



Data Collection Requirements

Providers receiving funds from Escambia Children's Trust (ECT) will enter participant data using the SAMIS case management portal. The source of all participant data required by ECT should be supported and documented in either individual case files or other verifiable source documents or systems, which are subject to inspection and monitoring by ECT.

The provider is responsible for developing, maintaining, and adhering to confidentiality policies and procedures that govern participant files and records, protection of participants' rights, research involving participants served, privacy afforded to participants (when applicable) and release of participant information as per the ECT agreement language and any other legal requirements. These policies and procedures must be incorporated into the provider's policies to protect participant data and prevent accidental or malicious disclosure of participant information.

Provider reports and data required to be uploaded to SAMIS are due on the 15th of the month following the month services were provided unless otherwise specified in the Provider's agreement. For example, reports and data for services provided in January must be submitted via SAMIS by February 15th.

- Demographic data for all participants of programs funded by ECT must be entered into SAMIS (or an alternate, pre-approved data system), regardless of funding unless the collection of aggregate data has been approved by ECT.
- Participants' data should not be entered into SAMIS until they have signed a release of information for ECT or a data sharing agreement between the Provider and ECT exists, unless otherwise specified in the ECT agreement.
- The Provider will maintain in participant files a completed copy of an ECT-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider will add ECT to consent forms.
- Participants receiving services will be identified as a child or an adult on the participant profile. Each participant will be assigned a unique record ID. Participants receiving child services shall be identified as a child. A child record should always remain as a child record, even if the child turns 18 during the program enrollment. Participants receiving adult (parent) services shall be identified as an adult.

The following Data Points will be collected for all participants. These data will serve as source documents for reports used to track progress toward deliverables specified in Exhibit B of the provider's agreement, Performance Measurements.

1. Household Size – total number of adults and children in the household
2. Household Income – total annual gross income of all members in the household
3. Head of Household – member of the household who contributes more than half of the household's income or makes most of the household decisions. For a child who resides in a foster home, enter the child's name
4. Number of Adults in Household
5. Number of Minor Children in Household – *Household Arrangement – Single Parent-Female Head of Household; Single Parent- Male Head of Household; Dual Parent-Married; Dual Parent- Non-Married Female Head of Household; Dual Parent- Non-Married Male Head of Household; Other-Relative / Kinship Care – Female Head of Household; Other-Relative / Kinship Care – Male Head of Household; Other-Relative / Kinship Care – Married; Other- Non-Relative; No Dependents – Married; No Dependents – Couple, Non-Married; No Dependents – Single Female; No Dependents – Single Male*
6. Relationship of Child Participant to Head of Household – *Spouse; Biological son or daughter; Adopted son or daughter; Stepson or stepdaughter; Brother or sister; Father or Mother; Grandchild; Parent-in-law; Son-in-law or daughter-in-law; Other relative; Roomer or Boarder; Housemate or roommate; Unmarried partner; Other non-relative; Self*
7. Participant Address – Address 1, Address 2, City, State, and ZIP Code
8. Current Living Situation – *Have Physical Address; Legally Restricted from Release; Unsheltered; Sheltered; Safe Haven; Institutional Setting; Temporary Housing Situation; Potentially Permanent Housing Situation*
9. Home Phone Number
10. Cell Phone Number – for children, this should be the parent's cell phone number
11. Email Address – for children, this should be the parent's email address
12. Referred From / How Did You Hear About This Program
13. First Name, Middle Name, Last Name, Last Name Suffix
14. Date of Birth
15. Gender – *Male; Female; Gender Non-Conforming; Trans Male; Trans Female*
16. Sex – *Male; Female*
17. Race – *American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian/Pacific Islander; Two or More Races; White*
18. Ethnicity – *Hispanic, Latino, or Spanish Origin; Not Hispanic*
19. Primary Language Spoken at Home
20. Education – the participant's highest level of education should be selected; for adults = *Did not graduate high school; High school diploma/GED; Some college; Associate's Degree; Bachelor's Degree; Master's Degree; Doctorate/Terminal Degree*; for children = *Age 0-5, attending Child Care Center; Age 0-5, attending Family Day Care Home; Age 0-5, not attending Center or Family Care Home; School Age, not currently enrolled; School Age –*

select the current grade in which the child is enrolled (if in summer program, denote the grade the child will be entering for the upcoming school year)

21. Student ID Number
22. School Name
23. Start Date – This should be the first day a participant is active within the program
24. Referred To – This field identifies referrals made for the participant throughout the program.
25. Services Type – This field includes the types of services funded, e.g., OST/afterschool, OST/summer camp, early learning care, legal services, healthcare, dental services, academic supports, capacity building, and additional categories as needed
26. Close Date – The last date the participant received services, defined as s face-to-face service, direct phone, voice contact, or telehealth; does not include voice mail, email, or written contact
27. Closing Reason – *Completed Program; Transferred to another provider prior to completion of program; Participant withdrew-with notice; Participant withdrew- health problems; Participant withdrew- lack of transportation; Participant withdrew without notice; Participant lost eligibility- aged out; Participant lost eligibility - was arrested/ incarcerated; Participant lost eligibility moved out of service area; Participant lost eligibility - violation of program rules; Participant lost eligibility - lack of progress; Participant died; Reunification; Funding Ended / Site Closed*

NOTE: Exceptions to this list must be documented in the Special Conditions section of the provider agreement.

Performance Measurement

- Performance Measures must be collected as specified in the ECT agreement.
- If the agreement between the Provider and ECT requires the collection of data for performance measures, (e.g., surveys, assessments), the Provider must have written procedures to ensure the proper execution of the measure.
- Service and form (e.g., surveys, assessments) dates must be the date that the service or measurement occurred or the date the information was collected. If the measurement cannot be collected, the reason must be documented in the case file.
- All required answers must be completed for all forms.

Program Services/Attendance

- A service or attendance must be entered for all participants to identify the individual and group or program-wide service for which the participant is engaged. Services are entered in SAMIS based off each service interaction.
- All attendance should be entered as soon as possible but no later than two weeks from the date of attendance.

Referrals

Referrals made for participants to other programs should be recorded.

1. No Referral(s) Made: an assessment of needs was completed, and no referral(s) was required. If this selection is utilized no other referral items should be selected.
2. 2-1-1 Northwest Florida: local information and referral service.
3. Adoptions: any private adoption Provider.
4. Adult & Aging: any Provider providing specialized services to adults and seniors.
5. Alcohol and/or Substance Abuse Services: any public or private Provider specializing in the treatment of or prevention of alcohol or substance abuse.
6. Basic Needs Services: any program, public or private, that assists families in meeting their basic needs in times of crisis, needs, or change or any program, public or private, that provides assistance with household items such as food, clothing, dishes, or other household goods.
7. Child Care: any public or private childcare provider.
8. Child Support Enforcement: The Department of Revenue Child Support Enforcement Program.
9. CHNF: any referral to Community Health Northwest Florida
10. Community Based Care Lead Agency: community-based care services (foster care, adoption) that are contracted for by DCF.
11. Counseling Program: any Provider, public or private, that provides counseling to individuals, families, groups including programs that provide services to the terminally ill and/or grief services to surviving family members.
12. Dental Services: any dentist for dental services.
13. Developmental Evaluation and Intervention Services: evaluation and treatment for children with suspected or identified developmental delay or neuromuscular impairment or any community Provider that deals with developmental disabilities in children (for example, mental or physical handicaps).
14. Disabilities: agencies specializing in services to people with disabilities defined as temporary or permanent reduction in function, usually a result of a physical or mental condition or infirmity. NOTE: Agencies that specialize in treating developmental disabilities should be entered under “Developmental Evaluation and Intervention Services”.
15. Domestic Violence Services: any Provider specializing in providing services to perpetrators or victims of domestic violence (including crisis sheltering).
16. Education: any academic program offered by any public or private school (including credit or non-credit courses, adult education, Special Education, and English for Speakers of Other Languages – ESOL).
17. Employment Assistance/Job Training: any Provider, public or private, specializing in vocational training or employment related services for non-handicapped persons including Florida’s Provider for Workforce Innovation program.
18. Faith-based Organization: organizations that provide social services, or religious or spiritual activities as part of their affiliation with a religious group, not including faith based parochial schools. NOTE: Referrals to a parochial school should be identified as “Education.”

19. Family Support Services: any program, public or private, that assists families in meeting their basic needs in times of crisis, needs, or change or a program that provides funds for emergency needs such as rent or utilities.
20. Financial Management/Debt Counseling/VITA: any program, public or private, that specializes in services that help people manage money, develop budgeting skills, or assist with debt management or tax preparation.
21. FL Dept of Children & Families (DCF): referred to any division of DCF including the Adult Services, Developmental Disabilities, Economic Services, Family Safety or Substance Abuse or Mental Health divisions.
22. FL Dept of Health: any referral to the Florida Department of Health / Escambia County Health Department.
23. Florida Abuse Hotline: The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can a) Report online at <https://reportabuse.dcf.state.fl.us/>, b) Call 1-800-962-2873, c) Use 711 for Florida Relay Services, or d) Fax your report to 1-800-914-0004. If you suspect or know of a child or vulnerable adult in immediate danger, call 911.
24. Housing: any program that provides non-crisis related short or long-term housing services.
25. Juvenile Justice: referred to any court with jurisdiction over juveniles, any Provider that serves youth involved with the justice system or any referral to any office or employee of the Florida Department of Juvenile Justice.
26. Legal Services: a Provider or program that provides legal advice or services or any licensed attorney, private law firm, or public defender.
27. Medical Services: any clinic, family physician, radiologist, ophthalmologist, optometrist, hospital, emergency room, or any health service provider excluding mental health service providers. Mental health service providers should be entered under “Mental Health Services” below.
28. Mental Health Services: any public or private organizations concerned with meeting the needs of the mentally ill or those vulnerable to mental illness or a privately practicing professional who provides guidance or problem-solving advice.
29. Neighborhood Family Center: A place in a neighborhood where families come together to meet each other, have fun together, learn together, and support each other.
30. Parenting Education: a program that provides information, resources, and or tools to promote change that improves the lives of children by supporting parents and caregivers.
31. Parent University: a specific parenting education program offered in Escambia County.
32. Recreation Program: any public or private recreation program or center.
33. Refugee/Immigrant Services: any public or private Provider specializing in services to refugees or immigrants.
34. Respite Care: a service that provides periodic relief for the family or primary care giver.
35. Shelter Services: crisis related temporary safe housing services (for example runaway or homeless) excluding domestic violence shelters which should be entered as Domestic Violence Services.
36. Support Group: a program that organizes and provides resources, peer support, and guidance to a group of people with common goals or issues.

37. Vocational Rehabilitation Services: any Provider public or private that offers training to participants who are mentally or physically disabled so they can do useful work and become more self-sufficient.
38. Youth Development Program: programs designed to support, guide and challenge young people. They are characterized by providing youth with opportunities for meaningful participation and service to others. These programs provide youth with opportunities to explore and develop values, interact with caring adults, and form considerate relationships with their peers.

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