com/r/SystemsCare2020>

### ***Last Years Annual Report from First 5 California:***

[http://www.cafc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/Annual-Report-18-19.pdf](http://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-18-19.pdf)

## **Holli's Office Hours**

7/22 1-3PM

7/27 3-6PM

7/29 9AM-12PM

Questions?

Thank you!



# State Annual Report Decision Tree

## Does Contractor/Grantee need to complete an End of Year Survey?...

