The University of Florida Childhood Needs Assessment Partnership
Lastinger Center for Learning and the Family Data Center

SCOPE OF WORK

A. Purpose

The purpose of this document is to define the set of tasks to be completed by the contractor towards the update and enhancement of the data portal developed for the Florida Early Care and Education Needs Assessment.

B. Terms and definitions

1.0 **OEL** – The Office of Early Learning

2.0 **FDC** – The University of Florida Family Data Center

3.0 **State Agencies** – Department of Education (DOE), Department of Health (DOH), Department of Children and Families (DCF), Agency for Health Care Administration (AHCA).

4.0 **Early Learning Coalition (ELC)** – Part of a system of statutorily authorized local entities in Florida that implement early learning programs at the local level including the School Readiness Program, Voluntary Prekindergarten Education Program, and Child Care Resource and Referral. Each ELC implements a plan approved by OEL for School Readiness that includes a comprehensive program of services enhancing the cognitive, social, and physical development of children to achieve the performance standards and outcome measures specified by OEL. Each ELC is governed by a board whose members are appointed in accordance with the requirements of statutes.

5.0 **IRB** – Institutional Review Board

6.0 **CLASS** – The Classroom Assessment Scoring System is an observational tool for early learning classrooms that focuses on interactions between the teacher and child.

7.0 **Indicators** – Headings used to identify particular data that is often descriptive of demographic information.

8.0 **OEL Project Manager** – OEL assigned staff with overall responsibility and authority to oversee the contractual services the Contractor performs or provides for OEL as the Contract agreement describes.

C. Services to be Provided

1.0 Communication

1.1 The contractor shall request technical assistance from FDC regarding survey design, UF IRB application language, data specifications, and data contents to support items 1.2 – 1.8 below.

1.2 The contractor shall organize and facilitate conference calls, webinars, and meetings with OEL and State Agencies and provide a detailed summary of meeting outcomes to the FDC within two business days after the meeting takes place.

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1.3 The contractor shall coordinate communication between OEL and State Agencies regarding data requests.

1.4 The contractor shall administer at least one survey to ELC users to collect feedback about the data portal.

1.5 The contractor shall lead communication with ELC officials regarding survey distribution and responses.

1.6 The contractor shall coordinate and track progress of IRB applications for UF and for the Department of Health.

1.7 The contractor shall communicate with the OEL Project Manager and State Agencies regarding the definition and reporting feasibility of the following indicators.

    1.7.1 Child proficient in math at third grade (FCAT)

    1.7.2 Child proficient in reading at third grade (FCAT)

    1.7.3 School ready at kindergarten entry across all domains

    1.7.4 Capacity of all early care and education services that serve children birth through 5

    1.7.5 Head Start Data

    1.7.6 Developmental screening data from coalitions – mapping child outcomes based on developmental markers

    1.7.7 Pre and Post assessment data from coalitions

    1.7.8 CLASS assessment results data

1.8 The contractor shall communicate with OEL and State Agencies regarding data permissions, data requests, data content, and data transfers for the following indicators.

    1.8.1 Department of Education
        1.8.1.1 Child proficient in math at third grade (FCAT)
        1.8.1.2 Child proficient in reading at third grade (FCAT)
        1.8.1.3 School ready at kindergarten entry across all domains

    1.8.2 Department of Health
        1.8.2.1 Children with an Individual Family Service Plan (IFSP)
        1.8.2.2 Children without health insurance

    1.8.3 Department of Children and Families

     1.8.3.1 In foster care

     1.8.3.2 Maltreatment (alleged victims in an open child investigation)

   1.8.4 Agency for Health Care Administration

     1.8.4.1 Emergency room visits

     1.8.4.2 Medicaid Enrollment

   1.8.5 Office of Early Learning

     1.8.5.1 Capacity of all early care and education services that serve children birth through 5

     1.8.5.2 Head Start Data

     1.8.5.3 Developmental screening data from coalitions – mapping child outcomes based on developmental markers

     1.8.5.4 Pre and Post assessment data from coalitions

     1.8.5.5 CLASS assessment results data

D. Deliverables

Deliverable	Tasks and Activities	Due Date
1. Initial meeting	The Contractor shall provide a detailed summary of initial project meeting outcomes.	August 4, 2014
2. Project plan	The contractor shall provide a detailed plan including timelines for obtaining permissions to use data from OEL and State Agencies, making data requests to OEL and State Agencies, and acquiring the datasets for Indicators listed in section 1.7.	September 2, 2014
3. Final project plan	The contractor shall provide revisions to the section of the master draft project plan based on feedback received from OEL. Specifically, the revisions will address feedback on obtaining permissions to use data from OEL and State Agencies, making data requests to OEL and State Agencies, and acquiring the datasets for Indicators listed in section 1.7.	November 15, 2014

Deliverable	Tasks and Accomplishments	Due Date
4. Data Transfers	The contractor shall execute data transfers and comply with deadlines as outlined in the final master project plan for obtaining permissions to use data from OEL and State Agencies, making data requests to OEL and State Agencies, and acquiring the datasets for Indicators listed in section 1.7.	February 20, 2015
5. Webinar	The contractor shall coordinate a webinar for ELC users to become informed of new data available in the data portal.	March 27, 2015
6. Conduct a survey to ELC users	The contractor shall coordinate a survey for ELC users to provide feedback based on what was presented in the webinar and pilot testing of the new data available in the data portal.	April 10, 2015
7. Report of findings and recommendations based on survey results	The contractor shall summarize survey results and provide recommendations for new features to be implemented in the next cycle of data updates.	April 22, 2015