

Sixpence



Program Information Sheet

PLEASE SEND UPDATED SHEET IF ANY INFORMATION CHANGES!!

Note: See page 2 of this document for descriptions of roles/please type responses/fillable pdf form

Program Name: _____

Program Director: _____

Program Director email: _____ Phone: ____-____-____

Home Based Center Based Both

Computer system used for video: PC MAC

High Speed Internet Connection? Yes No (able to upload video to internet?)

Program Data Entry Designee: _____

Email: _____

Phone number: ____-____-____

Program Data Manager: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone number: _____

Submit this form to: lavarez@unmc.edu AND fdimas@nebraskachildren.org

List Teachers/Home Visitors below:

Name	Email	ClassroomName(enter HV if home visitor)
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Attach additional sheet if necessary

Key responsibilities may be 4 different persons or one for all

Program Director – Responsible for all Sixpence program level data submissions to the Sixpence team (for example staff changes, a change in email or mailing addresses). Updates should be sent using the program data form as soon as they occur. Email to Lisa Alvarez lalvarez@unmc.edu AND Fabiola Dimas fdimas@nebraskachildren.org Responsible for verification of Rosters and Data Checklist List. Must sign off on data checklist before returned to MMI each evaluation period

Data Manager - Evaluation Packets, Data Checklist Report, flash drives, KIPs uploads to the Box, PPVT and parent and summary reports. All mailings will be sent to Data Manager who is responsible for dissemination and submission

Program Data Entry Designee – Person who will be sent the log on credentials for the www.unmc.edu/sixpence website. This person will be responsible to ensuring that the program roster is up to date at all times, rosters for verification will be sent to this person and the program director. Roster transfer requests will be submitted by data entry designee with input and approval from home visitors and/or classroom teachers of child and/or family

Home Visitor or Classroom Teacher – Responsible for communicating roster additions and updates to data entry designee, completing all assessments with children and families and submitting them to data expert/manager

Submit this form to: lalvarez@unmc.edu AND fdimas@nebraskachildren.org