

The following table provides details about the types of data that will be included in the Graham/Greenlee Regional Partnership Council 2014 Needs and Assets Base Report. Key considerations addresses by the plan include: a) identifying various sources of data that will be used to address scope requirements; (b) outlining key data collection opportunities and methods as needed; (c) describing a data collection timeline; and (d) discussing pertinent issues of data management (e.g., confidentiality, IRB/Tribal approvals, quality assurance, data storage and security, data transfer protocols, etc.), and (e) data analysis. The letters that precede these points are used to identify the columns that meet their required consideration in the table below.

Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
Regional Area Demographics	General Population trends	Examination of regional population trends; population growth of the total population and of children 0-5.	Yes	No	Obtain secondary data via Internet search: US Census Bureau; Arizona Department of Administration, Office of Employment and Population Statistics; First Things First	July-August 2013
Graham/Greenlee Region? "Who are the families and children living in the	Additional Population Characteristics	Examination of additional population characteristics; including immigrant and tribal data demonstrating racial/ethnic group, immigrant or tribal status, family composition (e.g., large extended families, single mother, married couple, single father, or grandparent led family, etc.), language usage, and other relevant characteristics of young children and their families, etc.	Yes	No	Obtain secondary data via Internet search: US Census Bureau; Arizona Department of Health Services; Centers for Disease Control and Prevention	July-August 2013

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Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
	Economic Circumstances	Examination of regional/ state economic indicators: families/ children at federal poverty level, unemployment rates, income level, etc.	Yes	No	Obtain secondary data via Internet search and from FTF: US Census Bureau; Arizona Department of Education data request from FTF; Arizona Department of Commerce; US Department of Labor; Women's Foundation of Southern Arizona; Arizona Department of Economic Security; New America Foundation; Arizona Department of Health Services	July-August 2013
	Educational Indicators	Examination of parental and child education; data on the educational attainment of parents, mothers, and other primary caregivers of young children; data about literacy, kindergarten readiness, standardized test scores, and other relevant data about child and parent educational attainment, etc.	Yes	No	Obtain secondary data via Internet search and from FTF: Arizona Department of Health Services; US Census Bureau; New America Foundation; Arizona Department of Education	September-December 2013

Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
Quality and Access to early care and education	Supply and Demand of early care and education	Examination of the supply and demand of early care and education in the region. Access to, and quality of, programs in the region, etc.	Yes	No	Obtain secondary data via Internet search and from FTTF: CCR&R, FTTF - Quality First providers and ratings, Head Start (HSFS), ADE; early care and education accrediting organizations (AML, AMS, NAC, NAEYC, NECPA, NAFCC, ASCI, NLSA); Arizona Department of Health Services; Arizona Department of Economic Security data request from FTTF plus other data from same agency	September-December 2013
Professional Development of Early Care and Education Professionals	Level of certification, credentials, or degrees	Examination of trends over time of the credentials of early care and education professionals	Yes	No	Obtain secondary data via Internet search, from FTTF, and DES/SEI Education FTTF: FTTF Comp. & Cred. report, Department of Economic Security	September-December 2013
	Retention rates, wages and benefits	Examination of trends over time of the retention rates, wages and benefits of early care and education professionals	Yes	No	Obtain secondary data from FTTF: FTTF Comp. & Cred. report	September-December 2013

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Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
Health	Health insurance coverage and utilization	Examination of various health indicators, and trends and impact of health indicators for the region, and areas within the region.	Yes	No	Obtain secondary data via Internet search: Arizona Health Survey St. Luke's Health Initiative, AHCCCS online reports	September-December 2013
	Healthy births (prenatal care, low birth weight, preterm births, teen births, etc.)		Yes	No	Obtain secondary data via Internet search and, if available at zip code level through FTF: Health Status and Vital Statistics	September-December 2013

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Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
Family Support	Injuries, and child mortality and morbidity		Yes	No	<u>Obtain secondary data via Internet search: Vital Statistics</u>	September-December 2013
	Family needs and whether they are met	Examination of data on family needs and whether they are met, child abuse/neglect, foster care, juvenile justice, family literacy and daily reading.	Yes	No	<u>Obtain secondary data through FTF: FTF data request to DES, quarterly grantee data from Family Support Strategies</u>	September-December 2013
	Child abuse/neglect, foster care, juvenile justice	Discussion of the trends and impact of each of the different family support indicators for the region and areas within the region, while comparing to the state when relevant.	Yes	No	<u>Obtain secondary data through FTF: DES</u>	September-December 2013
	Family literacy and daily reading to children	Include additional family support data requested by the council that informs the issue of regional needs of families with children.				
Communication: Public Information & Awareness	Public Awareness and support for early childhood issues and programs	Data demonstrating public awareness of early childhood issues, and availability and use of sources related to early childhood.	Yes	No	<u>Obtain secondary data from FTF: FTF Family and Community Survey</u>	September-December 2013

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Report Area	Report Sub-Areas (Defined by SOW)	Description & Purpose (Defined by SOW)	Secondary Data?	Primary Data?	Proposed Method and Analysis (a, b, e)	Data Collection Timeline (c)
System Coordination	Data about agencies, organizations, or groups providing services, resources, or support related to early childhood; parent and community awareness of services, resources or support related to early childhood; and coordination and cohesiveness of early childhood resources.	Discussion of the importance of system coordination and communication in the region, including discussion of areas or sub-regions with notable characteristics (few or no resources, poor coordination among resources, etc.), as well as a discussion of additional data that is requested by the council that informs the issue of system coordination and communication in the region.	Yes	No	Obtain secondary data from FTF: FTF Family & Community Survey; Partner Survey; FTF regional evaluation studies	September-December 2013

**First Things First Graham/Greenlee Regional Partnership Council Needs and Assets  
Base Report Work Plan Draft (July 1<sup>st</sup> 2013 – Sept. 30 2014)**

Month	Activities	Deliverables
<p><b>1: July 2013</b> Solicitation of Input, Initial Data Collection Planning, Submission of Work Plan Draft, Development of Internal Procedures</p>	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Discuss Needs &amp; Assets Report contents with Graham/Greenlee Regional Partnership Council (RPC) and Regional Director</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> <li>• Review 2012 Needs and Assets Report</li> <li>• Investigate new sources of data requested by RPC</li> <li>• Submit Work Plan draft</li> <li>• As needed, submit initial data requests to FTF</li> <li>• Develop internal work plan, report completion checklist, and quality check system.</li> <li>• Create report shell in accordance with FTF formatting guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• LeCroy &amp; Milligan Associates (LMA) Monthly Update (July 10)</li> <li>• Work Plan draft (July 1)</li> <li>• Initial Data Request List (July 1)</li> </ul>
<p><b>2: August 2013</b> Data Collection Planning, Initial Data Collection, Initial Table Creation</p>	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Begin review of existing data sources</li> <li>• Begin to identify additional secondary data sources</li> <li>• Assess gaps in existing data and prioritize best methods and sources to access in order to gain needed information</li> <li>• Submit Initial Data Plan</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> <li>• As needed, submit final data requests to FTF</li> <li>• Begin collection of secondary data</li> <li>• Begin creation of report tables</li> <li>• Begin development of report narrative</li> </ul>	<ul style="list-style-type: none"> <li>• LMA monthly update</li> <li>• Initial Data Plan (Aug. 10)</li> <li>• Finalized Data Request List</li> </ul>



Month	Activities	Deliverables
3: September 2013 Data Collection, Draft Report Development, Review of Literature	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue development of report narrative</li> <li>• Begin review of literature</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update (Sept. 10)</li> </ul>
4: October 2013 Data Collection, Draft Report Development, Review of Literature, Review of State Data and FTF Indicator Data	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Submit Approved Final Work Plan and Approved Final Data Plan</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue review of literature</li> <li>• Begin integration of information from literature review into report narrative</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> <li>• Review regional state agency data and FTF indicator data; submit clarification questions to FTF (Note: Month of distribution of these data has not yet been announced. Therefore, this activity may shift to another month.)</li> <li>• Begin creation of tables and writing of narrative using state data and FTF indicator data</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update</li> <li>• Approved Final Work Plan (Oct. 10)</li> <li>• Approved Final Data Plan (Oct. 10)</li> </ul>
5: November 2013 Data Collection, Draft Report Development, Literature Review Development	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue development of report narrative</li> <li>• Continue review of literature</li> <li>• Continue integration of information from literature review into report narrative</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> <li>• Continue creation of tables and writing of narrative using state data and FTF indicator data</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update (Nov. 10)</li> </ul>



Month	Activities	Deliverables
6: December 2013 Data Collection, Draft Report Development, Literature Review Development	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue development of report narrative</li> <li>• Continue review of literature</li> <li>• Continue integration of information from literature review into report narrative</li> <li>• Continue creation of tables and writing of narrative using state data and FTF indicator data</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> <li>• Develop draft of detailed report outline</li> <li>• Obtain feedback on detailed report outline from Regional Director</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update (Dec. 10)</li> </ul>
7: January 2014 Data Collection, Draft Report Development, Literature Review Development	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Submit detailed report outline</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue review of literature</li> <li>• Continue integration of information from literature review into report narrative</li> <li>• Continue creation of tables and writing of narrative using state data and FTF indicator data.</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update (Jan. 10)</li> <li>• Detailed Report Outline (Jan. 10)</li> </ul>
8: February 2014 Data Collection, Draft Report Development, Literature Review Development	<ul style="list-style-type: none"> <li>• Maintain communication with Regional Director</li> <li>• Continue collection of secondary data</li> <li>• Continue creation of report tables</li> <li>• Continue development of report narrative</li> <li>• Continue review of literature</li> <li>• Continue integration of information from literature review into report narrative</li> <li>• Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• LMA Monthly update (Feb. 10)</li> </ul>



Month	Activities	Deliverables
<p>9: March 2014</p> <p>Completion of Data Collection and Draft Report Development</p>	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Complete collection of secondary data</li> <li>Complete creation of report tables</li> <li>Complete development of report narrative</li> <li>Complete integration of information from literature review into report narrative</li> <li>Develop report feedback procedures</li> <li>Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (Mar. 10)</li> </ul>
<p>10: April 2014</p> <p>Submission of Report Draft and Collection of Feedback</p>	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Submit Needs and Assets Report Final Draft</li> <li>Collect written feedback on Needs and Assets Report Final Draft from RPC members and Regional Director</li> <li>Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (Apr. 10)</li> <li>Needs and Assets Report Final Draft (Apr. 10)</li> </ul>
<p>11: May 2014</p> <p>Review of Report Feedback and Revision of Report</p>	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Facilitate Needs and Assets Report Draft feedback discussion at RPC meeting</li> <li>Review written feedback on Needs and Assets Report Draft</li> <li>Begin revisions of Needs and Assets Report Draft based on feedback from RPC and Regional Director</li> <li>Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (May 10)</li> </ul>
<p>12: June 2014</p> <p>Revision of Report</p>	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Continue revisions of Needs and Assets Report Draft based on feedback from RPC and Regional Director</li> <li>Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (June 10)</li> </ul>
<p>13: July 2014</p> <p>Submission of Final Report</p>	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Submit revised Needs and Assets Report for RPC approval</li> <li>Participate in any FTF Needs and Assets Reports consultant conference calls that are scheduled</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (July 10)</li> <li>Needs and Assets Report – Final (actual FTF deadline is Aug. 31)</li> </ul>



Month	Activities	Deliverables
14. August 2014 Respond to Council Questions	<ul style="list-style-type: none"> <li>Maintain communication with Regional Director</li> <li>Answer RPC questions as it reviews report</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (August 10)</li> </ul>
15. September 2014 Facilitation of Report Findings Utilization Discussion	<ul style="list-style-type: none"> <li>Facilitate Needs and Assets Report findings utilization discussion at RPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>LMA Monthly update (September 10)</li> </ul>



Graham/Greenlee Regional Partnership Council

Finalized Data Request/Data List for FTF 2014 Needs and Assets Report

LeCroy & Milligan Associates

The following is a list of the data we would like to have FTF source for inclusion in the 2014 Needs and Assets Report. For most of the indicators for which we are requesting data, the 4-5 time points in consecutive years would be optimal and the more recent the latest data point is, the better.

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
AHCCCS	AHCCCS Acute Enrollment	Children 0-5 covered by AHCCCS or Kidscare I and II Denials and Discontinuance Enrollment by age, gender, ethnicity	County total County by zip code Arizona total
DES	TANF Summary Enrollment Data TANF child only cases TANF Supplemental Nutrition Assistance Program (SNAP food stamps)	# of TANF Children 0-5 # of TANF Families with Children 0-5 # of children 0-5 (child only cases) # of children 0-5 (child only case families with children age 0-5)	County total County by zip code Arizona total
	DES Childcare Subsidy	Number of children eligible Number of children receiving Number of children on waitlist Number of families eligible Number of families receiving Number of families on waitlist	County total County by zip code Arizona total

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
DES (continued)	Unemployment Insurance	<p># of Adults with children 0-5 receiving unemployment insurance</p> <p># Adults with children 0-5 who had a new request for unemployment insurance.</p>	<p>County total</p> <p>County by zip code</p> <p>Arizona total</p>
	DES Childcare Resource & Referral Listing including name and address of provider	<p>Provider Id, Full Name, Business Name, Street Address, City, County, Zip, Phone1, Phone2, Type Of Care (ADHS Licensed Center, Certified Group Home, DES Certified Home, Registered Home Unregulated, Regulated by Military, Regulated by Tribe, Head Start, Public Preschool), License Type, Fund Source, Total Licensed Capacity, Population Age group, Cost: Full Time Daily Rate, Cost: Full Time Weekly Rate, Days of Care, 24-Hour, Accreditation, Affiliation, provides transportation, services for special needs, vacancies, wait list, last date provider information updated.</p>	By zip code for FTF regional boundaries
	DES Out of Home Care	<p>DES # of children 0-5 entering out of home care</p> <p>CPS # of children 0-5 removed by zip code and the county of removal</p> <p># of foster placements of children 0-5</p>	County by zip code

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
DES (continued)	Child Care Market Rate Survey (2012)	Child care capacity, according to providers' approved numbers of children (all ages); separately for licensed centers, approved family homes, and certified group homes Median cost of early childhood care for one infant, per day Median cost of early childhood care for one child (1-2), per day Median cost of early childhood care for one child (3-5), per day Number of children served in care on an average day; separately for licensed centers, approved family homes, and certified group homes	County (previous CCMRS reports have not been very useful due to grouping of multiple counties into a single region)
	AZEIP developmental screenings and intervention services to children with disabilities/at risk for disabilities	# of unduplicated children referred for screening # of unduplicated children screened # of unduplicated children served 0-3 (receiving follow-up visits after screening) # of service visits received by unduplicated children (dosage data)	County total County by zip code Arizona total

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
DES (continued)	DDD developmental screenings and services to children with disabilities/at risk for disabilities	# of unduplicated children referred for screening # of unduplicated children 0-2.9 & 3-5.9 screened # of unduplicated children served 0-2.9 & 3-5.9 3 (receiving follow-up visits after screening) # of service visits received by unduplicated children (dosage data)	County total County by zip Code Arizona total
ADHS	Arizona State Immunization Information System	Immunization series: 3:2:2:2 - 12-24 months 4:3:1:3:3:1 19-35 months 4:3:1:3:3:1:4 19-35 months	County total County by zip code
	Behavioral Health Services	# of children 0-5 served # of mothers served	Geographic Service Area (GSA) level Tribal and Regional Behavioral Health Authority (TRBHA) level Regional Behavioral health Authority (RBHA) level

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
ADHS (continued)	Vital Statistics	<ol style="list-style-type: none"> <li>1. Total number of births</li> <li>2. Births to teen mothers (= &lt; 19 years old)</li> <li>3. Prenatal care in the first trimester</li> <li>4. No prenatal care</li> <li>5. Publicly-funded births</li> <li>6. Low birth weight newborns (&lt; 2,500 grams at birth)</li> <li>7. Preterm births</li> <li>8. Unwed mothers</li> <li>9. Infant deaths at birth</li> <li>10. Neonatal intensive services</li> <li>11. Complications of Labor and Delivery</li> <li>12. Births with medical risk factors</li> <li>13. Mothers who used alcohol while pregnant</li> <li>14. Mothers who used tobacco while pregnant</li> <li>15. Births by age and race/ethnicity</li> </ol>	<p>County total</p> <p>County by zip code</p>
	Oral Health Care	Anything available - such data have been lacking for all of the reports I have previously worked on	County total

State Agency	Indicator Requested	Units Requested	Geographical Area(s)
ADE	Name and address of preschools (INCLUDING TITLE 1 PRESCHOOLS), childcare centers, head start programs and schools providing services to children over 3 with delays or disabilities.	# of children 3-5 by school and disability category (PMD, PSD, PSL) receiving special education	County total County by zip code
	Number of homeless children; Migrant children; Special Education (SPED); Number of children in ELL program; homeschooled children	# of students by school in preschool  # of students by school in elementary school	County total County by zip code
FTF	School Readiness Indicators	Whatever is available	Regional data
Quality First	Quality First	providers names and ratings	Regional data