**FTF Data Reporting Requirements and Evaluation FAQ**

**(for SFY19 RFGAs)**

1. Where in the RFGA can I find more information about FTF’s data reporting requirements for SFY19?

There are new data requirements in SFY19 for FTF funded strategies. It is important that applicants review the RFGA for information on the data reporting requirements. While you should review the entire RFGA, specific sections that include information on data reporting requirements are the following:

* + Units of Service and Data Reporting Requirements Section of the RFGA
	+ Guidance Materials Section which includes links to the Strategy Toolkit where applicants can find strategy specific documents including Data Reporting Requirements, Definitions and Contracted Service Unit Guidance.
1. What is new about FTF’s data requirements in SFY19?

FTF has three types of data requirements for SFY19: 1) Program Implementation Data, 2) Participant-Level Demographic Information, and 3) Programmatic Outcome Data.

**Program implementation data** is required for all grant partners, as it has been in previous fiscal years. This type of data will be used to inform grant partner performance on strategy implementation, program monitoring/Quality Assurance, quarterly data reporting to Regional Councils, and FTF annual reporting.

**Participant-level demographic information** is a new type of data requirement in SFY19, and is only required for a select set of strategies. For most other strategies, this type of data is required on a capacity-building basis (see Question 3 for a definition of capacity building). This type of data will be used to better understand the reach of FTF programs within and across strategies and regions and to ensure that services are provided to the intended audiences in alignment with the scope of work.

**Programmatic outcome data** is a new type of data requirement in SFY19 that will be required for a select set of strategies. For some other strategies, this type of data is required on a capacity-building basis (see Question 3 for a definition of capacity building). This type of data will be used to inform fidelity of implementation and to fully assess and document the impact of FTF strategies and outcomes for young children, their families, and the professionals that serve them.

Refer to the cover page of the RFGA to know if Participant-Level Demographic Information or Programmatic Outcome Data is either required, capacity building, or not applicable for the specific RFGA you are considering submitting an application for.

1. Participant-level demographic information and programmatic outcome data are either required in SFY19, capacity building, or not applicable. If these types of data are listed as capacity building, what does that mean?

FTF understands that grant partners have varied capacity to meet FTF’s data reporting requirements for participant level demographic information and programmatic outcome data. Therefore, in SFY 2019, FTF will work with contracted grant partners to identify capacity and infrastructure needs and determine supports needed to gather these types of data. Based on the responses received in grant applications, FTF will have ongoing conversations with awarded applicants to develop a plan for technical assistance and data submission, based on individual grant partners’ varied capacity/infrastructure needs.

FTF is committed to move this work forward with grant partners in order to secure this data within the current 4-year grant cycle (SFY 2019-SFY 2022); this will be contingent on the grants being renewed. Applicants shall confirm their commitment to FTF efforts to gather participant level demographic information and programmatic outcome data (as applicable) by signing the assurance section of the application, which includes a statement of intent to work with FTF to establish a data collection plan including any supports and timeline.

1. How do I complete Question H in the Narrative Response section of the RFGA?

As part of Question H in the Narrative Response section of the RFGA, all grant applicants must download and complete the *FTF Data Reporting Requirements* attachment in order for their application to be considered complete. When the applicant downloads and fills out the attachment called *FTF Data Reporting Requirements*, they must select “Yes” or “No” for each data field in the sections that are marked as “Yes, Required for SFY2019” or “Yes, Capacity Building for SFY 2019”. For the types of data marked as “Yes, Required for SFY2019”, the applicant must also complete the second question in the section, which asks the applicant to describe their plan to collect data in compliance with the FTF data requirements that they are not currently collecting.

1. When completing the *FTF Data Reporting Requirements* attachment, can I select “Yes” in response to a data requirement if my program currently collects the data, but does so by using different response categories than is required by FTF?

When completing the *FTF Data Reporting Requirements* attachment, in order to select “Yes” in response to a data field your program must be able to convert the data that you are currently collecting for that field into a format that complies with FTF data requirements. If your program collects a data field with different response categories than is required by FTF and it is not currently possible to convert the data into a format that complies with FTF’s data requirement, select “No” and describe the program’s plan for complying with the data requirement in question #2 in the section of the *FTF Data Reporting Requirements* attachment.

For example, the grant applicant’s program currently collects race/ethnicity as a combination variable, so participants can be White or Hispanic, but not both. In the FTF data requirements, race and ethnicity are separate variables, so participants can select both “White” (under the race variable) and “Hispanic” (under the ethnicity variable). In this case, the applicant would select “No” in response to the race and ethnicity data requirements, and describe their plan for complying with FTF’s requirements in question #2 below the table.

1. Which parts of my responses to Question H—“FTF Data Reporting Requirements”—will be scored?

For all grant applicants, responses within the “Program Implementation Data” section of the *FTF Data Reporting Requirements* attachment will be scored because this type of data is required for all strategies. Thus, if the applicant marks “No” in response to a data field in this section (meaning they are not currently collecting a particular data field), then the applicant’s proposed plan to comply with the FTF data requirements for Program Implementation Data (i.e., the response to question #2 in the *FTF Data Reporting Requirements* attachment), must be detailed and feasible to receive high scores in this section.

With respect to the “Participant-Level Demographic Information” and “Programmatic Outcome” types of data requirements, grant applicants’ responses in these sections will only be scored when these types of data are required in SFY19 (i.e., for Oral Health, Parenting Education, and Home Visitation). If these types of data are marked as “Capacity Building” then grant applicants’ responses of “Yes’ or “No”, for that specific section, will not be scored or impact the grant application score. Rather, the response to this section will be used to determine grant partner capacity needs and infrastructure (see question #3 above for more information on capacity building).

1. How and when will I be required to submit data to FTF?

In the *FTF Data Reporting Requirements* attachment, each type of data that is required to be submitted to FTF in SFY19 or that is marked as capacity building has a section called *Data Submission Guidelines*. The data submission guidelines inform the applicant about how the data will be submitted to FTF.

* For Program Implementation Data, data will either be submitted quarterly in aggregate format in FTF’s Partner Grant Management System (PGMS) or in participant-level format through File Transfer Protocol (FTP) or flat files (e.g., excel, csv file).
* For Participant-Level Demographic Information and Programmatic Outcome Data, data will be submitted annually to FTF via FTP or flat files (e.g., excel, csv file).

**Home Visitation and Oral Health:** Awarded grant partners implementing the Home Visitation and Oral Health strategies will submit data to FTF at a child and family level via their respective data systems (i.e., no additional file will need to be submitted to FTF) or through a flat file and/or file transfer protocol (FTP). FTF will work with awarded applicants for these strategies to develop a plan for data submission, based on individual grant partners’ data collection system.

* ***Home Visitation:*** In SFY19, awarded grant partners for the Home Visitation strategy shall enter data into their program model data systems to meet data reporting requirements for FTF. Grant partners implementing home visitation services on tribal lands, who are not utilizing a national model data system, may have the option to submit data requirements using FileMaker, Visit Tracker, a flat file or file transfer protocol (FTP) in coordination with FTF and upon tribal approvals.
* ***Oral Health:*** Awarded grant partners for the Oral Health strategy shall enter data into the data system provided by FTF or through their own program’s data system to meet data reporting requirements for FTF.
1. How to determine if my study counts as an evaluation study, as described in section H of the RFGA?

As part of the RFGA, FTF is asking applicants if they intend to conduct an evaluation of the proposed program. Applicants must complete Section H of the RFGA.

The main purpose of program evaluation is assessing the effectiveness of the program. Therefore, what distinguishes an evaluation study from other data collection is that an evaluation study aims to answer specific questions regarding your program (e.g., if there was a change in the target group’s knowledge and behavior after program delivery). If your organization or an external entity conducts the study, either can be included in section H.

 We have provided an additional resource created by the CDC that you might use to help you determine if your study meets the criteria for an evaluation study: <https://www.cdc.gov/std/Program/pupestd/Types%20of%20Evaluation.pdf>

January 2018