

Early Childhood Evaluation Advisory Subcommittee Meeting

February 8, 2016
3:30- 5:00 p.m.

Sequoia Healthcare District
525 Veterans Boulevard
Redwood City, CA 94063

Committee Members F5SMC Commissioners: Pam Frisella (Chair), Michael Garb, Neel Patel,
Louise Rogers

Staff: Kitty Lopez, Michelle Blakely, Jenifer Clark

Guest: Diana Harlick

Minutes: Jenifer Clark

AGENDA

	Item	Presenter
1.	Agenda Review & Announcements	Frisella
2.	Approval of the Jan 11, 2016 Early Childhood Evaluation Advisory Subcommittee Meeting Minutes (Attachment 2)	Frisella/All
3.	Review & Discussion: Gardner Center Scope of Work for Big Data Pilot Project (Attachment 3)	Clark
4.	Review & Discussion: Draft Implementation Activities and Timeline for Persimmony (Attachment 4)	Clark
5.	Presentation: School Readiness Assessment for Big Lift Communities	Harlick
6.	Next Steps	Frisella/All
7.	Adjourn	Frisella
Next Meeting Date(s): <i>March 21st</i> <i>April 18th</i>		

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FIRST 5 SAN MATEO COUNTY
Early Childhood Evaluation Advisory Subcommittee
MEETING MINUTES
January 11, 2016

PRESENT:

- COMMISSIONERS: Pam Frisella, Michael Garb
- ABSENT: Neel Patel, Louise Rogers
- STAFF: Kitty Lopez, Michelle Blakely, Jenifer Clark
- MINUTES: Jenifer Clark

1. Agenda Review/Announcements

The agenda was approved with no changes.

2. Approval of the Dec 7, 2015 Early Childhood Evaluation Advisory Subcommittee Meeting Minutes

Minutes were approved with the following correction: Commissioner Patel should be listed as absent.

3. Discussion: A Unified Theory of Data, Evaluation, and Everything

The Evaluation Advisory Committee discussed the status of several research, evaluation, and data-related projects, how these projects interconnect, and how F5SMC can structure its investments and activities in this area to allow a more integrated approach to meeting its data and evaluation needs.

- **Big Data Project:** Will provide a proof of concept regarding the feasibility of using linked administrative data across programs, agencies, and sectors to track the impact of services on child and family well-being and outcomes over time.
- **Online Grants Management and Data System:** Allows F5SMC staff and grantees access to live data and customized reports; will also empower the F5SMC Research & Evaluation Specialist to handle most of the Comprehensive Evaluation data management and analysis tasks that used to be outsourced to F5SMC's external evaluator, including:
 - Collecting and monitoring common indicators across our funded programs
 - Providing the information required for the Annual Report to First 5 California
 - Analyzing data by program and service modality
 - Monitoring data collection for quality and consistency
- **Comprehensive Evaluation:** Uses common indicators across all programs and enables F5SMC to examine the impact of investments and assess the circumstances and needs of the populations we are mandated to support. This information can also be used in upcoming communications and advocacy work.

Because these activities are inter-related both in terms of the purpose they will serve for the agency and in their timing, staff proposed combining these budgetary allocations. This will

allow for necessary flexibility in making funding decisions as these projects develop over time, and to improve the agency's ability to ensure that these efforts are working in concert to meet research and evaluation needs. ECEA members are supportive of this change, and directed staff to present this proposal to the full Commission at the January meeting.

Committee members are supportive of the recommendations presented by staff, particularly in light of the fact that these adjustments will not require any additional monies to be allocated to these activities. All changes can be made within the total amount of \$872,000 allocated across these projects:

1. Combine SPIP Allocations for the Online Grants Management & Data System, External Evaluation Contractor, and Big Data Project to allow for a more unified approach to funding, implementing, and communicating about these interrelated efforts.
2. Direct staff to move forward with contract negotiations with Persimmony to provide online grants- and data-management services. The proposed term for this contract is March 2016-June 2018 with the precise amount to be determined during negotiations, but not to exceed \$280,000.
3. Direct staff to finalize the contract with the Gardner Center for the Big Data Project. The proposed term is February 2016-October 2017, in an amount of \$124,000. Language stipulating that full funding of the project is contingent upon the Bella Vista Foundation can be included to ensure that that F5SMC is only responsible for \$62,000 in costs.
4. Retain the remaining \$530,000 within the combined Research, Evaluation, and Data Allocation to be disbursed to more targeted research and evaluation projects over FY 2016-17 and FY 2017-18. Continue the evaluation planning process to determine what these projects should be.

4. Next Steps

1. Staff to secure a Commitment Letter from Bella Vista Foundation stipulating that the \$124,000 total cost of the Big Data Pilot Project will be equally shared between F5SMC and Bella Vista. This will ensure that F5SMC is responsible for \$62,000 of the total contract amount, even though our contract with the John W. Gardner Center will be for \$124,000.
2. These recommendations will be presented to the full Commission at its upcoming meeting on January 23rd for review and discussion. The action item to revise the SPIP allocations will be placed on the agenda for the March Commission meeting.

Next Meetings:

- *Monday, Feb 8th from 3:30PM to 5:00PM, Sequoia Healthcare District*
- *Monday March 21st from 3:30PM to 5:00PM, Sequoia Healthcare District*



**The Board of Trustees of The Leland Stanford Jr. University
Scope of Work: February 1, 2016 – December 31, 2017
Big Data Project**

Tasks, Activities, and Deliverables	Timeframe or Date	Staff
1. Assess available services and data		
<i>Select community/communities for project pilot</i>		
In consultation with First5 and the Bella Vista Foundation, we have decided to focus initial project pilot activities on Redwood City. In the future, we may identify one or more other communities with high concentrations of low-income families in San Mateo County.	Winter 2016	Jake Leos-Urbel Amy Gerstein
<i>Assess landscape of services</i>		
Interviews with key providers will generate necessary background information to offer a full picture of the local landscape of existing community resources for the population of interest. Additionally, these interviews may inform analysis aimed at better understanding the degree of coordination of service provision as well as resource allocation, and challenges and opportunities therein. Interviews will include initial information regarding the availability of relevant individual-level program and service participation data. We anticipate that these initial interviews will include staff from HSA, First5, health system, Head Start, school district, Second Harvest Food Bank, and StarVista, among others. These interviews will be complemented by review of primary documents produced by providers.	Winter-Early Spring 2016 Feb-April	Amy, Jake Francine Biscocho
<i>Characterize low-income families with children ages 0-3 in San Mateo County (e.g., demographics, education, income, risk factors, etc.) and in Redwood City specifically.</i>		



**The Board of Trustees of The Leland Stanford Jr. University
Scope of Work: February 1, 2016 – December 31, 2017
Big Data Project**

Initial characterization of the target population will be based on publicly available data and documents. (Further efforts to characterize the sample population for this study stemming from analysis of individual-level data will be included in subsequent phases of this project.)	Winter-Early Spring 2016 Feb-April	Jake, Francine
<i>Negotiate, develop, and execute data use agreements (DUAs)</i>		
We anticipate that some participating providers will have current data use agreements (DUA) with Stanford University. In addition, some agencies may need new DUAs. We note that the timing for this process is unpredictable as this project requires sensitive individual-level data. The Gardner Center has completed DUAs for many of the types of data envisioned for this project, although such agreements typically require approval by the legal counsel of partnering agencies which can take considerable time.	Winter-Spring 2016 Feb-June	Francine, Jake
<i>Attain IRB Approval</i>		
Prior to conducting any data collection, the Gardner Center will obtain human subjects research approval from Stanford's Institutional Review Board (IRB). This process ensures that the research we conduct is ethical and soundly executed. The IRB process requires the Gardner Center to submit detailed research plans, including all data collection protocols, to a review committee. Although the Gardner Center goes through this process with each of its projects and is proficient in submitting the forms, the process can sometimes be time-consuming and unpredictable in terms of scheduling.	Winter/Spring 2016 Feb-May	Francine, Jake



**The Board of Trustees of The Leland Stanford Jr. University
Scope of Work: February 1, 2016 – December 31, 2017
Big Data Project**

2. Obtain, clean, merge, and analyze data		
<i>Obtain and clean data</i>		
After obtaining data from multiple service providers it will be cleaned to insure that it is in a usable format both for linking and analysis. <i>Possible data sources may include the San Mateo County health system, Human Services Agency (HSA) (Medi-Cal, child welfare, CalWorks), family resources centers, Head Start, and public school districts.</i>	Spring-Summer 2016	Hadar Baharav, Francine, Jake
<i>Linking data</i>		
Linking data from multiple child-serving organizations over time, will allow for analysis across agencies and data systems, while maintaining the confidentiality, anonymity and security of all data. We anticipate linking data files based on children's name and birthdate.	Summer 2016	Hadar, Francine, Jake
<i>Integrated Longitudinal Data Analysis</i>		
Quantitative data analysis from the integrated longitudinal data will seek patterns of service delivery and receipt for low-income expecting mother, parents, and children ages 0-3, as well as differences in these patterns based on parent or child characteristics. Data will be managed in a manner allowing for longitudinal analysis. If data are available for multiple years from multiple agencies we anticipate being able to both look back longitudinally at service received by children when they were younger, and to follow them forward, possibly into the public school system. Please note that the availability and quality of data regarding both service receipt and outcomes will play an important role in determining the level of analysis that is possible. Analysis will aim to answer the following research questions:	Summer-Fall 2016	Hadar, Francine, Jake



**The Board of Trustees of The Leland Stanford Jr. University
 Scope of Work: February 1, 2016 – December 31, 2017
 Big Data Project**

<u>Research Questions</u>		
1. What are the characteristics of low-income families with children ages 0-3 in San Mateo County (e.g., demographics, education, income, risk factors, etc.)?	Fall 2016	
2. What services do low-income families with children ages 0-3 receive? a. How many low-income parents are being served in some way? b. What types and combinations of services are families receiving and from what configuration of providers? c. What is the dosage of service receipt? d. Where are services located/concentrated geographically? What implications does this have for who receives services and how? e. How has the nature of service delivery and receipt changed over time?	Winter 2016	
3. What is the relationship between these services/programs and family outcomes (e.g. enrollment in pre-school, involvement with child welfare, etc.)?	Spring 2017	
4. What is the relationship between these services/programs and children's outcomes (e.g. kindergarten readiness, etc.)?	Spring 2017	



**The Board of Trustees of The Leland Stanford Jr. University
Scope of Work: February 1, 2016 – December 31, 2017
Big Data Project**

<p>5. At the community level, what is the range and type of services offered to these families?</p> <p>a. In what ways are communities utilizing multiple initiatives (e.g. Big Lift, Family Engagement Initiative, First 5) to serve local families?</p> <p>b. To what extent do these multiple initiatives provide opportunities to leverage resources, and to what extent do these opportunities pose a challenge of fragmentation or competing priorities?</p>	Spring 2017	
<i>Facilitate an ongoing collaborative cycle-of-inquiry</i>		
<p>Key to this process is communicating early findings to partners and/or additional audiences as appropriate to gain feedback, engage in shared reflection, and direct next steps. The cycle of inquiry may also include stakeholders from other related initiatives as appropriate. Finally, the nature of the Gardner Center partnership approach means that we will produce an informal memo or interim report as findings emerge.</p>	Ongoing- quarterly or as appropriate, 2016-17	Hadar, Francine, Jake, Amy
3. Phase 3: Reporting and Dissemination		
<p>We will share findings from the study in written format through a final report that highlights key findings and considerations for programs, policy makers, and funders. If appropriate, we will use the findings to write an academic article to be published in a peer-reviewed journal.</p>	Fall-Winter 2017	Hadar, Francine, Jake, Amy
<p>We will also create a summary more appropriate for practitioner audiences, and work with our partners to identify the best format for presenting the findings.</p>	Fall-Winter 2017	Hadar, Francine, Jake, Amy

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First 5 San Mateo County
BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$39,444
Budget Period:	11/1/2015 - 6/30/2016
Submission Date:	12/17/2015

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Faculty Director	\$ 190,000.00	0.01	\$ 1,689.00	\$ -	\$ 1,689.00
B. Executive Director	\$ 171,104.00	0.02	\$ 2,281.00	\$ -	\$ 2,281.00
C. Associate Director	\$ 113,850.00	0.07	\$ 5,692.00	\$ -	\$ 5,692.00
D. Research Associate	\$ 95,579.00	0.20	\$ 7,965.00	\$ -	\$ 7,965.00
E. Research Assistant	\$ 53,000.00	0.25	\$ 7,730.00	\$ -	\$ 7,730.00
Benefits @ 30.60 %			\$ 7,760.00	\$ -	\$ 7,760.00
Subtotal - Personnel		0.55	\$ 33,117.00	\$ -	\$ 33,117.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Office Supplies and Materials	\$ 1,114.00	\$ -	\$ 1,114.00
B. Local Travel	\$ 250.00	\$ -	\$ 250.00
C. Consultants (itemize):Professional Services-transcription	\$ 737.00	\$ -	\$ 737.00
Subtotal - Operating Expenses	\$ 2,101.00	\$ -	\$ 2,101.00

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>12%</u>	\$ 4,226.00	\$ -	\$ 4,226.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ 4,226.00	\$ -	\$ 4,226.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 39,444.00	\$ -	\$ 39,444.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:		*Prepared By:	
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* Must be signed by an Authorized signor of the agency



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$39,444
Budget period:	11/1/2015 - 6/30/2016
Submission Date:	12/17/2015

I. PERSONNEL	A. Amount Requested	Description / Explanation
Position Title		
A. Faculty Director	\$ 1,689.00	.01 academic effort
B. Executive Director	\$ 2,281.00	.02 calendar effort
C. Associate Director	\$ 5,692.00	.10 calendar effort (3 mths); .06 calendar effort (5 mths)
D. Research Associate	\$ 7,965.00	.20 calendar effort (5 mths)
E. Research Assistant	\$ 7,730.00	.25 calendar effort (3 mths); .20 calendar effort (5 mths)
Benefits @ 30.60 %	\$ 7,760.00	
Subtotal - Personnel	\$ 33,117.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Office Supplies and Materials	\$ 1,114.00	Software license = \$150 per year x 2 staff; \$700 (partial) new laptop; other direct
B. Local Travel	\$ 250.00	Local travel to various sites in the Bay Area to conduct interviews
C. Consultants (itemize):Professional Services-	\$ 737.00	Transcription cost average: ~16 hrs. @ ~\$75/hourly
Subtotal - Operating Expenses	\$ 2,101.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	\$ 4,226.00	
Subtotal - Indirect Costs	\$ 4,226.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	39,444.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :

**First 5 San Mateo County
Attn: F5SMC Program Specialist
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402 – 3050**

Electronic copy must also be submitted to:
F5SMC Program Specialist



**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$63,620
Budget Period:	7/1/2016 - 6/30/2017
Submission Date:	12/17/2015

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C.Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Faculty Director	\$ 194,908.00	0.01	\$ 1,949.00	\$ -	\$ 1,949.00
B. Executive Director	\$ 175,524.00	0.02	\$ 3,510.00	\$ -	\$ 3,510.00
C. Associate Director	\$ 116,791.00	0.06	\$ 7,007.00	\$ -	\$ 7,007.00
D. Research Associate	\$ 98,048.00	0.20	\$ 19,610.00	\$ -	\$ 19,610.00
E. Research Assistant	\$ 54,369.00	0.20	\$ 10,874.00	\$ -	\$ 10,874.00
Benefits @ 30.60 %			\$ 13,142.00	\$ -	\$ 13,142.00
Subtotal - Personnel		0.49	\$ 56,092.00	\$ -	\$ 56,092.00

II. OPERATING EXPENSES		A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Office Supplies and Materials		\$ -	\$ -	\$ -
B. Local Travel		\$ 250.00	\$ -	\$ 250.00
C. Consultants (itemize):Professional Services-transcription		\$ 462.00	\$ -	\$ 462.00
Subtotal - Operating Expenses		\$ 712.00	\$ -	\$ 712.00

IV. INDIRECT COSTS		A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
	<u>12%</u>	\$ 6,816.00	\$ -	\$ 6,816.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)				\$ -
Subtotal - Indirect Costs		\$ 6,816.00	\$ -	\$ 6,816.00

V. TOTAL PROGRAM COSTS		A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV		\$ 63,620.00	\$ -	\$ 63,620.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:		*Prepared By:	
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* Must be signed by an Authorized signor of the agency



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$63,620
Budget period:	7/1/2016 - 6/30/2017
Submission Date:	12/17/2015

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Faculty Director	\$ 1,949.00	.01 academic effort
B. Executive Director	\$ 3,510.00	.02 calendar effort
C. Associate Director	\$ 7,007.00	.06 calendar effort
D. Research Associate	\$ 19,610.00	.20 calendar effort
E. Research Assistant	\$ 10,874.00	.20 calendar effort
Benefits @ 30.60 %	\$ 13,142.00	
Subtotal - Personnel	\$ 56,092.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Office Supplies and Materials	\$ -	
B. Local Travel	\$ 250.00	Local travel to various sites in the Bay Area to conduct interviews
C. Consultants (itemize): Professional Services-	\$ 462.00	Transcription cost average: ~6 hrs. @ ~\$75/hourly
Subtotal - Operating Expenses	\$ 712.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	\$ 6,816.00	
Subtotal - Indirect Costs	\$ 6,816.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 63,620.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :

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F5SMC Program Specialist



First 5 San Mateo County BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$20,936
Budget Period:	7/1/2017 - 10/31/2017
Submission Date:	12/17/2015

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Faculty Director	\$ 200,950.00	0.01	\$ 223.00	\$ -	\$ 223.00
B. Executive Director	\$ 180,965.00	0.02	\$ 1,206.00	\$ -	\$ 1,206.00
C. Associate Director	\$ 120,412.00	0.06	\$ 2,408.00	\$ -	\$ 2,408.00
D. Research Associate	\$ 101,087.00	0.20	\$ 6,739.00	\$ -	\$ 6,739.00
E. Research Assistant	\$ 56,054.00	0.20	\$ 3,737.00	\$ -	\$ 3,737.00
Benefits @ 30.60 %			\$ 4,380.00	\$ -	\$ 4,380.00
Subtotal - Personnel		0.49	\$ 18,693.00	\$ -	\$ 18,693.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Office Supplies and Materials	\$ -	\$ -	\$ -
B. Local Travel	\$ -	\$ -	\$ -
C. Consultants (itemize): Professional Services-transcription	\$ -	\$ -	\$ -
Subtotal - Operating Expenses	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>12%</u>	\$ 2,243.00	\$ -	\$ 2,243.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ 2,243.00	\$ -	\$ 2,243.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 20,936.00	\$ -	\$ 20,936.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:		*Prepared By:	
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**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	The Board of Trustees of The Leland Stanford Jr. University
Program/Project Name:	Big Data Project
Amount of Request:	\$20,936
Budget period:	7/1/2017 - 10/31/2017
Submission Date:	12/17/2015

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Faculty Director	\$ 223.00	.01 academic effort
B. Executive Director	\$ 1,206.00	.02 calendar effort
C. Associate Director	\$ 2,408.00	.06 calendar effort
D. Research Associate	\$ 6,739.00	.20 calendar effort
E. Research Assistant	\$ 3,737.00	.20 calendar effort
Benefits @ 30.60 %	\$ 4,380.00	
Subtotal - Personnel	\$ 18,693.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Office Supplies and Materials	\$ -	
B. Local Travel	\$ -	Local travel to various sites in the Bay Area to conduct interviews
C. Consultants (itemize):Professional Services	\$ -	Transcription cost average: ~6 hrs. @ ~\$75/hourly
Subtotal - Operating Expenses	\$ -	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	\$ 2,243.00	
Subtotal - Indirect Costs	\$ 2,243.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	20,936.00

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San Mateo, CA 94402 – 3050

Electronic copy must also be submitted to:
F5SMC Program Specialist

F5SMC Persimmony Implementation Plan

Things to Think About, Consider and Plan

AGENCY CONTRACTS

- F5SMC to send Persimmony Project Manager Leigh Abernathy **a list** that (1) identifies ALL agencies and their contract detail that we need to setup and track in Persimmony. Persimmony will to send our **F5 Agency Contracts Form Template** that F5SMC should use to populate and return to Persimmony Project Managers.

PROGRAM MILESTONES

- F5SMC to send Persimmony Project Manager Leigh Abernathy **ALL milestones for each program/agency** by contract so we can setup and track milestones in Persimmony.

ASSESSMENTS

- F5SMC to send Persimmony Project Manager Leigh Abernathy **a list** that (1) identifies ALL assessments by program and (2) any new/additional assessments to setup and track in Persimmony **by program**. F5SMC to also send a PDF copy of the actual assessments used so Persimmony Project Managers can verify the data entry questions, item for item.

USERS BY PROGRAM

- F5SMC to send Persimmony Project Manager Leigh Abernathy **a list** that (1) identifies ALL current authorized users by program and (2) any new/additional users to add in Persimmony as authorized users, by program. Commission Users should also be included. Persimmony will send our **Commission and Program User Setup and Security Inventory** spreadsheet that F5SMC should use to populate and return to Persimmony Project Managers.

TRAINING

- Where can the training sessions take place? A community computer lab with an overhead screen, WIFI network and a speaker phone (and speakers for the computer) will be required to train both types of users: (1) F5SMC authorized Commission/Evaluator users and then again to train (2) F5SMC authorized program users.
- Who on your team will be responsible for scheduling a computer lab-type of room and running logistics for the training events for: (1) the F5SMC Commission/Evaluator training event and (2) the Program training events?
- F5SMC Staff will be asked to attend each of the Program training events in person (having been through the Commission/Evaluator training) and will monitor the room while the Persimmony

Implementation team will be presenting the running the Program training event(s) using GTM and the conference line – projecting onto the screen.

- The Persimmony Implementation team will provide training packets that should be printed so each authorized user has a hardcopy to take notes on during their training event.

F5SMC COUNTY PERSIMMONY DATABASE ADMINISTRATOR(S)

- Who at the Commission will be taking on the role of Database Administrator(s)?

PROCESSES and PRACTICES

- Discussion about F5SMC's communication to funded programs on the transition plans from First5ers software to Persimmony. What steps are involved? Can Persimmony get a copy of all communiqués that go out to your programs so that we know what they are being told?
- Are we trying to accomplish any *practice changes* that will be implemented when you transition to Persimmony? If yes, what types of changes do you plan on making?

DRAFT

F5SMC Implementation Timeline

Date	Point	✓	Task
	F5SMC		Send Persimmony Assessment, Performance Measures, Agency, Contract and Users by Program Data from FY 15-16 – see Agency Contracts, Assessments, and Users by Program sections above. Each will have separate due date to Persimmony.
	F5SMC & Persimmony		Sample Contract – F5SMC to send Persimmony Project Leigh Abernathy 2 sample contracts for review so she can add to F5SMC test database so all can view how the details appear in Persimmony.
	F5SMC & Persimmony		Sample Contract Demo – Persimmony to provide F5SMC Team with a demo of how their contracts will look in Persimmony.
	F5SMC & Persimmony		System configuration specifications: Setup the database field values and assessments based on F5SMC data collection tools and contracts. Discuss new additions or changes to data collection and evaluation with F5SMC.
	F5SMC & Persimmony		Test Site Review: Persimmony to provide walkthrough of F5SMC Test Site with FYXX/XX Agency Contracts and Assessments setup.
	F5SMC & Persimmony		Training Commission Staff : Assign user accounts to F5SMC Staff and Assign Security Levels for F5SMC Staff - Train F5SMC Staff to use Persimmony First 5 Module.
	F5SMC & Persimmony		Enter Program User Lists and Assign User Security - Completed prior to each Program User training event(s).
	F5SMC & Persimmony		Training Programs: Train F5SMC Programs to use Persimmony Client Module.
	F5SMC		All users stop entering any data into First5ers on _____, 201_; the last day any F5SMC staff or funded program user enters data into First5ers.
	F5SMC & Persimmony		GO LIVE: F5SMC Funded Programs begin entering NEW FY16 data into Persimmony. LIVE Persimmony system for Commission and all Program authorized users to enter FY16 data.