Year-end Report Technical Assistance

Audio call: 1-855-212-0212
Passcode: 572-732-837

For technical assistance call
Juan Ramirez: 559-717-4300

press *6 to unmute yourself & ask questions
OR
type questions in the chatbox on the control panel (see right side of screen)

2015-2016
CCIP Year-end Webinar
June 23, 2016
10:00 – 11:00 a.m.
Overview

- Reporting Tools
- Year-end Narrative
  - Tips
  - Saving in Formstack
- CCIP Database
  - Running reports
  - Active Training Participant status
  - Advanced Trainee (“Returning Trainee”) status
  - CDTC Profile Data export
- Fiscal Reporting (Use CDFS 9529 form)
  - Network
  - State
- Due Dates
CCIP Operations ➔ Reporting:

- Reporting Instructions
- CCIP Database Professional Development Profile Export Instructions
- Tutorials
- Form CDFS 9529
- Year-end Narrative
Year-end Narrative Report
(all about your qualitative CCIP data)
Year-end Narrative Tips

- Read all questions
- Draft your report in Word
- Spell out acronyms
- Short + sweet, beat long + complex
- Please don’t repeat (cut/paste) responses
- Using “see above” is not helpful
- Avoid red flag language when describing incentives
Incentive Lingo

**Red flags**
- Gifts
- Gift cards
- Stipends
- Food
  (bought with CCIP funds)

**Green light**
- Incentives
- Raffle items
- Food
  (provided without spending CCIP funds)
Asterisks - indicate a required item

Logic

Saving
Formstack: Saving

Save Answers and Resume Later

« Previous

Next »

Powered by Formstack

Save and Resume Later

Are you sure you want to leave this form and resume later?

Cancel

Save and get link
Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

https://californiachildcareresourcereferranetwork.formstack.com/forms/2I-1879053-DFTONQRXjC

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

Resend email
Year-End Narrative Report 2015 -16 URL
Formstack Support <support@formstack.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 6/22/2016 11:59 AM
To: hwoodlee@rrnetwork.org

Save and resume link for your form

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

https://californiachildcareresourceferralnetwork.formstack.com/forms/?i-1870053-DFTONQRxJO

Thanks for saving your answers!
CCIP Contracting Agency:
CCCRRN

County:
Fresno

Contact Name:
Juan Ramirez

Email:
jramirez@rrnetwork.org

Phone:
(559) 717-4300
Formstack: Submitting

Save and Resume Later

« Previous Submit Form

Powered by Formstack

Thank You

The form was submitted successfully.
Thank you for completing the CCIP Year-End Narrative Report 2014-15. You will be contacted shortly by a member of the CCIP team if there are any questions about your report. You might find it helpful to save your responses by copying and pasting the report below into a Word document. This way you may refer to the document at a later point or print a copy for your records.

Here are the questions and answers as you completed them in Formstack on Jun 10, 2015 4:01 PM.

CCIP Contracting Agency:
CCCRN

County:
Fresno

Contact Name:
Juan Ramirez

Email:
jramirez@rmnetwork.org

Phone:
(559) 717-4300
The quantitative CCIP data reports

THE BIG 10:
- New Recruit
- Expansion Recruit
  - Expanded Licensed Capacity
  - Changed Capacity to Include Infant/Toddler
  - Changed Schedule to Non-traditional
  - Rescinded Inactive Status
- Agency Training Hours
- Participant Training Hrs FY
- Participant Training Hrs Cumulative
- Technical Assistance
- Language of Training
Tutorials

- **Active Training Participant** status update
- “Returning Trainee” status update (known as Advanced Trainee)
1. Export CCIP report from CCIP Database

2. Format data
   - Training Date
   - Date of Birth (DOB)
   - Last 5 digits of Social Security Number (SSN5)
   - Unique ID

3. Copy & paste data into CDTC template

4. Upload to CDTC website

*CCIP Database Professional Development Profile Export Instructions*
Fiscal Reports
CCIP Year-end Fiscal Report

Complete **CDFS form 9529** and submit to:

- CA CCR&R Network (via email)  
  ccipreports@rrnetwork.org

- State of CA (via USPS)

  California Department of Education (CDE),  
  Child Development Fiscal Services (CDFS)  
  1430 N Street, Ste. 2213  
  Sacramento, CA 95814
Year-end Reporting Due Dates
Report Due Dates

July 20
Due to the Network:
- Year-end Narrative (Formstack)
- Data Entered (CCIP Database)
- Fiscal Report (email to ccipreports@rrnetwork.org)

Due to Child Development Fiscal Services (CDFS):
- CDFS 9529 (mail hard copy)

July 31
Due to the Child Development Training Consortium (CDTC):
- Professional Development Profile (PDP) data
To ask a question:

- **Verbally**: press *6 to unmute yourself and *6 to mute yourself again when you are done

- **Written**: write your question in the chat/question box in the control panel on the right-hand side of your screen
Thank you for your participation.

Shortly after this webinar, you will receive a link to a survey via Survey Monkey.

Please:
1. **Forward** the email to any colleagues sharing the computer with you.
2. **Select** the link that pertains to you (long/short profile form).
3. **Complete** the survey.

The survey will include:
- Evaluation of the webinar
- Infrastructure Participant Profile questions
- Link to your Certificate of Participation for tracking your professional development
For Questions about Your Year-end Report, Contact:

- **Bay Area & Northern Regions**
  Helen Woodlee
  [hwoodlee@rrnetwork.org](mailto:hwoodlee@rrnetwork.org)

- **Central Valley & Southern Regions**
  Juan Ramirez
  [jramirez@rrnetwork.org](mailto:jramirez@rrnetwork.org)