

FIRST 5
Sacramento Commission
EVALUATION COMMITTEE
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833

AGENDA

Monday

April 19, 2010

1:00 PM

Members: Robert Bonar, Terry Jones, Marcie Launey, Scott Moak, Marilyn Ratkay
Advisory Committee Members: Terry Jones, Betsy Uda
Staff: Toni Moore, Carmen Garcia-Gomez
Consultants: Fred Molitor, Lisa Branton, Gary Resnick
Clerk: Cheryl Rookwood

1. Approve March 15, 2010 Draft Action Summary (*5 minutes*)
2. Commission Staff Update (*5 minutes*)
3. [WRMA Monthly Progress Report](#) (*5 minutes*)
(Report back – Persimmony data – type of health insurance (or none) that has been collected but not used in Evaluation reports)
4. [Approval of Proposed Changes to Evaluation Plan](#) (*10 minutes*)
5. Report back: Update of CPS – Hearts For Kids program (*5 minutes*)
6. Committee Member Comments (*5 minutes*)
 - a. Miscellaneous
 - b. Future Agenda Items
7. Public Comments on Non-Agenda Matters (*5 minutes*)

The meeting is voice recorded in its entirety. A CD will be available for checkout from the First 5 Sacramento Commission offices at 2750 Gateway Oaks Dr., Suite 330, Sacramento, the day after the meeting.

The on-line version of the agenda and associated materials are posted for your convenience at <http://www.first5sacramento.net/default.htm>. Some documents may not have been posted on-line because of their size and/or format. As they become available, hard copies of all documents are available from the Clerk of the Commission at the First 5 Sacramento Commission offices.



Walter R. McDonald & Associates, Inc.

Contract #06/07-ADM-031

First 5 Sacramento Evaluation

Monthly Progress Report for:
March 2010

April 6, 2010

Prepared for:

First 5 Sacramento Commission

Prepared by:

Walter R. McDonald & Associates, Inc.

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First 5 Sacramento Evaluation Contract

SECTION I: INTRODUCTION, PURPOSE AND SCOPE

The Sacramento County First 5 Commission has contracted (Contract #06/07-ADM-031) with the team of Walter R. McDonald & Associates, Inc. and Harder+Company Community Research for evaluation services during the 2007-2010 period. For this deliverables-based contract, our team submits monthly progress reports as a key communication tool for all concerned stakeholders. In the monthly progress report we identify the status of major deliverables in the contract. We also preview deliverables that are expected to be submitted in the subsequent month and identify key questions or challenges that need to be resolved.

For this work period, our primary activities related to Tasks 3, 5, and 6.

SECTION II: WORK PLAN

The work under this contract is organized according to the following tasks.

- Task 1 Strategic Planning Activities
- Task 2 Evaluation Design, Scope and Report
- Task 3 Funding Processes
- Task 4 Contract Negotiations
- Task 5 Evaluation Support, Planning, Collecting and Reporting
- Task 6 Data Collection Management System, Outcomes Collection, Analysis and Reporting
- Task 7 First 5 Sacramento Commission Evaluation Annual Report
- Task 8 State Evaluation and First 5 California Annual Report

SECTION III: PROGRESS

Task 1 Strategic Planning Activities

Scheduled Period of Activity: Phase 2/Year 3 & 4

Deliverables: Monthly Progress Reports

Status: Completed

Task 2 Evaluation Design, Scope and Report

Scheduled Period of Activity: Phase 1/Year 1 & Phase 2/Year 2 & 3

Deliverable 1: Draft Evaluation Design Report

Deliverable 2: Final Evaluation Design Report

Deliverable 3: Evaluation Design Report (Year II)

Deliverable 4: Evaluation Design Report (Year III)

Status: Completed

Task 3 Funding Processes

Scheduled Period of Activity: Phase 2/Year 2

Deliverables: Monthly Project Reports

Status: Completed

Task 4 Contract Negotiations

Scheduled Period of Activity: Phase 1/Year 1

Deliverable: Completed

2010/15 Funding Cycle: The Project Director and Data Manager participated in contract negotiation meetings with staff from Child Action, Inc. and DHHS WIC on March 29. These meetings will facilitate the development of contract milestones and client-level services, which will be tracked in Persimmony.

Task 5 Evaluation Support, Planning, Collecting and Reporting

Scheduled Period of Activity: Phase 1/Year 1 & Phase 2/Year 2, 3 & 4

Deliverable: Monthly Progress Reports

On March 10, the Project Director and Data Manager attended the Strategic Planning Work Group meeting. At this meeting the Data Manager conducted a brief presentation to summarize the findings from the report, "Trends in the Well-Being of Sacramento County Children, 2010". This report has since been posted on the First 5 Sacramento website.

Twenty-five staff attended the March 16 and 17 trainings on administering the School Readiness Child Assessment. All but one attendee were previously trained and administered the assessment in 2009. The training included reviewing the instrument and administration procedures, and providing staff with the opportunity to practice administering the assessment with each other and receive feedback from evaluation team members. Experienced staff were encouraged to share scenarios they encountered when administering the assessment to children in the previous year and discuss the proper protocol in those situations. Attendees then paired off with an evaluation team member during the certification phase to determine if staff could demonstrate an acceptable level of consistency and accuracy. Three staff were identified as in need of further training as a result of the certification process. The School Readiness Coordinators were informed that these staff needed one-on-one instruction before administering the assessment on children and arranged time for their staff to meet with an evaluation team member for certification. Karley Lewis worked with and certified the staff member from the Sacramento County Office of Education on March 24 and Alejandra Portillo individually certified staff from San Juan Unified School District and Twin Rivers Unified School District on March 26. As a follow-up to the training, School Readiness Coordinators and assessors were provided a handout of Frequently Asked Questions (FAQ) to reference when administering the Child Assessment. Items on the FAQ were derived from questions and examples given by School Readiness staff during the trainings.

On March 17, the Project Director met with Program Planners Linda Fong-Somera and Myel Jenkins to continue discussions regarding the possibility of identifying attendees of CBI events through the distribution of some CBI-specific item. The associated costs, and the logistics involved, with distributing an item to grantees, and then onto CBI attendees, were a part of the conversation, as well as the reliability of the method, both in terms of the item ending up in the hands of all attendees and their recollection of receiving such an item during the Parent Interview. Once we began to discuss the timing involved in this methodology, including when the next funding cycle is scheduled and allowing for a six-month period to elapse to account for the period of time on which the Parent Interview questions would be based, it became apparent that it would be not until the 2012 Parent Interview before this methodology could be tested. Thus, the consensus at the meeting was that the current methodology represents the best option for all forthcoming Parent Interviews.

The two-year follow-up Parent Interview is going extremely well. Four weeks into the data collection we have 153 interviews completed, averaging over 30 interviews a week.

Task 6 Data Collection Management System, Outcomes Collection, Analysis and Reporting

Scheduled Period of Activity: Phase 1/Year 1 & Phase 2/Year 2, 3 & 4

Deliverables: Monthly and Quarterly Progress Reports

On March 11, the Data Manager trained two staff on data entry and consent and intake procedures. Data entry training was also provided for two staff at Natomas Unified School District on March 12.

The Data Manager has been consulting with Persimmony staff to learn the CARES module of Persimmony, which is under consideration by Child Action, Inc. to use in the upcoming contract.

Task 7 Annual First 5 Sacramento Evaluation Report

Scheduled Period of Activity: Phase 2/Year 3 & 4

Deliverables 1: Annual First 5 Sacramento Evaluation Report (Year 3)

Status: Completed

Deliverables 2: Annual First 5 Sacramento Evaluation Report (Year 4)

Status: Completed

Task 8 State Annual Report

Scheduled Period of Activity: Phase 2/Year 2, 3 & 4

Deliverables 1: Annual First 5 Sacramento Evaluation Report (Year 2)

Deliverables 2: Annual First 5 Sacramento Evaluation Report (Year 3)

Deliverables 3: Annual First 5 Sacramento Evaluation Report (Year 4)

Status: Completed

SECTION V: WORK TO BE PERFORMED IN THE NEXT REPORTING PERIOD

Task 5 Evaluation Support, Planning, Collecting and Reporting

Key Tasks:

- Continued implement two-year follow-up Parent Interview.
- April Evaluation Newsletter.
- Retrieve consent forms.

Task 6 Data Collection Management System, Outcomes Collection, Analysis and Reporting

Key Tasks:

- Provide additional Persimmony training to contractor

SECTION VI: KEY CHALLENGES OR QUESTIONS TO BE RESOLVED

- None to report.



EVALUATION NEWSLETTER

March 2010

Upcoming Changes to Evaluation

July 1, 2010 will bring a few changes to the evaluation of First 5 Sacramento services. For example, we will be making small revisions to the consent and Family Intake Forms, thus making the current versions of these forms obsolete by the end of the fiscal year. Below we discuss these and a few other changes you can expect by July 1.

Consent Forms: At first glance the new consent form, which we will be distributing to all service providers in June, will look pretty much the same as the current one. However, the new consent form includes the number of families who will be sampled for the Parent Interview, and mentions the \$20 Target gift card that we will offer parents for each interview.

We are doing away with the Teen Assent and Grandparent Consent forms. Therefore, only teen parents who are emancipated will be eligible to sign the consent form and participate in the evaluation after July 1.

Family Intake Form: We have redesigned this form to make it easier to fill out, and we have also emphasized the importance of providing accurate contact information in case the parent is selected for the Parent Interview.

Parent Interview: One of the biggest changes we are making to the evaluation is when the Parent Interview will be implemented. We began the survey in March during 2008, 2009, and 2010. We decided to move the data collection period to August through November starting this year. Since we will only be sampling parents who signed the consent form on or after July 1, 2010, all contractors will need to enter family

information into Persimmony as soon as possible after the date of consent.

These and other changes to the evaluation will be discussed at the April 15 Quarterly Contractor Forum.

Contract Negotiation Meetings

Contract negotiation meetings have begun for providers of services during the upcoming three-year contract cycle. WRMA staff are attending these meetings to facilitate the development of contract milestones and client-level services in Persimmony from the "minimum services" agreed upon by First 5 Sacramento and provider staff at these meetings.

School Readiness 2010 Child Assessment Has Begun

In mid-March, 25 School Readiness staff participated in one of two training sessions to administer the Child Assessment on randomly selected 4 and 5 year old children. The training included reviewing the instrument and administration procedures, and providing staff with the opportunity to practice administering the assessment with each other and receive feedback. Experienced staff were encouraged to share scenarios they encountered when administering the assessment to children in the previous year and discuss the proper protocol in those situations. Attendees then paired off with an evaluation team member during the certification phase to determine if staff could demonstrate an acceptable level of consistency and accuracy. Staff administering the Child Assessment in Spanish were trained and certified by a qualified evaluation team member.

THE EVALUATION TEAM:

The evaluators of First 5 Sacramento represent a team from Walter R. McDonald & Associates, Inc. (Sacramento) and Harder+Company Community Research (Davis). The evaluation team is dedicated to assessing the impact of First 5 Sacramento services on families throughout Sacramento, while minimizing the amount of time that contractors have to spend on evaluation activities. Please call us if you have any questions about the evaluation of First 5 Sacramento services: WRMA 916.239.4020; H+Co 530.757.8420.

Cycle 2 School Readiness Deliverable
“Train Contract Staff in Child Assessment Instrument”
Walter R. McDonald & Associates, Inc.
March 31, 2010

The Cycle 2 School Readiness direct Child Assessment component is designed to assess children’s receptive vocabulary, numeracy, and letter recognition. Training for a total of 25 staff on administering the assessment took place at the First 5 Sacramento office on March 16 and March 17. School Readiness Coordinators determined these dates to be most accommodating during the proposed week at the February 18 School Readiness Program Coordinators Meeting. To ensure consistency and reliability among the Child Assessments, all School Readiness staff administering the assessment this year received the training, even if previously certified. Most attendees were previously trained and administered the assessment in spring 2009; only one person was new this year.

The training included reviewing the instrument and administration procedures, and providing staff with the opportunity to practice administering the assessment with each other and receive feedback from evaluation team members. Experienced staff were encouraged to share scenarios they encountered when administering the assessment to children in the previous year and discuss the proper protocol in those situations. Attendees then paired off with an evaluation team member during the certification phase to determine if staff could demonstrate an acceptable level of consistency and accuracy. Staff administering the Child Assessment in Spanish were trained and certified by a qualified evaluation team member. Three staff we identified as in need of further training as a result of the certification process. The School Readiness Coordinators were informed that these staff needed one-on-one instruction before administering the assessment on children and arranged time for their staff to meet with an evaluation team member for certification. Karley Lewis worked with and certified the staff member from the Sacramento County Office of Education on March 24 and Alejandra Portillo individually certified staff from San Juan Unified School District and Twin Rivers Unified School District on March 26. School Readiness Coordinators were notified that their staff members are now certified and may begin assessments with children. All School Readiness staff trained were assigned a Child Assessment Instrument in the language they would be assessing in and instructed on data collection procedures (e.g., filling out and returning scoring sheets, optional stickers for child incentives).

As a follow-up to the training, School Readiness Coordinators and assessors were provided a handout of Frequently Asked Questions (FAQ) to reference when administering the Child Assessment. Items on the FAQ were derived from questions and examples given by School Readiness staff during the trainings.

Cycle 2 SR Evaluation Child Assessment Training
Tuesday, March 16, 2010
Wednesday, March 17, 2010
9:00am – 3:00pm
Location: First 5 Sacramento Offices

I. Introductions (9:00 – 9:15)

Introductions; Fred Molitor, F5 SR cycle 2
Introduction and Overview of Research Study: Gary Resnick, Harder & Co., Evaluation Team
Review agenda

II. Background to Child Assessment (9:15 – 9:30) Gary – with input from experienced assessors

a. Guidelines for Conducting Child Assessments

Coaching
Neutral Praise
Dealing with Child Behavior
Selecting A Suitable Assessment Location
Conducting Assessments in Special Situations (different language, special needs)

b. Overview of Child Assessment

III. Review of Instrument (9:30 – 11:00) Gary

Section A. Pre-Las (Simon Says)
Section B. Pre-Las (Art Show)
Section C. PPVT-III Adapted
Section D. Letter Naming
Section E. Numbers Task

Break (11:00 – 11:15)

Concurrent Sessions (11:15-12:00)

English Assessment Role Play Practice
Review of Spanish Assessment and Spanish Role Play Practice

Question & Answer Session (12:00 – 12:30)

Lunch (12:30 – 1:30)

Assessment Role Play Practice and Certification (1:30 – 2:30)

IX. Procedures (2:30 – 3:00) Summerlynn

Child Lists
Data Collection
Reporting

Adjournment (3:00)

Walter R. McDonald & Associates, Inc

To: Evaluation Committee Members

From: Fred Molitor

Date: April 6, 2010

Subject: Proposed Changes to Evaluation, 2010 through 2015

Following are our recommendation for changes to the current evaluation design and forms, as discussed in our proposal for evaluation services, fiscal years 2010/11 through 2014/15, and during the March 15, 2010 Evaluation Committee meeting.

1. **Consent form(s).** WRMA's IRB has requested some changes to the current consent form. These are relatively minor and include identifying the number of families we anticipate recruiting per year, and a brief explanation of WRMA. WRMA's IRB will also require a separate consent form for the Parent Interview. We plan to send the randomly selected parents this form by mail soon after sampling and contacting them by phone to verify a mailing address. Field interviewers will obtain the signed form before beginning face-to-face interviews; the telephone interview would not take place until the signed form is returned by the parent.
2. **Doing away with the Teen Assent and Grandparent Consent forms.** Consenting non-emancipated minors has turned out to be a very time-consuming activity with very limited return. Lisa and provider staff have spent a lot of time following-up to obtain all the necessary documentation (signed Teen assent and Grandparent consent forms) for valid consent of teen parents. Of the 466 teen parents, less than two-thirds have valid consent information to date. Our recommendation is that we classify *non-emancipated* minors as ineligible for the evaluation. This will also cut down on the logistics associated with distributing and retrieving an increasing number of consent forms between WRMA and providers, especially in light of the new Parent Interview consent form. We still plan to include emancipated minors in the evaluation, which currently number 27 clients.
3. **Family Intake Form.** Changes to the Family Intake Form include a simplified method for recording parent and child race/ethnicity, and greater emphasis placed on the importance of obtaining contact information. We are considering excluding from the form the item related to dental insurance and replace it with items to assess reading and book sharing. These School Readiness-related questions would be used to conduct within and between group comparisons among School Readiness families. Finally, the items related to children's special needs remains on the form, but we have eliminated the subsequent response options that asked parents to specify the type of special need.
4. **Measuring complete immunizations among 2 and 5 year olds.** We are exploring the possibility of giving parents participating in the Parent Interview a mock immunization card prior to the interview to identify those immunizations the child has received. One option is to mail the card to parents along with the Parent Interview consent form. This could represent an improvement in the measurement for the *Health Access* indicator, depending on how many parents have the child's real immunization card available, or would be able to fill it out otherwise. We would, however, continue to include the current question on the Parent Interview instrument.

5. **School Readiness Evaluation.** The evaluation of School Readiness would focus only on the indicators within this Result Area. As such, the evaluation would continue to include the Child Assessment and Teacher Child Report, but no longer include the Parent Survey, the Teacher/Provider Survey, or the Administrator Survey. A survey of parents sampled in both 2010/11 and 2012/13 will occur in fiscal year 2014/15 to assess academic performance and behavioral outcomes in relation to *School Readiness* services among children who will then be in kindergarten through the 3rd grade. We plan to investigate the possibility of using more objective data to assess academic performance, such as those derived from standardized assessment tests conducted by area school districts.
6. **Parent Interview.** We will collect data on two Parent Interview cohorts during the next funding cycle: Baseline and follow-up responses will be collected for cohort 1 in fiscal years 2010/11 and 2011/12, respectively, and then again for cohort 2 in 2012/13 and 2013/14. Unlike the current design, we plan to sample families as soon as possible from the date of consent. This approach will identify only “new” families to First 5 Sacramento services – those either just beginning services, or not having received services at all to date, and will increase the chances of detecting changes in outcomes over time. Data collection will occur from August through mid-November.