

Introduction

This page contains resources to support First 5 LA grantees and contractors in completing the online Annual Reporting Survey.

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Overview

All First 5 LA grantees are required to report key core data elements via SurveyMonkey, an online survey. First 5 LA-wide reporting allows us to collect aggregate data to describe our overall portfolio of investments benefiting children 0-5, their families and providers and the organizations and systems that support them.

Annual Reporting Surveys are due August 25, 2022

REPORT – Annual Reporting Survey

DUE – August 25th

PERIOD – Covers the entire fiscal year: July 1, 2021 – June 30, 2022

TA SESSIONS – **Tuesday, August 9th at 10 a.m.** and **Wednesday, August 17th at 2 p.m.** Please note that these sessions are optional and will present same content. There will be a space for Q&A.

Your Program Officer has identified a contact person for each grant. That contact person will receive an email with a **link** to the survey (to streamline data collection, there are three different surveys, depending on the type of services your grant provides).

Please use the instruction sheet we provided you to guide your responses. If you have not received an instruction sheet, please contact your Program Officer directly.

Key Tips and Reminders

- Although the project period of your grant/contract may not be July 1, 2021 – June 30, 2022, you will be asked to supply information based on this time period to conform to the overall First 5 California fiscal year.
- For every question, answer only as it applies to the First 5 LA project the report is for, not for your whole organization.
- Organizations with multiple contracts with First 5 LA will need to submit a separate survey for each contract/grant.

For questions about what to report, contact your Program Officer or refer to the email sent to you with the instructions and the survey link. For technical assistance with SurveyMonkey contact: Limor Zimskind, (lzimskind@first5la.org).

Frequently Asked Questions

The FAQs will be updated periodically following TA sessions or as more questions are received.

General

1. Is this all I have to submit now?

In addition to this Annual Report survey, your Program Officer may request additional initiative-specific reports, such as the Performance Matrix.

2. When is the Annual Reporting survey due?

The Annual Reporting survey is due by **Thursday, August 25**. Data should reflect the complete fiscal year: July 1, 2021 – June 30, 2022.

3. Will there be additional reports specific to budget/finance?

Only if your Program Officer requests.

4. Is the training/reporting for financial staff or only for programmatic staff?

There is one question about general operating budget, but it is at a very high level (e.g., what is the approximate annual operating budget). Finance staff does not need to attend the TA session, and the majority of the information is for **programmatic** staff.

5. Is it possible to receive the list of questions before we log into the system?

Yes. The survey questions are attached in the email sent to you with the instructions and the survey link.

6. Is the report due August 25th an annual report or another 6-month report?

The Annual Reporting survey reflects activities for the completed fiscal year.

7. I am working with others to complete the report. Who should I contact about getting them set up within the system?

There is no need for logins or passwords with SurveyMonkey. Your Program Officer has identified a contact person for each grant. That person will receive an email with a link to the survey. This link can be accessed from anywhere, by anyone and you will see whatever information has been entered up to that point. You do not need to complete the survey all in one sitting. Your information will be automatically saved.

Technical Questions

1. Am I able to enter data for the reports, save and come back later to finish?

Yes, changes entered into SurveyMonkey are automatically saved once you click “next” on the bottom of each survey page, so you can come back later and submit.

2. Is tech support available if needed?

If you have questions regarding the content of the report, you should contact your Program Officer Owner. If you require technical support with using SurveyMonkey, please contact Limor Zimskind, lzimskind@first5la.org

Organization and Geographic Information

- 1. We have increased the number of grantees we are serving from when we started until now. Do you want SPA/supervisory districts for FY 2021-22 only?**

Yes.

- 2. Should we indicate the area that our clients come from in addition to the area we serve?**

Yes. We want to know the entire reach of the investment, so if your clients are coming from other areas, please indicate that.

- 3. If we are working as a coalition, should the information be for our lead agency only or the entire group?**

The entire group. We want to include the districts/areas served by all partners that are funded by First 5 LA grants.

- 4. What are Best Start geographies?**

Best Start geographies focus on building supportive communities where children and families can thrive. First 5 LA supports Best Start in 14 communities across L.A. County. In an effort to coordinate our place-based work, First 5 LA would like to know if your project is working in any of our Best Start geographies. You can find maps of our Best Start geographies or look up specific addresses [here](#).

Reporting Categories

- 1. I don't know the races/languages/ages of the children/parents/providers I serve.**

Please either estimate to the best of your ability (preferred option) or put the total counts under "unknown."

- 2. Regarding direct services to providers, would that include, for example, having them come to an in-service training?**

In most cases, yes. Ask your Program Officer to be sure.

- 3. When filling in parent numbers, does 1 equal one parent or both parents?**

One equals one parent, not both.

- 4. Where do we include older children (ages 6 and up) that we serve?**

They would go under "Other Family Members." "Children" should only reflect children ages 0-5 years.

- 5. What do I count pregnant women as?**

Count pregnant women as parents.

- 6. My project is Welcome Baby, which primarily serves 1-2 Best Start geographies; however, we often have clients that are referred/transferred to us from other Welcome Baby hospitals who are serving other Best Start geographies, so do we include all Best Start geographies or only those the project is intended to primarily serve at our site?**

Include all Best Start geographies that your program reached. Confirm with Program Officer.

- 7. Our agency provides services in which we do mass screenings. The children are ages 0-5 but the group is so large that we do not track their ages individually. Should we record them all as “unknown?”**

If you feel you can make an accurate estimate of their ages, then do so. If not, then you may record them as unknown.

- 8. Our program does a lot of individual and family advocacy, should we include the places we have referred our clients and families, like food pantries, etc.?**

This is a good question for your Program Officer. As a general rule, we only collect information on direct services provided with First 5 LA funding.

- 9. We serve providers but our First 5 LA grant is not for this work. Should we include the unduplicated count of those providers?**

Confirm with your Program Officer, but the general rule is that we only want data for those services/activities you provide via your First 5 LA contract.

Organizational Characteristics

- 1. Our First 5 LA funded organization is part of a larger entity (e.g., we are a center within a university). For questions asking about our organization’s operating budget and number of employees, should we include just our organization’s information or that of the larger entity?**

Include the operating budget and number of employees for just your organization that is funded by First 5 LA (not the larger entity).

- 2. What if our organization does not have someone in the title of executive director/ CEO/ president?**

We are interested in knowing about the top leader in your organization. If that person has a title different than executive director/CEO/president, but has the top leadership role, include that person (including anyone in an interim role).

- 3. For other leadership, would we include all our vice-directors/presidents?**

We are interested in understanding all your leadership positions. This would include key decision makers in your organization (vice-presidents, C-level positions, directors, etc).