

CBCAP Common Measures Administration Guide

2021 – 2022

This document has been compiled to provide a quick overview of the administration requirements of the Common Measures for CBCAP programs. It contains timelines and guidance for the use of each Common Measure, as well as contact information. We hope you will share this document with staff members who will be collecting Common Measures data from CBCAP program participants.

Common Measures data should be entered into DAISEY within 30 days of being collected. Below are important dates for data entry.

Common Measures Dates

<i>October 1st 2021</i>	First day of CBCAP grant period.
<i>December 15th 2021</i>	Due date for initial DAISEY data entry (October – December 2021).
<i>September 30th 2022</i>	Last day of CBCAP grant period. Due date for all DAISEY data entry.

Quarterly Progress Report Dates

<i>January 10th 2022</i>	1 st quarter (October 1 st – December 31 st) report due.
<i>April 10th 2022</i>	2 nd quarter (January 1 st – March 31 st) report due.
<i>July 10th 2022</i>	3 rd quarter (April 1 st – June 30 th) report due.
<i>October 10th 2022</i>	4 th quarter (July 1 st – September 30 th) report due.

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Center for Public Partnerships and Research

Data Integrity

Collecting accurate and timely data is an essential component of showing the success of your program. It is important that data collected from participants remains unaltered and is entered exactly as it was reported by respondents to maintain the integrity of the data. Programs should never complete assessments on behalf of participants or modify responses.

Data Collection

PFS-2 Retrospective (Required)

The Protective Factors Survey Retrospective, 2nd Edition (PFS-2 Retro) is required for all programs. The retrospective PFS-2 combines a retrospective pre-test with a traditional post-test and is administered only once at the end of services. The retrospective PFS-2 should be administered after a *minimum* of 12 hours of service delivery, or upon program completion.

ASQ-3 & ASQ: SE-2 (Required)

The Ages and Stages Questionnaire, 3rd Edition (ASQ-3) and Ages and Stages Questionnaire: Social-Emotional, 2nd Edition (ASQ: SE-2) developmental screenings are required for all programs. The ASQ-3 and ASQ: SE-2 are collected once a year within 30 days of the child entering the program. Additional screenings may be conducted according to identified needs and or according to administration best practices.

KIPS (Optional)

The Keys to Interactive Parenting Scale (KIPS) is required for parent education programs, as well as home visiting programs that conduct four or more home visits per month. The KIPS is collected twice a year, once before parents enter the program and once when the parent has completed the program (or at the end of the fiscal year). The post-test requirement is only required if the parent has completed half the program, such as completing 6 out of 12 total sessions.

HOME (Optional)

The Home Observation for the Measurement of the Environment (HOME) Inventory is required for home visiting programs. The HOME is collected twice a year, once at least 30 days after the family enters the program and once after 6 months of continuous participation in the program (or at the end of the fiscal year). The post-test requirement is only required if the family has been in the program for at least 4 months.