

## Sixpence Grant Program



Evaluation Guidebook  
Revised September 2024

## **Sixpence Data Collection Changes**

### **September/October 2024**

This Evaluation Guidebook contains the essential updated information. For your convenience, the updates in the Guidebook are **bolded and highlighted in red**. PLEASE review the revised Guidebook, available on the [www.unmc.edu/sixpence](http://www.unmc.edu/sixpence) site, before each data collection period. Please toss out the old version of the Guidebook, as the instructions as well as the forms are no longer applicable.

**Please pay close attention to emails and deadlines for updating program information, rosters and returning the data!**

**Page 7 and 9 – PPVT center based**

**Page 11 – PPVT will be administered to center-based children only starting this program year**

Thank you for your support of the Sixpence evaluation!

Questions? Please contact Lisa Alvarez, [lavarez@unmc.edu](mailto:lavarez@unmc.edu), 402-559-2131.

See summary below of the changes and where the change appears in the Guidebook:

Page 26: email checklists to MMI

**\*\*\*Please Note: Checklists are now published on the website.\*\*\***

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Key Contacts **(Table of Contents)**

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**Sixpence evaluation website:**

**[www.unmc.edu/Sixpence](http://www.unmc.edu/Sixpence)**

## **Mailing Address**

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## Sixpence Home Visitation and Center-Based Programs Data Collection Process [\(Table of Contents\)](#)

The Sixpence Grant Program comprehensive evaluation process includes collecting data to monitor the Sixpence Grant implementation process and identified program outcomes. A standardized evaluation process has been developed to collect information and report child, family and program outcomes uniformly across Sixpence sites. Each Sixpence program is required to follow this process. School districts will forward data to the Sixpence Grant evaluation team for entry into the project evaluation database. All data is password protected and maintained on a secure server at the University of Nebraska Medical Center. Confidentiality of families and children will be maintained at all times.

The Sixpence Grant Program will emphasize ongoing evaluation as part of the **continuous improvement process** as it is viewed as a critical aspect of an effective program. The continuous improvement process for the Sixpence Grant programs will include:

- Providing information which assists local program staff and Sixpence Grant staff to improve the local program on an ongoing basis;
- Informing families about the growth they and their children experience as a result of participation; and
- Providing information to funders about the efficacy of the program.

Analysis of all evaluation data will be done by the Sixpence Grant Program evaluation team at the conclusion of each grant year. Ongoing technical support and consultation will be provided to assist the Sixpence Grant Programs to use the information from the data to improve their programs.

## **IMPORTANT INFORMATION!**

### **How to get started...**

**Step One:** Identify the staff that will be assigned to each Sixpence program data **ROLES**

**Step Two:** Program director completes the program information electronic form and emails Lisa Alvarez **lalvarez@unmc.edu** AND Fabiola Dimas

**fdimas@nebraskachildren.org**

**Step Three:** Have your families sign the Authorization for Sharing Information form.

Keep a copy for your program. Email to **lalvarez@unmc.edu** , Fax (402-559-5850) or mail (address on Page 2) a copy of the form to the evaluation team at MMI, UNMC **as soon as possible**.

**Step Four:** Program data entry designee signs on to the Sixpence Evaluation website:

**www.unmc.edu/Sixpence** and inputs all demographic intake information including family and child information for each family. Maintain accurate information about each family and child at all times.

**(Please do not send working copy of intake information forms to MMI)**

**Step Five:** When a family stops participating in the Sixpence program **exit the child from the website as soon as possible**.

## **ROLES:**

**Key responsibilities may be 4 different people or one for all roles.**

### 1)Program Director –

- Responsible for all program level data submission to Sixpence team
  - Staffing changes
  - Change in email or mailing addresses
- Responsible for verification of rosters and data checklist
- Must sign off on data checklist before to return to MMI each evaluation period
- Updates must be sent to:
  - Lisa Alvarez [lavarez@unmc.edu](mailto:lavarez@unmc.edu)
  - Fabiola Dimas [fdimas@nebraskachildren.org](mailto:fdimas@nebraskachildren.org)
  - Use Program Information Update at [www.unmc.edu/sixpence](http://www.unmc.edu/sixpence)

### 2)Data Manager –

- All mailing sent to data manager
  - Responsible for dissemination and submission of the following:
    - Evaluation packets(or email containing packet information)
    - Checklist report(data entry designee print and share with data manager and teacher/home visitor)
    - KIPS uploads to the Box
    - PPVT coordination(**Center Based**)
    - Parent and Summary reports
  - Responsible that all evaluations are complete and returned to MMI
    - Including electronic entry of DECA on e-deca2 website
    - KIPs video uploads and completed KIPSlist

**NOTE: the person assigned will need to have the equipment and technical skills to complete tasks such as uploading videos to a secure website**

### 3)Program Data Entry Designee –

- Will receive credentials for website: [www.unmc.edu/sixpence](http://www.unmc.edu/sixpence)
- Responsible for continuous roster updates on website
- Responsible for roster verification for Fall and Spring assessment periods in coordination with program director and teacher/home visitor
- Submit roster transfer requests using the transfer form found in Document on the website

**4)Home Visitor or Classroom Teacher** –

- Responsible for communicating roster additions, updates and exits to data entry designee
- Complete all assessments with children and families
- Return completed checklists to data manager for verification

**Note: review the Sixpence TA document for guidelines about transitioning from Sixpence, including maximum age restrictions for entering and exiting the program.**



# Sixpence Evaluation Calendar **(Table of Contents)**

Program outcome data is collected once a year, generally in fall or winter. **Most child and family data is collected at baseline when the child enrolls in the program and then annually each spring.** The PPVT, collected at age 3, and Results Matter, collected fall and spring each year, are two exceptions.

**PLEASE NOTE: MMI will send data packets to the program in fall and spring to indicate which children and families need which assessments.**

When to submit	Demographics	Program Outcomes	Child Outcomes	Family Outcomes	Health Outcomes
<b>At Enrollment</b>	<ol style="list-style-type: none"> <li><b>Authorization for Sharing Information</b> (<a href="#">email</a>, mail or fax to MMI, keep a copy for program)</li> <li><b>Sixpence Intake Information</b> (input data on Sixpence Evaluation website)</li> </ol>				<b>Birth: Prenatal Health Indicators</b> (submit when child is born and intake is completed <b>for unborn intakes/that you worked with prenatally**set unborn at intake to YES</b> )
<b>Fall</b>	<b>Review and update child rosters</b> on the Sixpence Evaluation website, due in August.	<b>ITERS or infant or Toddler CLASS</b> (Center-based only)	<ol style="list-style-type: none"> <li><b>Results Matter Assessment</b> (every fall)</li> <li><b>BASELINE child data DECA is only collected in the fall for NEWLY enrolled children or children who were too young for the assessment the previous spring.</b></li> </ol>	<b>Baseline family data: KIPS (Parent Engagement and some Center-based programs) is collected in the fall for NEWLY enrolled families and for families whose child was too young for the assessment in the previous spring.</b>	
<b>Winter</b>	<b>Review and update child rosters</b> on the Sixpence Evaluation website, due in February	<b>HOVRS</b> (Parent Engagement only)			
<b>Spring</b>			<ol style="list-style-type: none"> <li><b>Results Matter Assessment</b></li> <li><b>Devereux Early Childhood Assessment (DECA)</b> <a href="http://www.e-deca2.org">www.e-deca2.org</a></li> </ol>	<ol style="list-style-type: none"> <li><b>Spring Family Interview</b></li> <li><b>Parent Satisfaction Survey</b>(<a href="#">electronic</a>)</li> <li><b>KIPS</b> (Parent Engagement &amp; some Center-based programs)</li> </ol>	<b>Child Health Outcomes</b> are measured on the Spring Family Interview
<b>Ongoing</b>	<b>Submit program information update form</b> anytime there are changes to staffing or contact information to <a href="mailto:lalvarez@unmc.edu">lalvarez@unmc.edu</a> and <a href="mailto:fdimas@nebraskachildren.org">fdimas@nebraskachildren.org</a>	<b>Submit child/family transfer form</b> anytime child or family intakes need to be reassigned to <a href="mailto:lalvarez@unmc.edu">lalvarez@unmc.edu</a>	<b>Peabody Picture Vocabulary Test, 5<sup>th</sup> ed. (PPVT-5)</b> given at age 3 (Evaluation Team will contact the Sixpence Data Manager to coordinate) – <b>Center Based</b>		

This plan includes when data are collected, the measure, and who collects the data. "Parent" may include foster parents, grandparents, and legal guardians. Provider is program staff. **Unless otherwise indicated, data is collected at baseline and then each spring.**

Area/Question	Assessments	Timing	Who Collects Data	Home Visit	Center
<b>Child Outcomes</b>					
1. Does the program improve developmental outcomes of infant/toddlers?	Results Matter	Fall-Spring	Providers	X	X
	Form <b>PPVT-5</b>	Age 3	District SLP		X
	DECA	Spring*	Parents/Provider	X	X
<b>Family Outcomes</b>					
2. What impact does the program have on parents?	KIPS	Spring*	Parents/Provider	X	Some
	Spring Family Interview	Spring	Parents/Provider	X	X
	Parent Satisfaction Survey	Spring	Parents	X	X
<b>Health Outcomes</b>					
3. Child meets established health indicators	Spring Family Interview	Spring	Parents/Provider	X	X
4. Infant meets established birth outcomes	Prenatal Health Indicators	At birth	Parents/Provider	X	X
5. Mother meets established prenatal outcomes (for mothers served prenatally in Sixpence)	Prenatal Health Indicators	At birth	Parents/Provider	X	X
<b>Program Outcomes</b>					
6. Does the program have high quality classrooms?	ITERS (sample) OR	Fall	Eval Team		X
	Infant or Toddler CLASS		Provider		X
7. Does the program effectively deliver parent-engagement services?	HoVRS	Winter	Provider	X	
<b>Child and Family Demographics</b>					
8. Child and family demographics including risk factors	Intake form	Intake	Provider	X	X
	Spring Family Interview	Spring	Parents/Provider	X	X

\*Fall only if new enrollment or aged in

## Required Evaluation Processes [\(TableOfContents\)](#)

### A. Child and Family Demographic and Risk Factor Data:

Each program will record the following information regarding the child and family.

**Note:** Families must have at least one of the five qualifying risk factors to enroll in Sixpence. Qualifying risk factors are in ***bold italics followed by a number in parentheses.***

**Child data:** date of birth, gender, ethnicity, date of enrollment, ***premature/low birth weight (1)*** and ***home language status(2)***.

**Family data:** ***family income meets USDA Food Program's free/reduced lunch income qualification (3)***, marital status, ***teen parent (4)***, ***parent education (5)***, address phone.

**Additional risk factor data will be collected on the Spring Family Survey:** Incarceration of a parent, parent loss due to death or military deployment, child witnessing violence in community or home, parent mental health issues, and CPS involvement.

**Timeline:** Child data, qualifying risk factors, and family data are entered on the Sixpence Evaluation website ([www.unmc.edu/Sixpence](http://www.unmc.edu/Sixpence)) at the time of intake. The additional risk factors and parental education updates are collected on the Spring Family Interview.

### B. Child Assessments:

**Timeline:** All child measures will be completed at baseline and spring, except for the **PPVT-5** which will be given at age 3 and Results Matter which will be completed fall and spring.

**B.1 Child Language & Literacy Assessments.** The following measures depend on the age of the child and the primary home language.

- **Peabody Picture Vocabulary Test, 5<sup>th</sup> Ed. (PPVT-5)** (age 3)

**PPVT-5:** Jen Harmon [jharmon@unmc.edu](mailto:jharmon@unmc.edu) 402-559-7451 evaluation team lead for PPVT-5 will alert the program when a child is ready for the **PPVT-5**. The program will arrange for the evaluation with a local examiner, preferably an SLP affiliated with the school district. Only a trained examiner may administer the **PPVT-5**. Each **center-based** program will submit a PPVT Examiner Approval Form to the Sixpence evaluation team for each **PPVT-5** examiner. Program staff who work directly with Sixpence children may not administer the **PPVT-5**. The **PPVT-5** requires approximately 15-20 minutes to administer. All children in center-based programs will have the **PPVT-5**.

**B.2 Results Matter Assessments.** Follow Nebraska state guidelines for collecting assessment data for Results Matter. The evaluation team will use fall and spring data as part of the evaluation process.

**Typically: due end of October/Fall and end of May/Spring.** For more information about the assessments go to: <https://www.education.ne.gov/wp-content/uploads/2022/08/RM-TA-Doc-2022-23.pdf>

**B.3 Social-emotional Assessment.** Parents/providers will complete the Devereux Early Childhood Assessment, which takes 15-20 minutes. Program staff will enter the DECA data online at the e-deca site ([www.e-deca2.org](http://www.e-deca2.org)). Minimum age for DECA is 4 months. For more information about the assessment go to **Link: [DECA Video](#)**

## **C. Family Measures:**

**Timeline:** The family measures will be completed at baseline and spring, except for the Family Satisfaction Survey which is spring only.

**C.1 Keys to Interactive Parenting Scale (KIPS)**. This evaluation will be completed for parent engagement programs and some center-based programs. The KIPS is a structured observation tool of parent-child interaction for children ages 4 months and older, whose parents speak English or Spanish. The parent-educator will videotape the parent and child during free play interactions for approximately 6-8 minutes. The video clips will be uploaded to a secure site by the program data manager. **For families with more than one child enrolled in Sixpence, submit only ONE video of the parent interacting with one child, preferably the older Sixpence child.** See the **Box Instructions** on page 23 for video submission instructions. For more information about the assessment go to **<http://comfortconsults.com/>**

**C.2 Parent Satisfaction Survey**. The survey asks parents to rate how the program staff have helped them support their child's development and their satisfaction with the program.

To maintain parent confidentiality; your program will provide parents a link to the survey via text or email.

Link: **[Sixpence Parent Satisfaction Survey](#)**

## **D. Health/Risk/Family Indicators:**

**Timeline:** Spring of each year.

**D.1 Spring Family Interview**. Project staff will complete an interview with each family to assess child health outcomes and to update risk factors. Family education outcomes will also be monitored, e.g., completion of high school or equivalent.

**Timeline:** When baby is born.

**D.2 Prenatal Health Indicators**. The Prenatal Health Indicators is **only for parents who received prenatal Sixpence services and is completed when the parent signs the Authorization for Sharing Information form for their newborn baby.** **Set field: unborn at intake on the child's intake to YES.** Project staff complete the survey based on interview and their knowledge of the mother's prenatal care. The Prenatal Health Indicator survey can be found on page 12 of the Guidebook.

## **E. Program Measures:**

### **Center-Based Programs**

**Timeline:** These assessments will be completed in the fall.

**E. 1 Infant Toddler Environmental Rating Scale (ITERS).** An MMI evaluator will complete the ITERS, for new teachers and debrief with the program staff. After initial ITERS, in subsequent years the classroom will have a CLASS assessment (see below). Note: TA to support practices will be provided and additional ITERS would be indicated and completed per the TA team.

**E.2 Infant or Toddler Classroom Assessment Scoring System (CLASS).** The CLASS focuses on teacher-child interactions as they relate to Emotional and Behavioral Support and Engaged Support for Learning. The assessment, based on a one-hour videotape of the classroom sent to MMI. The evaluator will complete the CLASS and debrief with the program staff. For more information go to <http://www.teachstone.com/about-the-class/>

### **Home-Based Programs**

**Timeline:** This observation completed in the winter.

New Home Visitors – **Will submit a HOVRS video, if hired before November 1.** The following fall, home visitors hired in the spring will be videotaped and submit the HOVRS.

**E.3 Home Visit Rating Scales (HOVRS).** The HOVRS is an observational measure that evaluates the effectiveness of the home visit, e.g., responsiveness to the family. **Not all home visitors will be required to submit a video to UNMC this year. Once a home visitor achieves the quality benchmark overall score of a 5.5 on the Home Visit Practices scale of the HOVRS and at least a 5.0 on ALL subscales of the Home Visit Practices scale, they will not be required to submit to UNMC.** When this quality benchmark is achieved, the home visitor will be required to perform a self-reflection with their supervisor on a 30-minute video of themselves. Home Visitors will be contacted by their education specialist with more information on the reflection process and documentation expectations.

For more information go to: <https://www.youtube.com/watch?v=F5D89cxhDoo&feature=youtu.be>

# **Parent Authorization And Intake Forms**

**English & Spanish versions**



## Authorization for Sharing Information (Table of Contents)

Project Name: \_\_\_\_\_

Child (ren) Served: First & Last Name	Date of Birth
	/ /
	/ /
	/ /
Mother's/Guardian First & Last Name	Father's/Guardian First & Last Name

The Early Childhood Endowment Project collects the following information.  
(If you decline to be videotaped or photographed please cross out that item(s).)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>√ <b>Child Assessments</b> <ul style="list-style-type: none"> <li>• Peabody Picture Vocabulary Test, 4<sup>th</sup> Ed</li> <li>• Devereux Early Childhood Assessment</li> </ul> </li> <li>√ <b>Family Surveys</b> <ul style="list-style-type: none"> <li>• Spring Family Interview</li> </ul> </li> <li><b>Family Information</b> <ul style="list-style-type: none"> <li>√ • Indication if my child qualifies for free or reduced lunch</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>√ <b>Keys to Interactive Parenting Scale (KIPS) Videotaping of family and child playing together.</b></li> <li>√ <b>Pictures of my child for use in evaluation publications</b></li> </ul> |
|--|---|

I hereby grant permission for \_\_\_\_\_ (project name) to exchange information with Munroe-Meyer Institute and the Sixpence Technical Assistance Specialists regarding my child's data and family survey information during the course of my child's participation in the Early Childhood Project.

Parent/Guardian Signature	Date	Witness	Date
Relationship to child		Staff position of witness	

For parents age 18 or younger, please have their parent or guardian sign below to permit the teen parent to participate in the evaluation of the Early Childhood Project.

Teen's Parent/Guardian Signature	Date	Witness	Date
Relationship to teen		Staff position of witness	

**If the mother received prenatal Sixpence services, the Sixpence provider completes the Prenatal Health Indicators on the next page**



**PRENATAL Health Indicators for Sixpence Projects [TableofContents](#)**

Mother's Name: \_\_\_\_\_

Baby's Name: \_\_\_\_\_

Program \_\_\_\_\_

Date: \_\_\_\_\_

**If the mother received prenatal Sixpence services, the Sixpence provider completes this survey once the child is born and the parent has signed the Authorization for Sharing Information. Send prenatal survey to MMI with the Authorization for Sharing Information form. Unborn at Intake field on Child Intake must be set to Yes to submit this survey.**

Check the correct answer to each indicator.

Prenatal/Perinatal Indicators		
Indicators	YES	NO
Baby was 37+ weeks and greater than 5.5 lbs at birth.		
Mother received consistent prenatal care.		
Mother abstained from smoking.		
Mother abstained from alcohol.		
Mother abstained from illicit drugs.		
Breast feeding was initiated.		



## Autorización para Compartir Información (Table of Contents)

Nombre del Proyecto: \_\_\_\_\_

<b>Nombre y apellido de los niños que reciben servicios:</b>	<b>Fecha de nacimiento:</b>
	/ /
	/ /
	/ /
<b>Nombre y apellido de la madre o tutor:</b>	<b>Nombre y apellido del padre o tutor:</b>

El Proyecto Early Childhood Endowment recolecta la siguiente información.  
(Si usted no desea ser grabado en video o fotografiado, por favor tache ese enunciado)

√	<b>Evaluaciones para los niños</b> <ul style="list-style-type: none"> <li>Peabody Picture Vocabulary Test, 4<sup>th</sup> Ed</li> <li>Devereux Early Childhood Assessment</li> </ul>	√	<b>Información de la familia</b> Indicación de si mi hijo(a) reúne los requisitos para recibir almuerzo gratuito o a precio reducido
√	<b>Un vídeo grabado de la familia y el niño jugando juntos (Programa de Visitas a Casa)</b>	√	<b>Fotos del niño(a) para su uso en publicaciones de evaluación</b>
√	<b>Encuestas para la familia</b> <ul style="list-style-type: none"> <li>Encuesta de salud</li> </ul>		

Por la presente autorizo a \_\_\_\_\_ (nombre del proyecto) a intercambiar información con el Instituto Munroe-Meyer y Sixpence Technical Assistance Specialists relacionada con mi hijo(a), así como la información de la encuesta de la familia durante el curso de la participación de mi hijo(a) en el Proyecto de la Primera Infancia.

<b>Firma del Padre o Tutor</b>	<b>Fecha</b>	<b>Testigo</b>	<b>Fecha</b>
<b>Su relación con el niño(a)</b>		<b>Posición del personal testigo</b>	

Para padres de 18 años de edad o menores, favor de pedir a sus padres o tutores que firmen la parte de abajo para autorizar al padre adolescente participar en la evaluación de Sixpence.

<b>Teen's Parent/Guardian Signature</b>	<b>Date</b>	<b>Witness</b>	<b>Date</b>
<b>Relationship to teen</b>		<b>Staff position of witness</b>	

**If the mother received prenatal Sixpence services, the Sixpence provider completes the Prenatal Health Indicators on the previous page.**





**Intake Form (Complete on-line) (Table of Contents)**

*For Sixpence program use only – Do Not Send to UNMC all information must be entered on the website*

Mother or Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Father or Guardian Name: \_\_\_\_\_

Name(s) of Child(ren) Served	Age at Intake	Date of Birth	Sex	Child's Race	Premature/ Low-birthweight* (Yes/No)	Service Type
				<input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple ethnicities <input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Home, <input type="checkbox"/> Center
				<input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple ethnicities <input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Home, <input type="checkbox"/> Center
				<input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple ethnicities <input type="checkbox"/> Other, please specify:		<input type="checkbox"/> Home, <input type="checkbox"/> Center

Primary home address: \_\_\_\_\_

Primry phone number: \_\_\_\_\_

*For Sixpence program use only – Do Not Send to UNMC all information must be entered on the website*

Parent Educator/Teacher: \_\_\_\_\_ Phone number: \_\_\_\_\_

Endowment Site Name: \_\_\_\_\_

What language is spoken most frequently in the child's home?	Marital structure of the home in which the child resides the majority of time <i>(Please check only one)</i>
<input type="checkbox"/> Arabic <input type="checkbox"/> Arabic/English <input type="checkbox"/> English <input type="checkbox"/> Nour <input type="checkbox"/> Nour/English <input type="checkbox"/> Russian <input type="checkbox"/> Russian/English	<input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> single, never married <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/> with partner, not married
<input type="checkbox"/> Spanish <input type="checkbox"/> Spanish/English <input type="checkbox"/> Vietnamese <input type="checkbox"/> Vietnamese/English <input type="checkbox"/> Other	

What is the highest level of education the parent/guardian has **completed**? Please check appropriate box for mother and father.

Mother	Father	Mother	Father
<input type="checkbox"/>	<input type="checkbox"/> no formal schooling	<input type="checkbox"/>	<input type="checkbox"/> GED
<input type="checkbox"/>	<input type="checkbox"/> less than 8 <sup>th</sup> grade	<input type="checkbox"/>	<input type="checkbox"/> some training beyond high school but not a degree
<input type="checkbox"/>	<input type="checkbox"/> 9 <sup>th</sup> grade	<input type="checkbox"/>	<input type="checkbox"/> one-year vocational training certificate
<input type="checkbox"/>	<input type="checkbox"/> 10 <sup>th</sup> grade	<input type="checkbox"/>	<input type="checkbox"/> two-year college degree
<input type="checkbox"/>	<input type="checkbox"/> 11 <sup>th</sup> grade	<input type="checkbox"/>	<input type="checkbox"/> four-year college degree
<input type="checkbox"/>	<input type="checkbox"/> 12 <sup>th</sup> grade	<input type="checkbox"/>	<input type="checkbox"/> some graduate college coursework
<input type="checkbox"/>	<input type="checkbox"/> High school diploma	<input type="checkbox"/>	<input type="checkbox"/> graduate college degree

Does family income meet the USDA Food Program's income qualification for free/reduced lunch?

Free:  Yes  No      Reduced:  Yes  No

Is parent younger than 20 years of age **at time of enrollment**?  Yes  No

NOTE: Please ask school district to assign a state ID number for the child. Once you get this number, please enter it on the website.

## Forma de Admisión (Table of Contents)

*For Sixpence program use only – Do Not Send to UNMC all information must be entered on the website*

Nombre de la Madre/Custodio: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Padre/Custodio: \_\_\_\_\_

Nombre(s) de Niño(s) Servido(s)	Edad a la Admisión	Fecha de Nacimiento	Sexo	Niños Raza	Prematuro/bajo peso al nacer (Si/No)	Servicio Tipo
				<input type="checkbox"/> Blanco, no-Hispano <input type="checkbox"/> Negro/Africano-Americano <input type="checkbox"/> Hispanic u Latino <input type="checkbox"/> Amerindio/Indígena de Alaska <input type="checkbox"/> Asiático-Americano <input type="checkbox"/> Indígena de Hawaii/las Islas Pacíficas <input type="checkbox"/> Etnicidad múltiple <input type="checkbox"/> Otro, por favor explicar:		<input type="checkbox"/> Inicio <input type="checkbox"/> Centro
				<input type="checkbox"/> Blanco, no-Hispano <input type="checkbox"/> Negro/Africano-Americano <input type="checkbox"/> Hispanic u Latino <input type="checkbox"/> Amerindio/Indígena de Alaska <input type="checkbox"/> Asiático-Americano <input type="checkbox"/> Indígena de Hawaii/las Islas Pacíficas <input type="checkbox"/> Etnicidad múltiple <input type="checkbox"/> Otro, por favor explicar:		<input type="checkbox"/> Inicio <input type="checkbox"/> Centro
				<input type="checkbox"/> Blanco, no-Hispano <input type="checkbox"/> Negro/Africano-Americano <input type="checkbox"/> Hispanic u Latino <input type="checkbox"/> Amerindio/Indígena de Alaska <input type="checkbox"/> Asiático-Americano <input type="checkbox"/> Indígena de Hawaii/las Islas Pacíficas <input type="checkbox"/> Etnicidad múltiple <input type="checkbox"/> Otro, por favor explicar:		<input type="checkbox"/> Inicio <input type="checkbox"/> Centro <input type="checkbox"/>

For Sixpence program use only – Do Not Send to UNMC all information must be entered on the website

Domicilio Principal: \_\_\_\_\_

Número de Teléfono Principal: \_\_\_\_\_

Maestro: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Nombre del Sitio Becario: \_\_\_\_\_

<p>Qué idioma hablan principalmente en la casa?</p> <table><tr><td><input type="checkbox"/> Arabic</td><td><input type="checkbox"/> Spanish</td></tr><tr><td><input type="checkbox"/> Arabic/English</td><td><input type="checkbox"/> Spanish/English</td></tr><tr><td><input type="checkbox"/> English</td><td></td></tr><tr><td><input type="checkbox"/> Nour</td><td></td></tr><tr><td><input type="checkbox"/> Nour/English</td><td></td></tr><tr><td><input type="checkbox"/> Russian</td><td></td></tr><tr><td><input type="checkbox"/> Russian/English</td><td></td></tr><tr><td><input type="checkbox"/> Vietnamese</td><td></td></tr><tr><td><input type="checkbox"/> Vietnamese/English</td><td></td></tr><tr><td><input type="checkbox"/> Other</td><td></td></tr></table>	<input type="checkbox"/> Arabic	<input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic/English	<input type="checkbox"/> Spanish/English	<input type="checkbox"/> English		<input type="checkbox"/> Nour		<input type="checkbox"/> Nour/English		<input type="checkbox"/> Russian		<input type="checkbox"/> Russian/English		<input type="checkbox"/> Vietnamese		<input type="checkbox"/> Vietnamese/English		<input type="checkbox"/> Other		<p>Estructura matrimonial de la casa donde vive el niño la mayoría del tiempo (<i>Por favor solo indique uno</i>)</p> <table><tr><td><input type="checkbox"/> casados</td></tr><tr><td><input type="checkbox"/> divorciados</td></tr><tr><td><input type="checkbox"/> solteros, nunca casados</td></tr><tr><td><input type="checkbox"/> separados</td></tr><tr><td><input type="checkbox"/> viudo/viuda</td></tr><tr><td><input type="checkbox"/> vive con alguien, no casados</td></tr></table>	<input type="checkbox"/> casados	<input type="checkbox"/> divorciados	<input type="checkbox"/> solteros, nunca casados	<input type="checkbox"/> separados	<input type="checkbox"/> viudo/viuda	<input type="checkbox"/> vive con alguien, no casados
<input type="checkbox"/> Arabic	<input type="checkbox"/> Spanish																										
<input type="checkbox"/> Arabic/English	<input type="checkbox"/> Spanish/English																										
<input type="checkbox"/> English																											
<input type="checkbox"/> Nour																											
<input type="checkbox"/> Nour/English																											
<input type="checkbox"/> Russian																											
<input type="checkbox"/> Russian/English																											
<input type="checkbox"/> Vietnamese																											
<input type="checkbox"/> Vietnamese/English																											
<input type="checkbox"/> Other																											
<input type="checkbox"/> casados																											
<input type="checkbox"/> divorciados																											
<input type="checkbox"/> solteros, nunca casados																											
<input type="checkbox"/> separados																											
<input type="checkbox"/> viudo/viuda																											
<input type="checkbox"/> vive con alguien, no casados																											

¿Qué es el nivel más alto de escuela que han completado *los padres*?

Madre	Padre	Madre	Padre
<input type="checkbox"/>	<input type="checkbox"/> no asistió a la escuela	<input type="checkbox"/>	<input type="checkbox"/> GED
<input type="checkbox"/>	<input type="checkbox"/> menos del 8º grado	<input type="checkbox"/>	<input type="checkbox"/> un poco entrenamiento después de escuela pero no tiene título
<input type="checkbox"/>	<input type="checkbox"/> 9 <sup>th</sup> grado	<input type="checkbox"/>	<input type="checkbox"/> un año de entrenamiento vocacional
<input type="checkbox"/>	<input type="checkbox"/> 10 <sup>th</sup> grado	<input type="checkbox"/>	<input type="checkbox"/> título universitario de dos años
<input type="checkbox"/>	<input type="checkbox"/> 11 <sup>th</sup> grado	<input type="checkbox"/>	<input type="checkbox"/> título universitario de cuatro años
<input type="checkbox"/>	<input type="checkbox"/> 12 <sup>th</sup> grado	<input type="checkbox"/>	<input type="checkbox"/> algunos estudios pos-grado
<input type="checkbox"/>	<input type="checkbox"/> Bachiller de la Escuela Superior	<input type="checkbox"/>	<input type="checkbox"/> licenciado pos-grado

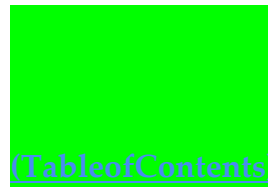
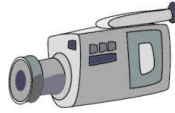
¿Cumple el ingreso familiar con los requisitos de ingreso del programa de almuerzos gratuitos o de precios reducidos de USDA Food?

Gratuidos:  Si  No      Reducidos:  Si  No

¿Es el padre o el madre menor de 20 años cuando se realiza esta inscripción?  Si  No

NOTE: Please ask school district to assign a state ID number for the child. Once you get this number, please enter it on the website.

## Data Collection Supplemental Information



## KIPS TIPS for Filming the Play Session

### Filming the Play Session:

[Example Instructions to the Caregiver and Child]

“For this play session, you and your child can play as you usually do when you have a few minutes together. Do whatever is comfortable for you. You don’t need to do anything special. I am not filming your child’s behavior. I simply want to film the way you and your child usually play together.”

“Your child can move freely about the room and I will follow both of you. It isn’t necessary for your child to stay in one place for the entire video.”

- Film for 7-10 minutes of play (**NOTE: Cannot be scored if under 5 minutes!**)
- Keep both the caregiver and child in the frame whenever possible. For KIPS, you need to see their facial expressions to assess nonverbal behaviors.
- **When filming, distractions should be limited if at all possible and the focus of the video should be on the main caregiver and the child**
- If the child tries to involve you in play, gently direct him/her back to the caregiver.
- Avoid talking, nodding, and laughing. If you don’t react, the caregiver and child will more likely ignore you. **Please do not talk with the caregiver during filming.**
- If the family needs to stop filming for caregiving tasks (e.g. changing a diaper, getting a drink, feeding the child, or using the toilet), you may stop filming. Begin again when the caregiver and child return to play and complete the session.
- What NOT to film: mealtimes or cooking, dressing
- If the child becomes upset during play, let the caregiver handle the situation. **Stop recording if the situation becomes out of control, or if the caregiver requests you to stop. We do not want this to be a negative experience for anyone involved, especially for the child.**

### **Finishing Up:**

- One KIPS per family
- Upload videos to the Box using the following naming convention:
  - **CHILDIDProgramSiteHomeVisitorName**
- Please indicate if the video is in Spanish! **Only videos in English and Spanish can be scored, if you have a video in another language, a transcript must be submitted with the video in order for it to be scored**
- Email scanned copy of completed KIPS List Report to **lalvarez@unmc.edu**
- **KIPs will not be checked in or scored until the videos are uploaded to the Box AND the completed KIPs List Report has been emailed (see above)**



## Uploading to 'The Box' ([TableofContents](#))

- First, you need to sign up for a free personal account at [www.box.com](http://www.box.com). This process will ONLY work with an account created with the email we sent your invite to. Invites are sent to the Sixpence Data Manager only
- In this example, the UNMC account invited the gmail account (note gmail accounts are not allowable per UNMC policy) to the folder *MMI Education*, just like we have invited you to your folder. It is that invite that links you to the UNMC-MMi account and allows you to be an editor to the folder and upload larger files. If you are not linked to our account and you attempt to upload videos, you will receive a message that your file is too large to upload.
- To start the upload process, log in to your account:

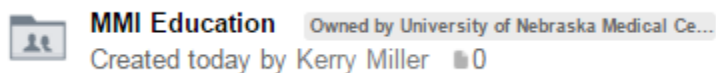
### Sign In to Your Account

Email Address

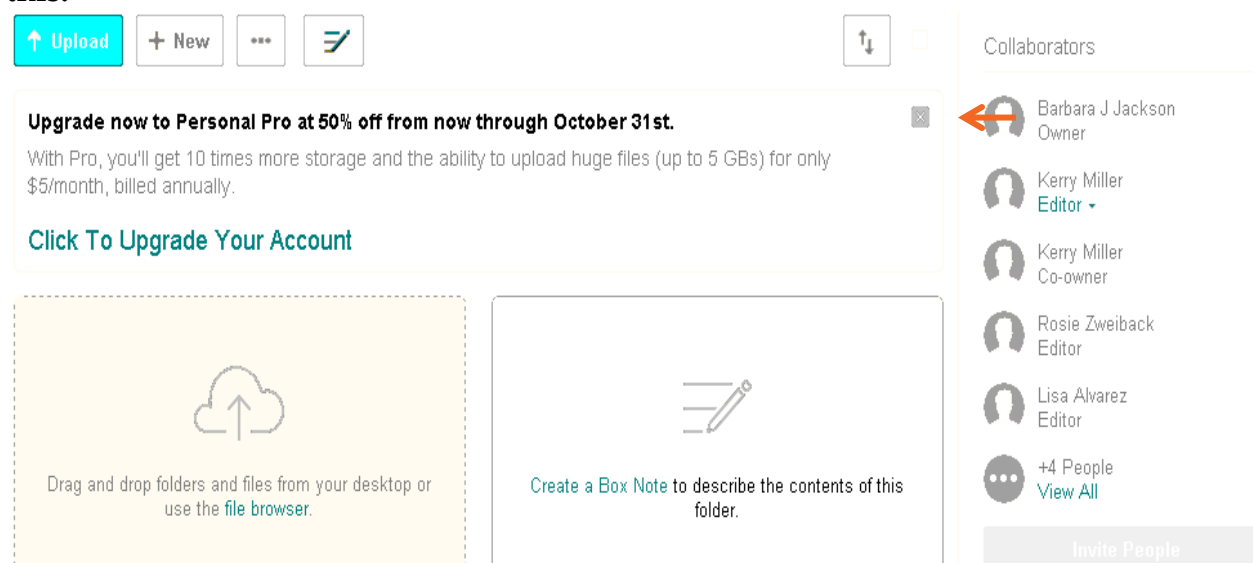
Password

**SIGN IN**

- Once you log in, you will see the folder that we invited you to. For this example, the folder is titled *MMI Education*:



Once you click on your folder, it will open and the inside of the folder will look like this:



- Your name should be listed as an editor on the right hand side under collaborators.
- Drag your file into the box on the left-hand side and drop the file in the folder. Your video(s) will upload.
- Please contact Lisa Alvarez with any questions: [lavarez@unmc.edu](mailto:lavarez@unmc.edu), 402-559-2131
- Note email address must be from your organization

## WHAT TO RETURN TO MMI FALL AND SPRING [\(TableofContents\)](#)

### Fall

(NOTE!! Due to Baseline Collection Only children listed on Checklist report are assessed in the Fall)

#### Complete Online

- Results Matter TS Gold Checkpoint (end of October)
- DECA [www.e-deca2.org](http://www.e-deca2.org) \*\*\*

#### email to MMI

- Checklist Report Note!! Completed checklist should be scanned and emailed to [lalvarez@unmc.edu](mailto:lalvarez@unmc.edu)**

#### Upload to Box

- KIPS

#### Send Electronically Email KIPS List and Authorization for Sharing

- KIPS Checklist
- Authorization for Sharing
- Checklist Report (scan/email)**

### Spring

(NOTE!! Follow Checklist Report to ensure that you are completing the correct assessments for each child)

#### Complete Online

- Results Matter TS Gold Checkpoint (end of May)
- DECA [www.edeca2.org](http://www.edeca2.org) \*\*\*
- Parent Satisfaction Survey(provide link to Parents)  
Link: [Sixpence Parent Satisfaction Survey](#)

#### email to MMI

- Checklist Report Note!! Completed checklist should be scanned and emailed to [lalvarez@unmc.edu](mailto:lalvarez@unmc.edu)**
- Spring Family Interview(completed on Patient Tools site)

#### Upload to Box

- KIPS

#### Send Electronically Email KIPS List and Authorization for Sharing

- KIPS Checklist
- Authorization for Sharing
- Checklist Report (scan/email)**

\*\*\*available to download in Spanish at [www.edeca-2.org](http://www.edeca-2.org)

Click [here](#) to return to Top of Document

Step by Step [\(TableofContents\)](#)

# Sixpence



Sixpence Step

By Step

## Collection Guide

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<u>Enter a New Family</u>	<u>3</u>
<u>Enter Child</u>	<u>4</u>
<u>Enter Unborn</u>	<u>5</u>
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## Glossary of Main Menu

[Return to Main Menu](#)

**Enter New Family Information** – takes you to the family intake form, you must enter a family intake before you can enter a child intake or an unborn intake, note that if you are using an admin signon, you must be sure to assign the family intake to the correct home visitor/teacher manually (there will be a drop down with available choices for your program)

**Family Search**- the drop down gives you options for searching for family records, if you use the is option, that means that it must match exactly, including capitalization and spelling

**Print Roster** – This option will pull the roster for a specific home visitor or teacher, just enter the last name as it is stored in the database to view the roster

**View All Program Records**- This option will list all family intakes for your program/user (depending on if you are using a user signon or an admin signon)

**List Active Family Records**- This option lists all family intakes that have either an active child intake or an active unborn intake or both

**List Active Child Records**- Lists all active child and unborn intakes

**List Exited Child Records** – lists all exited intakes, very useful if you have a child that exits the program and then returns, note that you can reactivate by updating the exit date to 1/1/5050

**Documents**- Note that there is a wealth of information under this tab, be sure to check it out!!

## Link to UNMC Sixpence WebSite



SingaSongofSixpence Website [SingaSongofSixpence Website](#)

Evaluation Guidebook [Evaluation Guidebook](#)

Program Information Form [Program Informaton Update](#)

User Id

Password

Type the text on the left into the space below.

[Get a New Image](#) [Visual Help...](#) [Why...](#)

Family Guide to Program Evaluation [Family Guide to Program Evaluation](#)

Guia Familiar para la Evaluacion del Programa [Guia Familiar para la Evaluacion del Programa](#)

[Return to Main Menu](#)

How to enter new family: click on enter new family information

[Return to Main](#)

Menu



<b>MENU</b>	<b>NOTE!!!!!!!</b>
<a href="#">Enter New Family Information</a>	1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!
<a href="#">Family Search (Edit, View or Add data)</a>	
<a href="#">View All Program Records</a>	
<a href="#">List Active Family Records</a>	
<a href="#">List Active Child Records</a>	
<a href="#">List Exited Child Records</a>	
<a href="#">Documents</a>	
<a href="#">Logout</a>	

Add family information from Intake Information sheet, please ensure Consent Obtained is checked. Consent form needs to be emailed to Lisa Alvarez [lalvarez@unmc.edu](mailto:lalvarez@unmc.edu), Fax (402-559-5850) as soon as possible

[Main Menu](#) [Log Off](#) \*\*\*Navigating away from this page will cause information entered to be lost\*\*\*

Family Intake Information \*\*\* Required Information

**FAMILY INFORMATION**  
Family Last Name\*\*\*   
Mother's First Name  Mother's Last Name   
Father's First Name  Father's Last Name

**ADDRESS INFORMATION**  
Home Address   
City   
State   
Postal Code   
Phone Number

**PROGRAM INFORMATION**  
Program Name

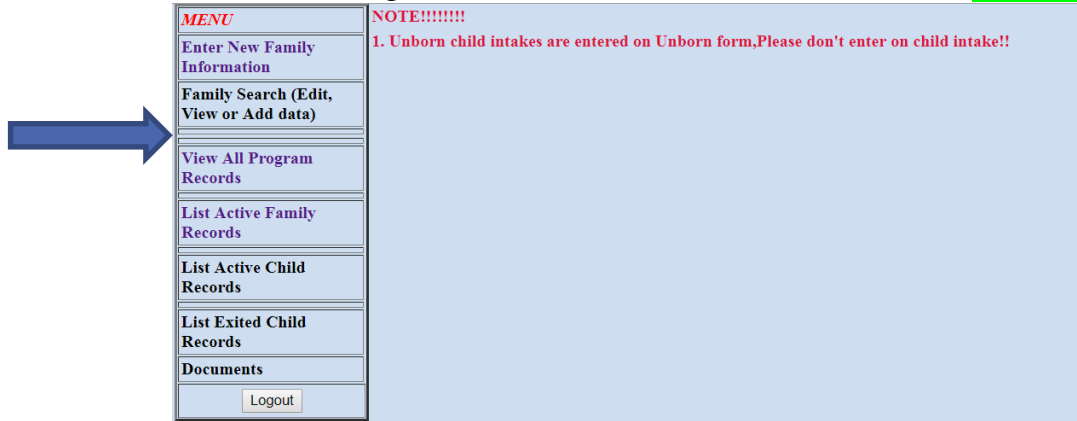
Consent Obtained  
 Opt Out Home Survey  
 Opt Out KIPS  
 Opt Out MacArthur  
 Opt Out PPVT

**DEMOGRAPHIC INFORMATION**  
Marital Status   
Home Language   
Mother's Education   
Father's Education   
Does family income meet the USDA Food Program income qualification for free/reduced lunch?  
 Free Lunch?  
 Reduced Lunch?  
 Teen Parent  
[Submit](#)

[Return to Main Menu](#)

Add Child, click on View All Program Records

[Return to Main Menu](#)



The screenshot shows a menu on the left with the following items: **MENU**, Enter New Family Information, Family Search (Edit, View or Add data), **View All Program Records**, List Active Family Records, List Active Child Records, List Exited Child Records, Documents, and a Logout button. A blue arrow points to the 'View All Program Records' item. To the right of the menu is a large light blue area containing a red note: **NOTE!!!!!!!**  
1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!

Choose family, click add child

[Main Menu](#) [Log Off](#)

## Family Search Result

	Record ID	Family Name	Address	City	State	Phone Number
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108018	Renn	123 Happy Drive	Crete	NE	4022395920
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108019	Smith	456 sunshine dr	dorchester	ne	4021234567
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108020	White	789 Rainbow Ave	Stromsburg	NE	4022395920



[Return to Main Menu](#)

Enter all information click insert data

[Return to Main Menu](#)

[Main Menu](#) [Log Off](#)\*\*\*Navigating away from this page will cause information entered to be lost\*\*\*

**Child Intake Information** \*\*\* Required Information  
[CLICK HERE TO ENTER UNBORN CHILD INTAKE](#)

---

**CHILD INFORMATION**

Check if child in program due to Expansion?

State Identification Number

Child First Name\*\*\*

Child Last Name\*\*\*

Unborn at Intake

Age at Intake (months,unborn=0)

Child Birth Date

Child Gender\*\*\*

Child Ethnicity

Child Premature/Low Birth Weight?

Exit?

Exit Date

Exit Reason

Exit Reason Other

**EDUCATOR AND SITE INFORMATION**

Teacher Name\*\*\*

Service Type

**FAMILY INFORMATION**

Family Last Name: Renn

Entry Date: 7/6/2018

Mother's First Name: Stephanni      Mother's Last Name: Renn

Father's First Name: Jeffry      Father's Last Name: Olson

**ADDRESS INFORMATION**

Home Address: 123 Happy Drive

City: Crete


State: NE

Postal Code: 68333

Phone Number: 4022395920

To add unborn, again go to View All Program Records

<b>MENU</b>	<p><b>NOTE!!!!!!!</b></p> <p><b>1. Unborn child intakes are entered on Unborn form,Please don't enter on child intake!!</b></p>
Enter New Family Information	
Family Search (Edit, View or Add data)	
View All Program Records	
List Active Family Records	
List Active Child Records	
List Exited Child Records	
Documents	
<input type="button" value="Logout"/>	



[Return to Main Menu](#)

In View All Program Records, click on Add Unborn

[Return to Main Menu](#)

[Main Menu](#) [Log Off](#)

## Family Search Result

	Record ID	Family Name	Address	City	State	Phone Number
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108018	Renn	123 Happy Drive	Crete	NE	4022395920
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108019	Smith	456 sunshine dr	dorchester	ne	4021234567
<a href="#">[View]</a> <a href="#">[Edit]</a> <a href="#">[Add Child]</a> <a href="#">[Add Unborn]</a>	108020	White	789 Rainbow Ave	Stromsburg	NE	4022395920

Enter all information highlighted in **RED**. Enter information **along with exit date and reason**. Note, you will need to update when the child is born.

[Main Menu](#) [Log Off](#)\*\*\*Navigating away from this page will cause information entered to be lost\*\*\*

### Unborn Intake Information \*\*\* Required Information

#### INFORMATION

Check if twin(or multiple)

Child Last Name\*\*\*

Renn

Anticipated Birth Date

July 6 2018

#### EDUCATOR AND SITE INFORMATION

Teacher Name\*\*\*

User

Service Type

Home Based

!!!Update The Following Fields When Child is born!!!!

Birth Date

choose month day year

Child First Name

Exit?

Exit Date

choose month day year

Exit Reason

Exit Reason Other

!!!Enter Child Intake when Child is born!!!!

#### FAMILY INFORMATION

Family Last Name: Renn

Entry Date: 7/6/2018

Mother's First Name: Stephanni

Mother's Last Name: Renn

Father's First Name: Jeffry

Father's Last Name: Olson

#### ADDRESS INFORMATION

Home Address: 123 Happy Drive

City: Crete

State: NE

Postal Code: 68333

Phone Number: 4022395920

[Return to Main Menu](#)



To add the unborn, click on all active child records

[Return to Main Menu](#)



<b>MENU</b>	<b>NOTE!!!!!!!</b>
<a href="#">Enter New Family Information</a>	<b>1. Unborn child intakes are entered on Unborn form,Please don't enter on child intake!!</b>
<a href="#">Family Search (Edit, View or Add data)</a>	
<a href="#">View All Program Records</a>	
<a href="#">List Active Family Records</a>	
<a href="#">List Active Child Records</a>	
<a href="#">List Exited Child Records</a>	
<a href="#">Documents</a>	
<input type="button" value="Logout"/>	

Look under unborn child search results, find unborn and click update

[Main Menu](#) [Log Off](#)

### Active Child Search Result

	Family ID	Family Name	Child ID	Child First Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108021	Lesli	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108019	Smith	108023	Bayli	Smith
<a href="#">[View]</a> <a href="#">[Edit]</a>	108020	White	108024	mitchell	White



### Unborn Child Search Result

	Family ID	Family Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Update]</a>	108018	Renn	Renn



[Return to Main Menu](#)

Complete **RED** text and click update to exit the unborn intake, note that you must complete a child intake after exiting the unborn intake

[Main Menu](#) [Log Off](#)\*\*\*Navigating away from this page will cause information entered to be lost\*\*\*

**Update Unborn Child Record** \*\*\* Required Information

---

**UNBORN CHILD INFORMATION**

Family Last Name\*\*\*   
Entry Date 07/06/2018  
Expansion   
Child's Last Name   
Unborn at Intake   
Intake Age (months)

!!!Update The Following Fields When Child is born!!!!

Actual Birth Date     
Child First Name   
Exit   
Exit Date    **Must enter exit date when child is born, enter child intake on add child form**  
Exit Reason   
Exit Reason Other   
**Additional comment needed Family issues**

!!!Enter Child Intake when Child is born!!!!

---

**EDUCATOR AND SITE INFORMATION**

Service Type   
Last Name  First Name   
Phone Number   
Site  Classroom

You can check your work by clicking on List All Active Children

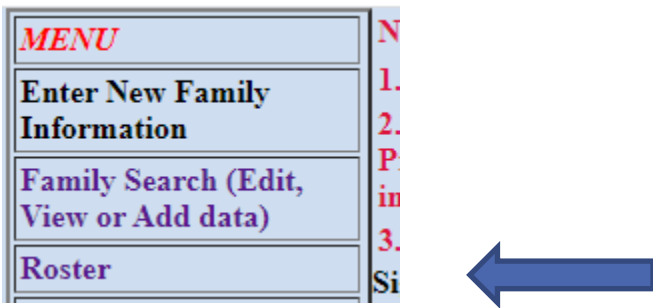
**MENU**

- Enter New Family Information
- Family Search (Edit, View or Add data)
- View All Program Records
- List Active Family Records
- List Active Child Records
- List Exited Child Records
- Documents
- Logout

**NOTE!!!!!!!**  
1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!

If done correctly, on under Active Child your entry should now be listed Search Result.

To print a roster, return to Main Menu. Click Roster



Enter the Teacher/Home Visitor's last name in search box

## Home Visitor/Teacher

### Search Form Signed on as admin.... Crete

Search is case sensitive

Home Visitor/Teacher Name

The roster will be displayed if you have access to the roster. You can print the roster by opposite click of mouse and selecting print.

## Roster

### Search Result

If you do not see a roster listed, you do not have access to the roster requested

Sixpence Child ID	Service Type	Last Name	First Name	Gender	Birthdate
-------------------	--------------	-----------	------------	--------	-----------

## Return to Main Menu

How to exit a child: Start at main menu, select list all Active Child Records.



Select Edit for the child you wish to exit.

[Main Menu](#) [Log Off](#)

### Active Child Search Result

	Family ID	Family Name	Child ID	Child First Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108021	Lesli	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108025	Julia	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108019	Smith	108023	Bayli	Smith
<a href="#">[View]</a> <a href="#">[Edit]</a>	108020	White	108024	mitchell	White

### Unborn Child Search Result

Family ID	Family Name	Child Last Name
-----------	-------------	-----------------

Complete fields in RED, it must be complete. Select Update, if you do not click Update your information will not be saved.

**CHILD INFORMATION**

Family Last Name\*\*\*

Entry Date

Child's First Name

Unborn at Intake

Intake Age (months)

Gender

Premature/Low Birth Weight?

Exit Date

Exit Reason

Exit Reason Other


Expansion

Child's Last Name

Birth Date

Ethnicity

State Identification Number

Complete the following section to exit a child(fields in RED) 

**ENTER 1/1/5050 TO REACTIVATE**

Remove reason to reactivate

Additional comment needed Family issues

**EDUCATOR AND SITE INFORMATION**

Last Name  First Name

Phone Number

Site  Classroom

Service Type



After clicking Update, you should be back on the home screen. Notice, the screen will confirm that the data has been updated. To check your work, click List Active Child Records. You will no longer see Mitchell White.

**MENU**

- Enter New Family Information
- Family Search (Edit, View or Add data)
- View All Program Records
- List Active Family Records
- List Active Child Records
- List Exited Child Records
- Documents
- 

**NOTE!!!!!!!**  
 1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!

**The data for this client has been updated.**



You should notice Mitchell White is no longer on the roster.

[Return to Main Menu](#)

[Main Menu](#) [Log Off](#)

## Active Child Search Result

	Family ID	Family Name	Child ID	Child First Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108021	Lesli	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108025	Julia	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108019	Smith	108023	Bayli	Smith

## Unborn Child Search Result

Family ID	Family Name	Child Last Name
-----------	-------------	-----------------

To reactivate Mitchell White, start on the main menu, click List Exited Child Records.



The screenshot shows a menu on the left side of a light blue background. The menu items are: **MENU**, Enter New Family Information, Family Search (Edit, View or Add data), View All Program Records, List Active Family Records, List Active Child Records, List Exited Child Records, Documents, and a Logout button. A blue arrow points to the 'List Exited Child Records' item. To the right of the menu, there is a red note: **NOTE!!!!!!!**  
1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!

Select Edit

[Return to Main Menu](#)

[Main Menu](#) [Log Off](#)

### Exited Child List Search Result

	Family ID	Family Name	Child ID	Child First Name	Child Last Name
<a href="#">[Edit]</a>	108020	White	108024	mitchell	White



### Unborn Child Search Result

	Record ID	Family Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Update]</a>	108018	Renn	Renn

Enter 1/1/5050 to reactivate. When you click on the year, you will need to scroll all the way to the bottom, the year 5050 will be below 1990. Click update.

#### CHILD INFORMATION

Family Last Name\*\*\*

Entry Date

Child's First Name

Unborn at Intake

Intake Age (months)

Gender

Premature/Low Birth Weight?

Expansion

Child's Last Name

Birth Date

Ethnicity

State Identification Number

Complete the following section to exit a child(fields in RED)

Exit Date

Exit Reason

Exit Reason Other

**ENTER 1/1/5050 TO REACTIVATE**

**Remove reason to reactivate**

**Additional comment needed**

**Family issues**



#### EDUCATOR AND SITE INFORMATION

Last Name

Phone Number

Site

Service Type

First Name

Classroom



[Return to Main Menu](#)

Screen should take you back to main menu, you should see confirmation if done correctly. Check your work by clicking List Active Child Records. Child should be back in your roster.

<b>MENU</b>	<b>NOTE!!!!!!!</b>
Enter New Family Information	1. Unborn child intakes are entered on Unborn form, Please don't enter on child intake!!
Family Search (Edit, View or Add data)	<b>The data for this client has been updated.</b>
View All Program Records	
List Active Family Records	
List Active Child Records	
List Exited Child Records	
<b>Documents</b>	
Logout	



[Main Menu](#) [Log Off](#)

### Active Child Search Result

	Family ID	Family Name	Child ID	Child First Name	Child Last Name
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108021	Lesli	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108018	Renn	108025	Julia	Renn
<a href="#">[View]</a> <a href="#">[Edit]</a>	108019	Smith	108023	Ba li	Smith
<a href="#">[View]</a> <a href="#">[Edit]</a>	108020	White	108024	m hnell	White



### Unborn Child Search Result

Family ID	Family Name	Child Last Name
-----------	-------------	-----------------

To transfer a child to a different roster, complete the form found under documents on the website and email to [lalvarez@unmc.edu](mailto:lalvarez@unmc.edu)

Information UPDATES	
Program Information Form	<i>Program Information Form</i>
Child/Family Transfer Form	<i>Child/Family Transfer Form</i>



**[Return to Main Menu](#)**



## Sixpence Child Care Partnerships (CCP)

### Evaluation Plan [\(Table of Contents\)](#)

The Sixpence CCP Grant Program evaluation is conducted by the program evaluation team at the Munroe-Meyer Institute (MMI), University of Nebraska Medical Center (UNMC). The evaluation includes collecting data to monitor the implementation process and identified program outcomes. A standardized evaluation process has been developed to collect information and report program outcomes uniformly across all Sixpence CCP sites. Each Sixpence CCP program is required to follow this process. School districts, child care sites and/or NDE evaluators will forward data to the Sixpence Grant evaluation team for entry into the project evaluation database. All data is password protected and maintained on a secure server at UNMC. Confidentiality will be maintained at all times.

The **continuous improvement process** for the Sixpence CCP Grant program evaluation will include:

- Providing information which assists local program staff and Sixpence CCP Grant staff to improve the local program on an ongoing basis;
- Providing information to funders about the efficacy of the program.

	Assessments	Timing	Who Collects and submits data?
<b>Program Outcomes</b>			
<b>1. Does the program improve childcare quality?</b>	Infant-Toddler Environment Rating Scale-Revised ( <b>ITERS-3</b> ) Family Child Care Environment Rating Scale-Revised ( <b>FCCERS-3</b> ) <b>Infant or Toddler Classroom Assessment Scoring System (CLASS)</b>	Baseline/Prior to Coaching or Purchases & Annually( <b>see below for more detail on when which observation is collected</b> )	<b>MMI, a local NDE approved evaluator, or SU2Q</b>
<b>Provider and Coach Outcomes</b>			
<b>2. What impact does the program have on providers?</b>	Survey of provider satisfaction with program.	Spring	<b>Providers</b> complete surveys online.
<b>3. What feedback do coaches have about the Sixpence CCP Program?</b>	Focus groups with coaches.	Spring	<b>MMI</b> conducts Focus groups
<b>Implementation Information</b>			
<b>4. Demographic Survey</b>	Survey collects information about the education level of directors, teachers, and providers and demographic information on the infants and toddlers enrolled in the program.	At the beginning of coaching a new program and annually in the fall.	<b>Sixpence Grant Coaches or Program Coordinator</b>
<b>Child Outcome: Expulsion</b>			
<b>5. What impact does the program have on expulsion rates?</b>	<b>Expulsion Survey submitted via Coaching Management website</b>	<b>End of June and December</b>	<b>Sixpence CCP Coaches</b>

Analysis of all evaluation data will be done by the evaluation team at the conclusion of each grant year. Ongoing technical support and consultation will be provided to assist the programs to use the information from the data to improve.

## Evaluation Time-line and Key Questions

### Required Evaluation Processes [\(Table of Contents\)](#)

#### **A. Program Outcome Data:**

**Timeline:** Each program will have a baseline (prior to coaching and purchases) and **annual** observation of classroom or home care provider practices.

- **Year 1 in CCP – baseline ERS observation through MMI.**
- **Year 2 in CCP – either CLASS or ERS through MMI or SU2Q. It is the program's choice in which observation they receive. If they do not get an observation through SU2Q, they must get an observation through MMI.**
- **Year 3 in CCP – either CLASS or ERS through MMI or SU2Q. It is the program's choice in which observation they receive. If they do not get an observation through SU2Q, they must get an observation through MMI.**

•  
**A.1 Center-based child care providers.** At each center, an external evaluator will assess one infant and one toddler classroom using the **ITERS-3**. The observations will be conducted by an external reliable observer who is not the coach or program coordinator for that center. The scored ERS protocol will be sent to MMI for entry into the secure database. MMI will upload the scoresheet and summary report to Box for coaches to review. Feedback will be provided by the Sixpence Grant Coach assigned to the area or the Program Coordinator. **The Class assessment will be used once step 3 is reached. Additional information about the assessments can be found at <http://ers.fpg.unc.edu/>**

**A.2 Family home-based child care providers.** Every home-based child care provider will have the **FCCERS-3** observation conducted by an external evaluator who is neither the coach or program coordinator for that provider. The scored **FCCERS-3** protocol will be sent to MMI for entry into the secure database. Feedback will be provided by the Sixpence Grant Coach assigned to the area or the Program Coordinator. **Additional information about the assessments can be found at <http://ers.fpg.unc.edu/>**

**A.3 Infant or Toddler Classroom Assessment Scoring System (CLASS).** The **CLASS** focuses on teacher-child interactions as they relate to Emotional and Behavioral Support and Engaged Support for Learning. The assessment, based on a one-hour videotape of the classroom sent to MMI. The evaluator will complete the **CLASS** and debrief with the program staff. For more information, go to <https://teachstone.com/the-complete-guide-to-class/>

#### **B. Provider and Coach Outcome Data:**

**Timeline:** Data will be collected **annually** in the spring.

**B.1 Provider satisfaction and skills survey.** Providers will complete surveys via the online link.

**B.2 Focus Groups.** MMI evaluators will conduct focus groups with coaches to collect feedback about the program.

### **C. Implementation Data:**

**Timeline:** Data will be submitted **annually** in May in the Year-End Report & Continuation Request which is collected by the Sixpence Administrator.

**C.1 Demographic survey.** Submitted via online coaching management system

### **D. Expulsion Survey:**

**D.1 Expulsion Survey** *One of the goals of the CCP project is to help center and childcare home providers improve skills in supporting children with challenging behaviors. Tracking the expulsion rate over time for the provider is one way to measure this. It is submitted via the Coaching Management website.*